



# Shire of Halls Creek

## Request for Quotation

---

<b>Request for Quotation:</b>	Purchase and Delivery of Two (2) off Road Caravans with 2 Single Bed Arrangements
-------------------------------	---

<b>RFQ Number:</b>	RFQ2024-1-EMIS
--------------------	----------------

<b>Deadline:</b>	4.00 pm (WAST) Thursday 31 August 2023
------------------	--

<b>Request documentation availability and lodgement:</b>	Request for Quotation documents are available from: <u>Shire webpage or</u> <a href="mailto:hc@hcshire.wa.gov.au">hc@hcshire.wa.gov.au</a>  Responses must be lodged via the electronic at: <a href="mailto:hcshire@hcshire.wa.gov.au">hcshire@hcshire.wa.gov.au</a>
--	---

**RESPONSES ARE TO BE RECEIVED VIA THE ABOVE ELECTRONIC PORTAL BY THE CLOSING TIME AND DATE**

**LATE SUBMISSIONS WILL NOT BE ACCEPTED**

**RESPONSES SENT TO THE SHIRE OF HALLS CREEK OFFICE BY MAIL, FACSIMILE OR ELECTRONIC EMAIL WILL BE ACCEPTED**

# Table of Contents

---

## Contents

<b>1</b>	<b>Conditions of Responding</b>	<b>4</b>
1.1	Contract Requirements in Brief	4
1.2	Definitions	4
1.3	Contact Persons	4
1.4	Briefing/Site Inspection	5
1.5	Selection Criteria	5
1.6	Compliance Criteria	5
1.7	Qualitative Criteria	5
1.8	Value Considerations	6
1.8.1	Price Basis	6
1.9	Principal's Policies That May Affect Selection	6
1.10	Lodgement of Response and Delivery Method	6
1.11	Rejection of Responses	7
1.12	Acceptance of Responses	7
1.13	Response Validity Period	7
1.14	Precedence of documents	7
1.15	Alterations	8
1.16	Ownership of Responses	8
1.17	Canvassing of Officers	8
1.18	Identity of the Respondent	8
<b>2</b>	<b>Specification</b>	<b>9</b>
2.1	Caravans	9
2.1.1	Dimensions and Towing	9
2.1.2	Standard Features	9
2.2	On-road costs	10
2.3	Caravan colour	10
2.4	Delivery	10
<b>3</b>	<b>General Conditions of Contract</b>	<b>11</b>
3.1	Common Use Agreement CUA PLC00617	11
3.2	Insurance	11
<b>4</b>	<b>Respondent's Offer</b>	<b>12</b>
4.1	Offer Form	12
4.2	Selection Criteria	13
4.2.1	Compliance Criteria	13
4.3	Qualitative Criteria	14

# Table of Contents

---

4.4	Price Information .....	15
4.4.1	Price Basis.....	16
4.4.2	Price Schedule.....	16
<b>5</b>	<b>Appendix. ....</b>	<b>17</b>

## 1 Conditions of Responding

### 1.1 Contract Requirements in Brief

The Principal seeks a suitable supplier for the acquisition of Two (2) off Caravans with Two (2) Single Bed Arrangement. In addition, the caravans to include kitchen, fridge, shower, toilet, meals area, storage area and more, suitable for dirt road travel.

A full statement of the Goods and Services required appears in the Specification (refer Part 2).

### 1.2 Definitions

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

<b>Contractor:</b>	Means the person or persons, corporation or corporations whose Response is accepted by the Principal, and includes the executors or administrators, successors and assignments of such person or persons, corporation or corporations.
<b>Deadline:</b>	As nominated on the front cover page of this Request or as amended.
<b>General Conditions of Contract:</b>	Means the General Conditions of Contract for the supply of Goods as nominated in Part 3.
<b>Offer:</b>	Your offer to supply the Requirement.
<b>Principal:</b>	Shire of Halls Creek
<b>Response:</b>	Completed Offer, response to Selection Criteria and Attachments.
<b>Requirement:</b>	The Goods and Services requested by the Principal as set out in this Request.
<b>Request or RFQ or Request for Quotation:</b>	This document.

### 1.3 Contact Persons

Should Respondents have any questions with respect to accessing RFQ documents or submitting a response please contact Mridula Maharaj, Executive Manager Infrastructure Services, Shire of Halls Creek on Ph. (08) 9168 6007; 0460 655 467 or via email: [emis@hchsire.wa.gov.au](mailto:emis@hchsire.wa.gov.au)

Technical and/or specification questions must be directed to the Principal via the email [hcshire@hcshire.wa.gov.au](mailto:hcshire@hcshire.wa.gov.au).

Respondents should not rely on any information provided by any person other than the person listed above.

#### **1.4 Briefing/Site Inspection**

A briefing/site inspection is not considered necessary.

#### **1.5 Selection Criteria**

A Contract may be awarded to a Respondent who best demonstrates the ability to fulfil the Requirement in a timely manner and at a competitive price. Price will be assessed together with the qualitative and compliance criteria to determine the most advantageous outcome to the Principal.

The Principal has adopted the 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 the offer ranked the highest on the Qualitative Criteria.

A scoring system will be usual 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 Response demonstrates greater satisfaction of each of these criteria will result in a higher 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.

#### **1.6 Compliance Criteria**

These criteria are detailed within Part 4 of this Request 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 a Response from consideration.

#### **1.7 Qualitative Criteria**

In determining the most advantageous Response, the Evaluation Panel will score each Response against the Qualitative Criteria as detailed within Part 4 of this Request. Each criterion will be weighted to indicate the relative degree of importance that the Principal places on the technical aspects of the Requirement to be fulfilled.

**Part 1 READ AND KEEP THIS PART**

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.

### 1.8 Value Considerations

The Weighted Price method is to be used as price is crucial to the outcome of the Requirement. The price is then assessed with the Qualitative Criteria.

Criteria	Weighting
Quoted Price	70%

#### 1.8.1 Price Basis

All prices offered under this Request are to be fixed for the term of the Contract and must include Goods and Services Tax (GST).

Unless otherwise indicated, prices must include delivery, unloading, packing, marking and all applicable levies, duties, taxes and charges. Any charge not stated in the Response as being additional will not be allowed as a charge for any transaction under any resultant Contract.

### 1.9 Principal's Policies That May Affect Selection

The following policies of the Principal may affect this selection:

- *A11 Procurement of Goods and Services*
- *A12 Procurement Regional Price Preference*
- *HR 1 Occupational Safety & Health.*

A copy of the policies is attached in Appendix 1.

### 1.10 Lodgement of Response and Delivery Method

The Response must be lodged by the Deadline. The Deadline for this Request for Quote is 4.00 pm (WAST) Thursday 31 August 2023.

The Response is to be:

- a) lodged in full via the [hcshire@hcshire.wa.gov.au](mailto:hcshire@hcshire.wa.gov.au) – LATE or PARTIAL RESPONSES WILL NOT BE ACCEPTED;
- b) have all pages numbered consecutively, and the response must include an index; and
- c) include the completed Offer Form and Price Schedule

Responses must be submitted via the Shire of Halls Creek email [hcshire@hcshire.wa.gov.au](mailto:hcshire@hcshire.wa.gov.au) specified closing time and date. Responses submitted by other means **will not** be accepted.

Respondents must ensure that they have provided a signed copy of their Response.

### **1.11 Rejection of Responses**

A Response will be rejected without consideration of its merits if:

- a) it is not submitted before the Deadline; or
- b) it is not submitted at the place specified in the Request for Quotation; or
- c) it may be rejected if it fails to comply with any other requirements of the Request for Quote; or
- d) the Respondent does not submit an Offer form which has been completed and signed together with all the required Attachments.

### **1.12 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.

### **1.13 Response Validity Period**

All Responses will remain valid and open for acceptance for a minimum period of ninety (90) days from the Deadline.

### **1.14 Precedence of documents**

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

### **1.15 Alterations**

The Respondent must not alter or add to the Request documents unless required by these General 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 for Quotation documents before the Deadline.

### **1.16 Ownership of Responses**

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

### **1.17 Canvassing of Officers**

If a Respondent, whether personally or by agent, canvasses any of the Principal's Commissioners or Councillors (as the case may be) or Officers with a view to influencing the acceptance of any Respondent, then regardless of such canvassing having any influence on the acceptance of such Submission, the Principal may at its discretion omit the Respondent from consideration.

### **1.18 Identity of the Respondent**

The identity of the Respondent and Contractor is fundamental to the Principal. The Respondent shall be the person, persons, corporation or corporations named as the Respondent in Part 3 of this Request. Upon acceptance of the Response, the Respondent will become the Contractor.



## **2 Specification**

Supply and deliver Two (2) new off-Road Caravans with Two (2) Single Bed Arrangements, complete with associated manufacturer's new caravan warranty. The caravans are to include kitchen, fridge, shower, toilet, meals area, storage area and more, suitable for Off-road (dirt) travel.

### **2.1 Caravans**

#### **2.1.1 Dimensions and Towing**

Each caravan to include:

- Overall Length of 8.2m to 8.5m;
- Overall Height of 2.9m to 3.0m;
- Tare (Empty Weight) of 2350 kg to 2416 kg;
- ATM (Max Weight) of 3200kg to 3300kg;
- Towball Weight of 92kg to 136kg

#### **2.1.2 Standard Features**

Each caravan to include the following standard features:

- CRS 2 Suspension
- Reservoir Shock Absorber
- Electronic Stability Control
- 6" A-Frame & 4" Main Frame 2" Raiser
- 2 x 150 Litre Water Tanks (Maximum) 1 x 150 Litre Grey Water tank
- Tunnel Boot
- DO-35 Hitch and associated fittings to suit standard vehicle towbar
- 2 x 135 AMP Battery
- 2 x 200W Solar Panel
- 175 Litre 3 Way Fridge
- Dual Colour Awning Lights
- Soft Close Hinges to all Doors
- 4 Air Conditioner
- Pipe Plumbing Protection
- 32" Smart TV
- Double USB Power Points in Bedroom
- Washing Machine
- Roll Out Awning
- Microwave
- Ceramic Bowl Toilet

- Gas Bayonet
- 2 x 9Kg Gas Bottles
- Fold out Picnic Table
- Toolboxes
- External Speakers
- Water Filter
- 1.5kva Gen-set (silent)
- Maximum size waste collection to last 3 weeks for 2 persons/ caravan

All fit out items are to be supplied and installed so as not to;

- a) affect the Australian Design Regulations (ADR) compliance of the vehicle; nor
- b) void the manufacturer's warranty.

## **2.2 On-road costs**

Caravans are to include all on-road costs excluding registration.

## **2.3 Caravan colour**

The colour of the vehicle is to be white or near equivalent.

## **2.4 Delivery**

The caravans, including fit-out as per item 2.1 above, are to be delivered to the Shire of Halls Creek Depot, Bedford Road, Halls Creek WA 6770 within normal business hours.

### 3 General Conditions of Contract

#### 3.1 Common Use Agreement CUA PLC00617

The terms and conditions of purchase are subject to the Common Use Agreement CUA PLC00617.

#### 3.2 Insurance

3.2 Without limiting its obligations and responsibilities, the Contractor shall have in effect the following insurances for the entire Contract period:

- (a) Public Liability:  
A Public Liability policy with an Insurer approved by the Australian Prudential Regulation Authority (APRA) as per their list of Insurers Authorised to Conduct New or Renew Insurance Business in Australia.

The policy of Public Liability Insurance taken out by the Contractor is to provide a minimum limit of liability of AUD\$10,000,000 in respect of Death, Property Damage and Bodily Injury.

- (b) Workers Compensation:  
The Contractor shall effect and keep in effect during the currency of the Contract such Insurance as may be necessary to adequately protect the Contractor and the Principal in respect of liability for payment of workers' compensation to all Employee of the Contractor or of a Subcontractor of the Contractor under the Workers' Compensation and Injury Act 1981 or at Common Law.

## **4 Respondent's Offer**

### **4.1 Offer Form**

The Chief Executive Officer  
Shire of Halls Creek  
7 Thomas Street  
Halls Creek WA 6770

I/We (Registered Entity Name): \_\_\_\_\_  
(BLOCK LETTERS)

of: \_\_\_\_\_  
(REGISTERED STREET ADDRESS)

ABN \_\_\_\_\_ ACN (if any) \_\_\_\_\_

Telephone No: \_\_\_\_\_ Facsimile No: \_\_\_\_\_

E-mail: \_\_\_\_\_

#### **In response to Request for Quotation RFQ2024-1-EMIS: Two (2) Off Road Caravans.**

I/We agree that I am/We are bound by and will comply with this Request and its associated schedules, attachments, all in accordance with the Conditions contained in this Request signed and completed.

The price is valid up to ninety (90) calendar days from the date of the RFQ closing.

I/We agree that there will be no cost payable by the Principal towards the preparation or submission of this Response irrespective of its outcome.

The consideration is as provided under the schedule of rates of prices in the prescribed format and submitted with this RFQ.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2019

Signature of authorised signatory of Respondent: \_\_\_\_\_

Name of authorised signatory (BLOCK LETTERS): \_\_\_\_\_

Position: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Authorised signatory Postal address: \_\_\_\_\_

Email Address: \_\_\_\_\_

## 4.2 Selection Criteria

### 4.2.1 Compliance Criteria

Please select with a “Yes” or “No” whether you have complied with the following compliance criteria:

Description of Compliance Criteria	
a) Respondent to provide acknowledgement that its organisation has submitted in accordance with the Conditions of this RFQ including being in conformity with State Government CUA category State Fleet – Shires and Councils – CUAPLC00617; completion of the Offer Form and provision of pricing submitted in the format required by the Principal.	Yes / No
b) Compliance with the Requirement Specification contained in the Request. Alternatively, if part of the Requirement Specification is not being met, this must be clearly identified.	Yes / No
C) A summary of product warrant and terms and conditions.	Yes / No
<p>d) Risk Assessment</p> <p>Respondents must address the following information in an attachment and label it “<b>Risk Assessment</b>”:</p> <p>4) <i>An outline of your organisational structure inclusive of any branches and number of personnel.</i></p> <p>li <i>If companies are involved, attach their current ASC company extracts search including latest annual return.</i></p> <p>iii) <i>Provide a summary of the number of years your organisation has been in business.</i></p> <p>iv) <i>Attach details of at least two referees.</i></p> <p>v) <i>Are you acting as an agent for another party? If Yes, attach details (including name and address) of your principal.</i></p> <p>vii) <i>Do you intend to subcontract any of the Requirements? If Yes provide details of the subcontractor(s) including; the name, address and the number of people employed; and the Requirements that will be subcontracted.</i></p>	<p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p>

**Part 4 COMPLETE AND RETURN THIS PART**

<p>ix) <i>Will any actual or potential conflict of interest in the performance of your obligations under the Contract exist if you are awarded the Contract, or are any such conflicts of interest likely to arise during the Contract? If Yes, please supply in an attachment details of any actual or potential conflict of interest and the way in which any conflict will be dealt with.</i></p>	<p>Yes / No</p>
<p>x) <i>Are you presently able to pay all your debts in full as and when they fall due?</i></p>	<p>Yes / No</p>
<p>xi) <i>Are you currently engaged in litigation as a result of which you may be liable for \$50,000 or more? If Yes, please provide details.</i></p>	<p>Yes / No</p>
<p>The insurance requirements for this Request for Quotation are stipulated in Part 3 of the RFQ. Respondents are to supply evidence of their insurance coverage including, insurer, expiry date, value and type of insurance. If a Respondent holds “umbrella Insurance”, please ensure a breakdown of the required insurances are provided. A copy of the Certificate of Currency is to be provided to the Principal within five working days of acceptance.</p>	<p>Yes / No</p>

**4.3 Qualitative Criteria**

Before responding to the following Qualitative Criteria, Respondents must note the following:

- a) All information relevant to your answers to each criterion are to be contained within your Response;
- b) Respondents are to assume that the Evaluation Panel has no previous knowledge of your organisation, its activities or experience;
- c) Respondents are to provide full details for any claims, statements or examples used to address the Qualitative Criteria; and
- d) Respondents are to address each issue outlined within a Qualitative Criterion.

<p><b>A. Timeframe for Delivery</b></p> <p>Nominate the timeframe for delivery of caravans. Include as an attachment to the submission.</p>	<p><b>Weighting</b></p> <p><b>30 %</b></p>
---	--

**Part 4 COMPLETE AND RETURN THIS PART**

a) Respondents shall nominate a specific timeframe for the delivery of vehicles to the Shire of Halls Creek Depot.	<b>Timeframe</b>	<b>Tick if attached</b> <input type="checkbox"/>
--	------------------	---

**4.4 Price Information**

Respondents must complete the following “Price Schedule.” Before completing the Price Schedule, Respondents should ensure they have read this entire Request for Quotation.

**Part 4 COMPLETE AND RETURN THIS PART**

**4.4.1 Price Basis**

The price is to be a fixed sum including delivery fees.

**4.4.2 Price Schedule**

The price schedule is to be completed with a total fixed price Offer as follows:

<b>ITEM #</b>	<b>ITEM</b>	<b>Quantity</b>	<b>Price for Caravan Cab/Chassis offered under CUA PLC00617 (Excl GST)</b>	<b>Price for Fit-out of Caravan as per Requirement Specification – refer Part 2 (Excl GST)</b>	<b>Delivery cost to Halls Creek (Excl GST)</b>	<b>Total price for fitted out Caravan (Excl GST)</b>	<b>Total price for fitted out Vehicle Including GST</b>
1.	Purchase and Delivery of 2 off-Road Caravan with 2 Single Bed Arrangement	Two (2)					



## 5 Appendix.

**Appendix 1:** Shire of Halls Creek Policies that may affect the selection