



Richmond Shire Council
Request for Tender

Construction Only
Maxwelton Cattle Railyards

Document Control

Document Control

Date	Description	Author
14/03/2024	Initial Draft	Tyler Ybema
15/03/2024	Revised draft following an initial review	Tyler Ybema
10/04/2024	Updated final report	Tyler Ybema

Contact for enquiries and proposed changes

If you have any questions regarding this document or suggestions for improvements, please contact Richmond Shire Council.

Phone 07 4719 3277

Email enquiries@richmond.qld.gov.au

REQUEST FOR TENDER

Dear Sir/Madam,

An invitation is extended to you to submit a written Quotation for the following:

Provision of Tender: RFT2324_05 - PN2324_06 Maxwelton Cattle Railyards (Construction Only)

1. Lodgement of Tender

Each Quote must be submitted by email to tenders@richmond.qld.gov.au and clearly marked with the number and title of the tender, as shown above. Tenders must be provided to the Council by the closing time.

2. Tender Closing Time

Issue Request for Quotation	15/04/2024
Quotation Closing Time and Date	07/05/2024 at 2:00pm

3. Special Conditions

- a) All tenders will remain valid for 90 days from the closing time
- b) The Council may not accept the lowest or any tender.
- c) All documents attached to this application must be completed (i.e., WHS Requirements, Bill of Quantities, and Letter of Tender)

Yours sincerely



Peter Bennett
Chief Executive Officer
Richmond Shire Council

PART 1 - PREAMBLE				
Richmond Shire Council invites tenders from suitably qualified tenderers for the construction of the new Maxwelton Cattle Railyard and Loading Ramp Extension.				
PART 2 – GENERAL INFORMATION				
Contract Details	For the construction of the new Maxwelton Cattle Railyards			
Communications by Tenderers	Communications regarding the Procurement Process for this tender must be submitted to tenders@richmond.qld.gov.au via email no later than 2 calendar days prior to the time stated in Item 4			
Briefing or site inspection	Details	Maximum Attendees	Mandatory	RSVP
	Upon Request (TBD)	N/A	Nil	N/A
Submissions of Tender	Tenders must be submitted via the approved submission types and timeframes in the attached annex to this document. <i>**Please allow adequate time for the tender and all supporting documents to be uploaded or received by this time.</i>			
Evaluation Criteria	Evaluation Criteria			Weighing (%) (Optional)
	Price			35%
	Experience			25%
	Quality and Safety Systems			20%
	Program & Methodology			10%
Local Supplier			10%	
Tenders to be valid for	90 calendar days after the time stated in Item 4 (as extended, if at all, pursuant to the Procurement Process Conditions)			
Complaints	Complaints regarding the Procurement Process are to be directed to Procurement Manager at enquiries@richmond.qld.gov.au			
PART 3 – PROCUREMENT PROCESS CONDITIONS				
The Procurement Process is governed by, and this Request for Tender is to be read in conjunction with, the Procurement Process Conditions attached to or provided with this request for tender are identified as follows: 034 Procurement Policy				
PART 4 – CONTRACT				
Tender Open	Friday, 15 April 2024			
Tender Close	Friday, 07 May 2024 at 2:00pm			
Contract	Contract to be drawn upon successful tender.			
PART 5 – SCOPE OF WORKS				
The Scope is described in the document(s) attached to or provided with this Request for Tender and identified as:				
<ul style="list-style-type: none"> Scope of Works 2324_06 Maxwelton Cattle Railyards Construction Only 				
PART 6 – RESPONSE SCHEDULES				
The Tender must be submitted in the form provided in the response schedules attached to or provided with this Request for Tender and identified as:				
<ul style="list-style-type: none"> PN2324_06 Response Schedule Tender Box and Lodgement Requirements 				

Tender Box and Lodgement Requirements:		
Format	Tender Box	Number and Format of Copies
Hard copy: (These requirements only apply where the Tender is submitted in hard copy format)	Attention: Chief Executive Officer PO Box 18 Richmond QLD 4822	The Tenderer must provide: <ul style="list-style-type: none"> • 1 x original and 3 copies; • 1 x electronic copy of the Tender on USB, CD or DVD (including 1 x complete copy of the Tender in a single PDF document and 1 x copy of the Response Schedules in MS Word format), in a sealed envelope or package marked with the name of the Project and the Contract Number.
Facsimile: (These requirements only apply where the Tender is submitted in by facsimile)	/	The Tenderer must provide one legible copy by facsimile, with a covering page or letter marked with the project name and the Contract Number.
Email: (These requirements only apply where the Tender is submitted by email)	tenders@richmond.qld.gov.au Richmond Shire Council ATT: Chief Executive Officer SUB: RFT-PN2324_06	The Tenderer must send: <ul style="list-style-type: none"> • 1 x complete copy of the Tender in a single PDF document; and • 1 x copy of the Response Schedules in MS Word format, in an email with the name of the Project and the Contract Number in the subject line.
E-tender: (These requirements only apply where the Tender is submitted through an e-tender website)	/	The Tenderer must provide: <ul style="list-style-type: none"> • 1 x complete copy of the Tender in a single PDF document; and • 1 x copy of the Response Schedules in MS Word format, in accordance with the requirements of the Electronic Tender Box.

Alternative Tenders

Alternative Tenders:

- are permitted;
 are permitted only if a Conforming Tender is also lodged;
 are not permitted.

*Where nothing is stated, Alternative Tenders are permitted.

To: Tyler Ybema
Project & Engineering Support Officer
tenders@richmond.qld.gov.au

I/We, the undersigned, hereby provide a Tender for the services requested in RFT-PN2324_06 and detailed in the scope of works.

Dated this _____ Day of _____ 2024

Name of Respondent: _____

Position of Respondent: _____

Full Name of Company: _____

Address of Company: _____

Contact Details: Phone Number: _____
Facsimile Number: _____
Mobile Number: _____
Email: _____

Signature: _____

Date: _____