

Goondiwindi Regional Council

CONTRACT DOCUMENTATION

Request for Tender (RFT):

Contract for the Sale to the Public of
One Cat 924F Front End Loader

Closing Details:

12:00 Noon
Monday, 23rd November 2009

RFT Number:

RFT 09-42

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1. GENERAL CONDITIONS OF TENDERING

1.1. Tender Form

Tenderers MUST complete the Tender Form provided and lodge it in accordance with the requirements. All schedules and supporting information must be completed and submitted with the tender.

Every Tender shall set forth the full Christian names, surnames and address of the Tenderer and when the Tender is in the name of a Firm, the names in full and addresses of each member of the Firm, and when the Tender is by a Company the name of the Company and the address of the registered office of the Company.

1.2. Acceptance of Tender

The Principal shall not be bound to accept the lowest or any Tender, nor will the Principal be responsible for, or pay for, expenses or losses which may be incurred by any Tenderer in the preparation of the Tender.

Any Tender which does not comply in every respect with the requirements of the Tender Documents may be rejected.

1.3. Withdrawal of Submitted Tender

Tenders shall be valid for 60 days from the final date for accepting submitted tenders.

A Tenderer may withdraw a submitted tender, by notice of withdrawal in writing to the Superintendent, at any time after the expiration of 60 days from the final date for accepting tenders, but shall not withdraw his tender prior to the expiry of such period.

1.4. GST

Tender prices shall be exclusive of GST.

1.5. Tender Submissions

Tenders shall close at 12 o'clock (Noon) on **Monday 23rd November 2009** at the Corporate Office of the Principal at 100 Marshall Street, Goondiwindi, Queensland, 4390.

The Postal address of the Principal is Locked Mail Bag 7, Inglewood, Queensland, 4387.

Tenders must be submitted on the forms provided, each of which shall be signed by the Tenderer. All information called for on the forms shall be inserted in the respective places provided.

Every Tender shall be enclosed in a sealed envelope addressed to the Chief Executive Officer and the front of the envelope shall be endorsed with the Contract Number and brief description of the Contract.

Tenders may be lodged by post but otherwise shall be lodged in the Tender box at the Public Office of the Principal by being placed therein before the time specified for the closing of Tenders. Any Tender not in the Tender box before the specified closing time will not be considered unless there is evidence satisfactory to the Principal that such Tender;

- (a) was delivered to the Principal before the specified closing time; or
- (b) was posted to reach the Principal under normal circumstances before the specified closing time but was still in course of postal delivery at that time.

No Tender received by telephone or e-mail will be considered.

Tenders will be accepted by facsimile providing the original Tender document is forwarded to the Principal.

1.6. Document Fee

The Charge for the Tender Document is **Nil**.

1.7. Separable Portions

The whole of the works specified may not necessarily be let in one contract where there is more than one schedule in the Schedule of Prices. Where there is more than one schedule in the Schedule of Prices, Council reserves the right to accept a Tender for the whole of the works, or accept separate Tenders for any one or more of the sections of the works (separate schedules). Tenderers may offer an alternative price or prices to apply in the event of one or more sections of the work being accepted.

1.8. Tenderer to be Informed

Where the Tender includes or is for the trade-in of a vehicle, Tenderers are required to satisfy themselves as to the condition of the trade vehicle. The Principal will not be liable for any claim on the ground of insufficient information.

1.9. Verbal Advice

The Principal shall not be bound by any verbal advice given or information furnished by any officer of the Principal in respect of the Contract but shall be bound only by written advice or information furnished by the Principal.

1.10. Notification

The successful Tenderer shall be notified in writing of the acceptance of the Tender subject to the conditions stated in the General Conditions of Contract.

1.11. Notice to Tenderer

Every notice to be given to a Tenderer shall be posted to the Tenderer's address given in the Tender, and such point shall be deemed to be good service of such notice, and time mentioned in such notice or in these conditions for doing any act shall be reckoned from the time of posting the notice.

1.12. Tender Evaluation Criteria

Tenders will be assessed on the following criteria:

- Tender prices
- Past performance of Tenderer
- Suitability of plant
- Backup, service and parts.
- Availability

1.13. Code of Tendering

Attention is drawn to the Standard Code of Tendering AS 4120-1994, the provisions of which will be observed in awarding this Contract. A copy of this code may be obtained from this Office upon request.

Name of tenderer
Signature of tenderer
Date

2. TENDER FORM

Name of person, firm or company tendering:- (USE BLOCK LETTERS)
Address:-
Contact Details:-	<i>Name of Contact Person (if different to above):-</i> <i>Telephone:-</i> <i>Facsimile:-</i> <i>E-mail Address:-</i>
If the tenderer is a Firm, the full names & addresses of the individual members of the Firm must be stated here:-
Date:-	<i>Dated this day of 2009</i>
Signature:-	<i>Signature of Tenderer:-</i>

3. SCHEDULE OF PRICES

Schedule A – Cat 924F Front End Loader

CAT 924F Front End Loader Unit no. 1201	
Loader Description	<ul style="list-style-type: none"> ▪ Cat 924F Loader ▪ General Purpose Bucket ▪ Air-Con Cab
Year and Condition	<ul style="list-style-type: none"> ▪ New December 1996 ▪ Approximately 11,000 Hours. ▪ Good condition
Price (including GST)	\$

The item listed above is available for inspection upon request. Appointments must be made by contacting Council’s Fleet Co-Ordinator, Mr Steve Scott, on 0427 717 400

The Loader will be offered for delivery upon payment of settlement funds and at the time of a new Loader being delivered to Council. The Loader will not be registered and shall be sold on an as-is, where-is basis.

Name of tenderer

Signature of tenderer

Date