



Request for Tender

Request for Tender	Disposal of One (1) Ford 12 Seater Commuter Bus
Deadline	2.00pm, Thursday 18 May 2023
Address for Delivery	Chief Executive Officer Shire of Cranbrook PO Box 21 (19 Gathorne Street) Cranbrook WA 6321 <i>Electronic mail Tenders and Facsimile Tenders will not be accepted.</i>
RFT Number	10-22

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1 Principal's Request

1.1 Contract Requirements in Brief

The Shire of Cranbrook is seeking Tenders for the outright purchase of one (1) Ford 12 Seater Commuter Bus

The item of plant is supplied on an as is where is basis with no guarantee expressed or implied regarding the condition of the used plant. Specifications of the Bus appear in Part 2 of this document.

1.2 Definitions

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

Attachments	The documents you attach as part of your Tender.
Deadline	The deadline for lodgement of your Tender as detailed on the front cover of this Request.
General Conditions	The General Conditions of Contract nominated in clause 1.6.6.
Offer	Your offer to be selected to supply the Requirements.
Principal	Shire of Cranbrook.
Request OR RTF OR Request for Tender	This document.
Requirements	The services requested by the Principal.
Selection Criteria	The Criteria used by the Principal in evaluating your Tender.
Special Conditions	The additional contractual terms.
Specification	The statement of Requirements that the Principal request you to provide if selected.
Tender	Completed Offer form, Response to the Selection Criteria and Attachments.
Tenderer	Person/s or Corporation/s who has or intends to submit

an Offer to the Principal.

1.3 Tender Documents

This Request for Tender is comprised of the following parts:

- Part 1 – Principal's Request (*read and keep this part*).
- Part 2 – Specifications (*read and keep this part*).
- Part 3 – Special Conditions of Contract (*read and keep this part*).
- Part 4 – Tenderer's Offer (*complete and return this part*).

1.4 How to Prepare Your Tender

- a) Carefully read all parts of this document;
- b) Ensure you understand the Requirements;
- c) Complete and return the Offer (Part 4) in all respects and include all Attachments;
- d) Make sure you have signed the Offer form and responded to all of the Selection Criteria; and
- e) Lodge your Tender before the Deadline.

1.5 Contact Persons

Tenderers should not rely on any information provided by any person other than the person listed below:

Name	Jeff Alderton, Manager of Works
Telephone	(08) 9826 1008
Email	Jeff.alderton@cranbrook.wa.gov.au

1.6 Conditions of Tendering

1.6.1 Lodgement of Tenders and Delivery Method

The tender must be lodged by the Deadline. The Deadline for this request is 2.00pm, Thursday 18 May 2023.

The Tender is to be placed in a sealed envelope clearly marked as Confidential with the tender number and title as shown on the front cover of this Request and either;

- a) delivered by hand and placed in the Tender Box at the Shire of Cranbrook Administration Office at 19 Gathorne Street, Cranbrook (by the Tenderer or the Tenderer's private agent); or
- b) sent via post to the Chief Executive Officer, PO Box 21, Cranbrook WA 6321.

Electronic mail Tenders and Tenders submitted by Facsimile will not be accepted.

Tenderers must ensure that they have provided one signed copy of their Tender to be marked '**Original**' being clipped (not stapled or bound).

1.6.2 Rejection of Tenders

A Tender will be rejected without consideration of its merits in the event that:

- a) It is not submitted before the Deadline; or
- b) It is not submitted at the place specified in the Request; or
- c) It may be rejected if it fails to comply with any other requirements of the Request.

1.6.3 Acceptance of Tenders

Unless otherwise stated in this Request, Tenders may be for all or part of the Requirements and may be accepted by the Principal either wholly or in part. The Principal is not bound to accept the lowest Tender and may reject any or all Tenders submitted. No late tenders will be accepted.

1.6.4 Disclosure of Contract Information

Documents and other information relevant to the contract may be disclosed when required by law under the *Freedom of Information Act 1992* or under a Court order.

All Tenderers will be given particulars of the successful Tenderer(s) upon request or be advised that no Tender was accepted.

1.6.5 Tender Validity Period

All Tenders will remain valid and open for acceptance for a minimum period of ninety (90) days from the Deadline or forty-five (45) days from the Principal's resolution for determining the Tender, whichever is the later unless extended on mutual agreement between the Principal and the Tenderer in writing.

1.6.6 Precedence of Documents

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

1.6.7 Tenderers to Inform Themselves

Tenderers will be deemed to have:

- a) Examined the Request and any other information available in writing to Tenderers for the purpose of tendering;
- b) Examined all further information relevant to the risks, contingencies and other circumstances having an effect on their Tender which is obtainable by the making of reasonable enquires;
- c) Satisfied themselves as to the correctness and sufficiency of their Tenders including tendered prices which will be deemed to cover the cost of complying with all the Conditions of Tendering and of all matters and things necessary for the due and proper performance and completion of the work described therein;
- d) Acknowledged that the Principal may enter into negotiations with any chosen Tenderer and that negotiations are to be carried out in good faith; and
- e) Satisfied themselves they have a full set of the Request documents and all relevant attachments.

1.6.8 Alterations

The Tenderer must not alter or add to the Request documents unless required by these Conditions of Tendering.

The Principal will issue an addendum to all registered Tenderers where matters of significance make it necessary to amend or supplement the issued Request documents before the Deadline.

1.6.9 Ownership of Tenders

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

1.6.10 Canvassing of Officials

If the Tenderer, whether personally or by an agent, canvasses any of the Principal's Staff or Councillors (as the case may be) with a view to influencing the acceptance of any Tender made by it or any other Tenderer, then regardless of such canvassing having any influence on the acceptance of such Tender, the Principal may at its absolute discretion omit the Tenderer from consideration.

1.6.11 Identity of the Tenderer

The identity of the Tenderer is fundamental to the Principal. The Tenderer will be the person, persons, corporation or corporations named as the Tenderer and whose execution appears on the Offer Form in Part 4 of this Request.

1.6.12 Costs of Tendering

The Principal will not be liable for payment to the Tenderer for any costs, losses or expenses incurred by the Tenderer in preparing their Offer.

1.6.13 Tender Opening

Tenders will be opened in the Principal's offices, following the advertised Deadline.

1.6.14 In-House Tenders

The Principal will not submit an In-House Tender for the provision of the services contained within this document.

1.7 Evaluation Process

This is a Request for Tender.

Your Tender will be evaluated using information provided in your Tender.

The following evaluation methodology will be used in respect of this Request:

- (i) Tenders are checked for completeness and compliance. Tenders that do not contain all information requested (eg. completed Offer form and Attachments) may be excluded from evaluation.
- (ii) Tenders are assessed against the Selection Criteria. Contract costs are evaluated (eg tendered prices) and other relevant whole of life costs are considered.

1.8 Selection Criteria

The tender may be awarded to a Tenderer who best demonstrate the ability to purchase the nominated Plant at a competitive price. The tendered prices may be assessed together with compliance criteria and price basis to determine the most advantageous outcome to the Principal.

1.8.1 Compliance Criteria

These criteria will not be point scored. Each Tender 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 the Tender from consideration.

Description of Compliance Criteria	Yes/No
(a) Compliance with the Conditions of Tendering this Request.	Yes / No
(b) Compliance with and completion of the Tenderer's Offer	Yes / No

1.8.2 Price Basis

The Evaluation Panel will determine the most advantageous Tender based on Price. Tendered prices must be stated excluding and including Goods and Services Tax (GST).

2 Specification

2.1 Plant Details

Following are the specifications of the Ford 12 Seat Commuter Bus on offer to Tenderers.

Make and Model	Ford 12 Seat Commuter Bus
Odometer	66886 (as at 19 April 2023)
Licence Expires	30 June 2023
VIN Number	WFODXXTTFD8K31741
Engine Number	D8K31741
Original year of manufacture	2008
Registration	1HVN374

2.2 Plant Photos

Please see below for recent photographs of the plant.







2.3 Additional Information

- a) To arrange an inspection or ask any questions relating to the plant item please contact Jeff Alderton by telephone (08) 9826 1008 or email jeff.alderton@cranbrook.wa.gov.au
- b) The Commuter Bus includes all fitted “add on” (non OEM) devices, toolboxes and bracketing etc. This does not include non-fitted, loose equipment carried in the Bus at the time of inspection.
- c) It is the Tenderer’s responsibility to satisfy themselves as to the condition and the value of the Plant.

3 Special Conditions of Contract

3.1 General Obligations

The successful tenderer will organise for the collection of the Ford Commuter Bus from the Principal's Cranbrook Shire Depot.

4 Tenderer's Offer

4.1 Offer Form

The Chief Executive Officer
Shire of Cranbrook
PO Box 21 (19 Gathorne Street)
CRANBROOK WA 6321

I/We (*Registered Entity Name*) _____
of _____ (*Registered street address*)
ABN _____ ACN (*if any*) _____
Telephone No _____ Facsimile No _____
E-mail _____

In response to RFT 10-22 Disposal of One (1) Ford 12 Seater Commuter Bus:

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 of Tendering contained in this Request signed and completed.

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

The tendered price is valid up to ninety (90) calendar days from the date of the Tender closing or forty-five (45) days from the Council's resolution for determining the Tender, whichever is the later unless extended on mutual agreement between the Principal and the Tenderer in writing.

In accordance with the Request supplied to me/us for the purpose of tendering hereby offer the price schedules attached.

Dated this _____ day of _____ 20 _____

Signature of authorised signatory of Tenderer _____

Name of authorised signatory _____

Telephone No. _____ Email Address _____

Postal Address _____

4.2 Price Schedule

Tenderers must complete the following Price Schedule. Before completing the Price Schedule, Tenderers should ensure they have read this entire Request.

Item	Price excluding GST	GST	Price including GST
One (1) used Ford 12 Seater Commuter Bus Registration 1HVN374			

4.3 Response to Selection Criteria

Have you complied with the Conditions of Tendering contained in this Request?	Yes	<input type="checkbox"/>
	No	<input type="checkbox"/>
Have you complied with and completed the Selection Criteria?	Yes	<input type="checkbox"/>
	No	<input type="checkbox"/>

End of Tender Documents.