



REQUEST FOR QUOTATION

Groundskeeper Services Dunk Island Campground

Contract No.: GSDI-001

Request for Quotation

PART 1 – PREAMBLE		
<p>Cassowary Coast Regional Council invites Quotations from suitable respondents to undertake grounds keeping duties at its Campground and surrounding area of the spit located at Dunk Island. The proposed Term is from the 6th of August 2021 for an initial period of 18 months with the potential to extend thereafter. The Groundskeeper will be required to undertake the duties required two (2) times per week, with an increase to three (3) times per week during peak periods.</p> <p>The key duties of the successful candidate will primarily include, amenities cleaning, grounds keeping and site inspections as described in more detail in the Grounds Keeper Agreement. Council will pay the Successful Respondent on a fortnightly basis to undertake the services.</p>		
PART 2 – GENERAL INFORMATION		
1. Contract details	GSDI-001 - Groundskeeper Services Dunk Island Campground	
2. Communications by Respondents:	Communications regarding the Procurement Process must be submitted to Nicole.Spina@ccrc.qld.gov.au no later than 2 calendar days prior to the time stated in item 3 (as extended if at all, pursuant to the Procurement Process Conditions)	
3. Submission of Quotation:	Responses must be submitted by email to enquiries@ccrc.qld.gov.au by no later than 3:00pm on Wednesday 21 July 2021 .	
4. Evaluation Criteria	Evaluation Criteria	Weighting (%) (Optional)
	Value for Money	70%
	Relevant Experience & Capacity to Undertake Duties	30%
5. Compliance Criteria	Current ABN/ACN (or ability to obtain prior to commencement date) White and Blue Card (or ability to obtain prior to commencement date)	
6. Quotation to be valid for:	90 calendar days after the time stated in Item 3 (as extended if at all, pursuant to the Procurement Process Conditions)	
7. Complaints:	Complaints regarding Procurement Process to be directed to: Peter McBride at Peter.Mcbride@ccrc.qld.gov.au	
PART 3 – PROCUREMENT PROCESS CONDITIONS		
<p>The Procurement Process is governed by, and this Request for Quotation is to be read in conjunction with, the Procurement Process Conditions:</p> <p><input checked="" type="checkbox"/> available for viewing or download from https://www.cassowarycoast.qld.gov.au/downloads/file/2746/procurement-process-conditions</p>		
PART 4 – CONTRACT		
<p><input checked="" type="checkbox"/> The contract with the successful Respondent shall substantially be in the form attached to or provided with this Request for Quotations and identified as 'Draft Groundskeeper Agreement – Dunk Island Campground'</p>		
PART 5 – SCOPE		
<p><input checked="" type="checkbox"/> The Scope is described in the document(s) attached to or provided with this request for tender and identified as "Draft Groundskeeper Agreement – Dunk Island Campground"</p>		
PART 6 – RESPONSE SCHEDULES		
<input checked="" type="checkbox"/>	The Respondent must submit a Response in the form of the Response Schedules attached below:	

The Respondent submits a Quotation for GSDI-001 - Groundskeeper Services Dunk Island Campground in accordance with the Request for Quotation and these response forms. By submitting the Quotation, the Respondent acknowledges that the Quotation will remain valid and open for acceptance for the period stated in Part 2 – General Information of the Request for Quotation and that the Respondent has read and understood the terms of the contract referenced in Part 4 of the Request for Quotation.

Signature of authorised representative of Respondent:	
Name of authorised representative of Respondent:	
Date:	

Response Form 1 - General details

Respondent's company or other legal entity name:	
Trading name:	
ABN/ACN:	
Address:	
Contact Person (if different):	
Telephone:	
Email:	
Full name of each director: <i>Leave blank if Respondent is not a company</i>	
Full name of each partner <i>Leave blank if Respondent is not a partnership</i>	
Bank account into which payments are to be made:	Bank: Name of Account: BSB: Account number:
Is the respondent Registered or required to be registered under the GST Act?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the respondent have any outstanding debts with Council?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Response Form 2 – Capacity to Undertake Duties

Anticipated Means of Transport to Island: <i>(Include Vessel Type & Registration)</i>	
Relevant Experience: <i>(Include details of any previous experience relevant to the duties of the contract or attach relevant documentation)</i>	

Response Form 3 – Price Submission

Complete the schedule below for the Respondent to Undertake the duties specified as per the Groundskeeper Agreement

Proposed Price <u>Per Week for two (2) attendances</u> (Monday & Friday)	(Exclusive of GST)
Proposed Price <u>Per Week for three (3) attendances</u> (Monday, Wednesday & Friday)	(Exclusive of GST)
Proposed Price <u>Per Additional Weekday Attendance</u> if required at Council's Direction	(Exclusive of GST)
Proposed Price <u>Per Additional Weekend Attendance</u> if required at Council's Direction	(Exclusive of GST)