



REQUEST FOR QUOTATION CONDITIONS

1. Form of contract

If Council accepts a quotation, the Contract will consist of:

- the Purchase Order;
- the Request for Quote;
- the Terms and Conditions related to the Purchase Order; and
- any other document which will form part of the Contract.

If the Purchase Order is part of a contractual arrangement, the nominated contract terms and conditions will over-ride the conditions of the Purchase Order.

2. Contact person

All queries concerning the quotation process or the Contract must be made in writing to the contact person listed in the Request for Quote (RFQ). Any advice, in whatever form, given by Council to a respondent for the purpose of clarifying the meaning of, or containing information relevant to a RFQ, will also be given to all other respondents (without disclosing the name of the respondent who sought the clarification) in writing unless doing so would reveal commercial-in-confidence information or intellectual property of a respondent or sensitive information relating to a respondent.

3. Closing time and method for lodging quotations

The time, date and method by which quotations must be lodged are stated in the RFQ. Council may consider late quotations in exceptional circumstances. Council reserves the right not to consider a quotation lodged by any other means.

4. Evaluation process

Respondents must indicate how any objectives, critical success factors and any other issues set out in the RFQ will be met. Respondents must also address all of the evaluation criteria listed in the RFQ.

The evaluation of quotations by Council's delegated officer will be conducted in accordance with the criteria set out in the RFQ. Council's delegate will determine the weighting to be applied to each of the evaluation criteria.

Council's delegated officer may determine not to fully evaluate any quotation if, in the opinion of Council's delegated officer, the quotation does not adequately address or meet any of the evaluation criteria.

The final decision to award the Contract will be made by a delegated officer of Council by issuing a purchase order. The successful respondent will be notified in writing of the acceptance of its quotation together with, at a minimum, the purchase order number. Until a purchase order has been issued by Council, no agreement to purchase will be considered to be entered into by Council.

5. Council not bound to accept quotation

Council is not bound to accept the lowest or any quotation and may determine:

- not to proceed with any of the quotations;
- to re-quote the work under the contract;
- to proceed with an arrangement other than a quotation process to
- have the work under the contract executed;
- to negotiate with a preferred respondent; or
- not to proceed with the work under the contract.

6. Contract disclosure

In submitting an offer, the respondent accepts that Council may publish on its website or otherwise:

- the name of the respondent;
- the total estimated value of the offer of the respondent; and
- the general details of the contract.

Council will consider requests for exemption from contract disclosure in the evaluation of respondents' submissions and negotiations with respondents.

7. Alternative offers

The respondent may submit an alternative proposal if it is clearly identified as an 'Alternative Offer' wherever it fails to comply with an RFQ. A respondent who submits a response which meets the requirements in an RFQ in an alternative and practical manner, taking into account the totality of those requirements, must include any supplementary material, together with associated prices, which demonstrates, in detail, that the alternative offer will fully achieve all the requirements.

Council reserves the right to consider Alternative Offers on their merits or not to consider them further.

8. Probity of quotation process

Respondents must not approach, or request any other person to approach any member of Council's staff or councillor of Council individually or collectively to solicit support for their quotations or otherwise seek to influence the outcome of the quotation process.

The quotation of any respondent which engages in conduct prohibited under the conditions stated in this document may not be considered by Council.

Respondents must keep the content of an RFQ and other such information confidential and not disclose or use that information except as required for the purpose of developing an offer in response to the request.