# PART 1: PRINCIPAL’S REQUEST

### REQUEST DOCUMENTS

This Request for Quotation is comprised of the following parts:

(a) Part 1 – Principal’s Request (read and keep this part);

(b) Part 2 – Project Scope (read and keep this part);

(c) Part 3 – Respondent’s Offer (complete and return this part);

(e) Part 4– General Conditions of Contract (read and keep this part).

### DEFINITIONS

Below is a summary of some of the important defined terms used in this Request.

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| --- | --- |
| Attachments: | The documents you attach as part of your Response; |
| Contractor: | Means the person or persons, corporation or corporations whose Response is accepted by the Principal, and includes the executors or administrators, successors and assigns of such person or persons, corporation or corporations; |
| Deadline: | The deadline for lodgement of your Response; |
| General Conditions of Contract: | Means the General Conditions of Contract nominated in Part 1 and incorporated in a Contract in accordance with clause 1.9.8; |
| Offer: | Your offer to be selected to supply the Requirements; |
| Principal: | Wheatbelt NRM Inc; |
| Response: | Completed Offer, response to Selection Criteria and Attachments; |
| Request: | This document; |
| Requirements: | The work requested by the Principal; |
| Selection Criteria: | The criteria used by the Principal in evaluating your Response; |
| Special Conditions: | The additional contractual terms; |
| Specification: | The statement of Requirements that the Principal requests you to provide if selected. |

### HOW TO PREPARE YOUR RESPONSE

(a) Carefully read all parts of this document.

(b) Ensure you understand the Requirements (see clauses 2.1 and 2.2)

(c) Complete, sign and return the Offer (Part 3) in all respects and include all Attachments.

(d) Make sure you have signed the Offer Form and responded to all of the Selection Criteria.

(e) Lodge your Response before the Deadline.

### CONTACT PERSONS

Respondents should not rely on any information provided by any person(s) other than those

listed below:

Name: Rowan Hegglun

Title: Program Manager Healthy Environments

Telephone: (08) 9670 3101

Mobile: 0427 386 274

Facsimile: (08) 9670 3140

Email: [rhegglun@wheatbeltnrm.org.au](mailto:rhegglun@wheatbeltnrm.org.au)

Immediate availability will be intermittent from the 17th through to the 23rd of May, Alternative contact during this time is Anika Dent 0488 902 220.

### BRIEFING

Attendance at such a meeting is not mandatory.

### SELECTION CRITERIA

The Contract may be awarded to a Respondent who best demonstrates the ability to provide quality services at a competitive price. The quoted prices will be assessed together with the qualitative and compliance criteria to determine the most advantageous outcome to the Principal.

The Principal has adopted a best value for money approach to this Request.

This means that, although price is considered, the Response containing the lowest price will not necessarily be accepted, nor will the offer ranked the highest on the qualitative criteria. A scoring system will be used as part of the assessment of the qualitative criteria. Unless otherwise stated, a Response that provides all the information requested will be assessed as satisfactory. The extent to which a Respondent demonstrates greater satisfaction of each of these criteria will result in a greater score. The aggregate score of each Response will be used as one of the factors in the final assessment of the qualitative criteria and in the overall assessment of value for money.

#### COMPLIANCE CRITERIA

These criteria are detailed within Part 3 of this document and will not be point scored. Each Response will be assessed on a “Yes”/”No” basis as to whether the criterion is satisfactorily met. An assessment of “No” against any criterion may eliminate the Response from consideration.

#### QUALITATIVE CRITERIA

In determining the most advantageous Response, the Evaluation Panel will score each Response against the qualitative criteria as detailed within Part 3 of this document. Each criterion will be weighted to indicate the relative degree of importance that the Principal places on the technical aspects of the goods or services being purchased.

NOTE: It is essential that Respondents address each qualitative criterion. Information that you provide addressing each qualitative criterion will be point scored by the Evaluation Panel.

Failure to provide the specified information may result in elimination from the evaluation process or a low score.

### PRICE CONSIDERATIONS

**CLAUSE A - WEIGHTED COST CRITERIA**

Not Applicable

**CLAUSE B - NON WEIGHTED COST CRITERIA**

The non-weighted cost method is used where functional considerations such as capacity, quality, transitional and adaptability are seen to be crucial to the outcome of the contract.

The evaluation panel will make a series of value judgements based on the capability of the Respondents to complete the Requirements and a number of factors will be considered including:

(a) The qualitative ranking of each Respondent; and

(b) The pricing submitted by each Respondent.

Once the Responses have been ranked, the evaluation panel will make a value judgement as to the cost affordability, qualitative ranking and risk of each Response, in order to determine the Response which is most advantageous to the Principal.

The quoted price will be considered along with related factors affecting the total cost to the Principal (e.g. the lifetime operating costs of goods or the Principal’s contract management costs may also be considered in assessing the best value for money outcome).

### PRICE BASIS

**FIXED PRICES**

All prices for services offered under this Request are to be fixed for the term of the Contract.

Quoted prices must be GST Exclusive.

Any charge not stated in the Response, as being additional will not be allowed as a charge for any transaction under any resultant Contract.

### THE PRINCIPAL’S POLICIES THAT MAY AFFECT SELECTION

Not applicable

### CONDITIONS OF RESPONDING

#### LODGEMENT OF RESPONSE AND DELIVERY METHOD

The Response must be lodged by the Deadline.

The Respondent may submit the Offer by hand at: Wheatbelt Natural Resource Management, 269 Fitzgerald St (PO Box 311) Northam WA 6401; or by post to PO Box 311 Northam WA 6401.

The Respondent may submit the Offer electronically at: [rhegglun@wheatbeltnrm.org.au](mailto:rhegglun@wheatbeltnrm.org.au)

Conditions regarding the submission of Offers (including late lodgement and mishandling) are contained in Part 3.

#### REJECTION OF RESPONSES

A Response may be rejected without consideration of its merits in the event that:

(a) The Response is not submitted at the time and at the place specified in the Request; or

(b) The Respondent does not submit an Offer form which has been completed and signed together with all the required Attachments; or

(c) The Response is not submitted at the place or in the manner specified in this Request; or

(d) The Response fails to comply with any other requirements of the Request.

#### LATE RESPONSES

Responses received:

(a) After the Deadline; or

(b) In a place other than that stipulated in this Request

Will not be considered for evaluation.

#### ACCEPTANCE OF RESPONSES

Unless otherwise stated in this Request, Responses may be for all or part of the Requirement and may be accepted by the Principal either wholly or in part. The Principal is not bound to accept the lowest Response and may reject any or all Responses submitted.

#### DISCLOSURE OF CONTRACT INFORMATION AND DOCUMENTS

Documents and other information relevant to the contract may be disclosed when required by law under the Freedom of Information Act 1992 or under a Court order.

Respondents will not be given particulars of the successful Quotation(s) but will be advised that a Response was accepted.

#### ALTERNATIVE RESPONSES

All Alternative Responses MUST be accompanied by a conforming Response.

Responses may be submitted as Alternative Responses or made subject to conditions other than the General and Special Conditions of Contract must in all cases arising be clearly marked “ALTERNATIVE RESPONSE”.

The Principal may in its absolute discretion reject any such Alternative Response as invalid.

If the Response is marked as an Alternative Response, any printed “General Conditions of Contract” shown on the reverse of a Respondent’s letter or quotation form will not be binding on the Principal in the event of a Contract being awarded.

#### RESPONSE VALIDITY PERIOD

All Responses will remain valid and open for acceptance for a minimum period of three (3) months from the Deadline, unless extended on mutual agreement between the Principal and Respondent in writing.

#### GENERAL CONDITIONS OF CONTRACT

Responses will be deemed to have been made on the basis of and to incorporate the General

Conditions of Contract.

#### PRECEDENCE OF DOCUMENTS

In the event of there being any conflict or inconsistency between the terms and conditions herein and those in the General Conditions of Contract the terms and conditions appearing in this Request will have precedence.

#### RESPONDENTS TO INFORM THEMSELVES

Respondents will be deemed to have:

(a) Examined the Request and any other information available in writing to Respondents for the purpose of responding;

(b) Examined all further information relevant to the risks; contingencies, and other circumstances having an effect on their Response which is obtainable by the making of reasonable enquires;

(c) Satisfied themselves as to the correctness and sufficiency of their Responses including quoted prices which will be deemed to cover the cost of complying with all the Conditions of Responding and of all matters and things necessary for the due and proper performance and completion of the work described therein;

(d) Acknowledged that the Principal may enter into negotiations with a chosen Respondent and that negotiations are to be carried out in good faith; and

(e) Satisfied themselves they have a full set of the Request documents and all relevant Attachments.

#### ALTERATIONS

The Respondent must not alter or add to the Request documents unless required by these Conditions of Responding.

The Principal will issue an addendum to all registered Respondents where matters of significance make it necessary to amend the issued Request documents before the Deadline.

#### OWNERSHIP OF RESPONSES

All documents, materials, articles and information submitted by the Respondent as part of or in support of a Response will become upon submission the absolute property of Principal and will not be returned to the Respondent at the conclusion of the Response process PROVIDED that the Respondent is entitled to retain copyright and other intellectual property rights therein, unless otherwise provided by the Contract.

#### CANVASSING OF OFFICERS

If a Respondent, whether personally or by an agent, canvasses any of the Principal’s Board Members or Officers with a view to influencing the acceptance of any Response made by it or any other Respondent, then regardless of such canvassing having any influence on the acceptance of such Response, the Principal may at its discretion omit the Respondent from consideration.

#### IDENTITY OF THE RESPONDENT

The identity of the Respondent and the Contractor is fundamental to the Principal.

The Respondent is the person, persons, corporation or corporations named as the Respondent in Part 3 and whose execution appears on the Offer Form in Part 3 of this Request. Upon acceptance of the Response, the Respondent will become the Contractor.