



REQUEST FOR TENDER

CONTRACT#COL000019

Cowley Beach Caravan Park

2 Bambarook Road, Cowley Beach

PART 1 – PREAMBLE

Cassowary Coast Regional Council (“**Council**”) invites tenders from suitably qualified and experienced individuals, organisations or companies to lease, manage and operate the **Cowley Beach Caravan Park** (“**the Site**”). The Site is located at **2 Bambarook Road, Cowley Beach Qld 4871**, on **Lot 558 on SP253524**, and is a **Crown Land reserve** held under the *Land Act 1994*, with Council acting as trustee.

The reserve purpose is **Recreation and Camping**, and the Site is currently operated as a caravan park under a caretaker / manager model.

Council is seeking to:

- Identify capable operators to manage and enhance the Site
- Deliver a high-quality, safe and compliant caravan park
- Improve visitor experience and operational efficiency
- Encourage innovative and sustainable tourism outcomes
- Support community engagement and regional economic development

The Site comprises:

- 46 caravan sites (14 unpowered, 32 powered)
- Caretaker residence including reception and kiosk
- Amenities block and camp kitchen
- Beachfront location

The successful Tenderers will be required to enter a Lease Agreement with Council. The terms and conditions of the Lease Agreement will be in the form of the document set out in Part 4 however, amendments may be considered upon request.

PART 2 – GENERAL INFORMATION

1. Contract details:	Lease Agreement for Cowley Beach Caravan Park	
2. Communications by Tenderers:	Communications regarding the Procurement Process must be submitted by the Closing Date stated in Item 4	
3. Briefing or site inspection:	No mandatory site inspection is required, however this can be organised at request by emailing Mandy.Larsen@ccrc.qld.gov.au	
4. Submission of Tender and Closing Date:	Tenders must be submitted by no later than 12:00 midday on the Closing Date of 18 September 2026 Tenders should be submitted by email to enquiries@ccrc.qld.gov.au <i>Note: Adequate time must be allowed for the Tender and all supporting documents to be uploaded or received by this time.</i>	
5. Evaluation Criteria:	Evaluation Criteria	Weighting (%) (Optional)
	Utilisation	30%
	Community and Economic benefit (community and region)	30%
	Sustainability	25%
	Governance	10%
	Relevant insurances, accreditations, permits and compliance	5%
6. Tender Validity Period	Tenders remain valid and open for acceptance for 60 calendar days after the Closing Date stated in Item 4 (as extended if at all, pursuant to the Procurement Process Conditions)	
7. Complaints:	Complaints regarding Procurement Process to be directed to: Manager Procurement - purchasing@ccrc.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 available for viewing or download from https://www.cassowarycoast.qld.gov.au/doing-business/documents/procurement_process_conditions_1.pdf

PART 4 – CONTRACT
The contract shall be substantially in the form attached to or provided with this Request for Tender and identified as the Facility Use Agreement with fees and charges as adopted by Council from time to time.
PART 5 – SCOPE
Not Applicable
PART 6 – RESPONSE SCHEDULES
The Tender must be submitted in the form provided in the Response Schedule as provided with this Request for Tender.