

9.2.3 a) Request for Quote 08/24 Supply and Delivery of Tip Truck and Trade or Outright Purchase



# REQUEST FOR QUOTE

Request for Quote (RFQ)	Supply and Delivery of One Six Wheel Tip Truck and Trade OR Outright Purchase of Existing Vehicle
Deadline	4:00pm, Friday, 4 October 2024
Address for Delivery	Responses shall be submitted through WALGA's eQuotes Electronic Portal <a href="https://www.vendorpanel.com.au">https://www.vendorpanel.com.au</a> Email responses will not be accepted.
RFQ Number	RFQ 08-24

## ATTENTION

Respondents may make arrangements to inspect the vehicle to be traded prior to submitting the Quote.

## TABLE OF CONTENTS

1. GENERAL INSTRUCTIONS .....	3
1.1 General Information.....	3
1.2 Policies.....	3
1.3 Qualitative and Evaluation Criteria .....	3
2. CONDITIONS OF QUOTE.....	4
2.1 Nature of Quote .....	4
2.2 Scope of Supply .....	4
2.3 Technical Requirements.....	4
2.4 Nature and Quantity of Goods and Services .....	4
2.5 RFQ Document .....	4
2.6 Addenda .....	5
2.7 Discrepancies, Errors and Omissions in RFQ Documents.....	5
2.8 Submission of Quote .....	5
2.8.1 Form of Quote.....	5
2.9 Lodgement of Quotes.....	5
2.10 Conforming Quote.....	5
2.11 Alternative Quote.....	5
2.12 Opening of Quotes .....	6
2.13 Acceptance of Quote.....	6
2.14 Memorandum of Agreement .....	6
2.15 Disqualification.....	6
2.16 Assessment.....	6
2.17 Insurance Details .....	6
2.18 Work Site Safety in Brief .....	6
3. TECHNICAL SPECIFICATIONS .....	7
3.1 General Minimum Specifications .....	7
3.2 Trade-in Details .....	9
3.3 Registration .....	9
3.4 Deposit Outright Purchase .....	10
3.5 Release of Trade Vehicle .....	10
3.6 Late Delivery.....	10
4. SCHEDULE OF PRICES .....	11
APPENDIX A - Conditions of Contract .....	12

## 1. GENERAL INSTRUCTIONS

### 1.1 General Information

The Shire of Jerramungup invites Quotes for the Supply and Delivery of one Six Wheel Tip Truck. The RFQ also includes an option to trade OR purchase outright the Shire's existing UD Tip Truck.

This is a lump sum contract for the supply of and trade of existing vehicle. Respondents may submit pricing for Option 1: "Supply and Delivery", Option 2: "Supply, Delivery, and Trade", or Option 3 "Outright Purchase". Any items listed as optional shall be priced separately. Only one item will be purchased. Prices are to include any eligible discounts as provided for in the State Government Fleet Tender or WALGA if applicable. This RFQ document covers the specification, supply, delivery, and trade.

Respondents:

- Are to ensure that ALL relevant forms in the RFQ document have been completed and duly signed.
- Should note that it is in their own interest to read the full RFQ document.
- Should not rely on any information provided by any person other than those listed below:

**CONTRACTUAL AND SPECIFICATION ENQUIRIES**

**Gordon Capelli**

Email: [worksmanager@jerramungup.wa.gov.au](mailto:worksmanager@jerramungup.wa.gov.au)

Phone: 0400 219 073

### 1.2 Policies

The following Shire of Jerramungup Policies may affect this selection:

- WHS01 – Work Health & Safety Policy
- WHS07 – Contractor Work Health & Safety Policy
- AP3 – Regional Price Preference Policy

### 1.3 Qualitative and Evaluation Criteria

In determining the most advantageous Quote, the evaluation panel will score each Quote against the qualitative criteria.

It is essential that Respondents address each qualitative criterion. The submissions provided will be used to select the preferred submission. Failure to provide the specified information may result in elimination from the Quote evaluation process.

The qualitative criteria for this RFQ are as follows:

Description of Criteria	Weighting
Vehicle Operation and Capacity Value Adding Proposal	50%

The submitted price will be considered along with related factors affecting the total cost to the Principal.

Description of Criteria	Weighting
Submitted Price	50%

## 2. CONDITIONS OF QUOTE

### 2.1 Nature of Quote

The submitted price shall be consistent with the basis of payment as stated in the Quote document.

### 2.2 Scope of Supply

Supply and Delivery of one Six Wheel Tip Truck with comparative operating capacity as existing vehicle. The Quote may also include the trade OR the outright purchase of the Shire's existing vehicle.

### 2.3 Technical Requirements

All items supplied and delivered shall be provided to meet Australian Standards, all contemporary Work Health and Safety legislation and standards and Western Australian Department of Transport Licensing acts, regulations, codes and rules. Refer to Section 3 Technical Specifications.

The successful Respondent will be responsible for licensing the new vehicle in the name of the Shire of Jerramungup (Bulk License number B0339).

### 2.4 Nature and Quantity of Goods and Services

The Principal does not give any assurance as to the nature or quantity of goods or services that could be allocated to Respondents. Depending on the nature and the type of goods and services quoted upon, the Principal may choose to accept all, part or reject all items completely. The Principal, if the need arises, reserves the right to seek goods or services from providers other than those forming part of this Contract.

### 2.5 RFQ Document

The RFQ document referred to herein shall mean the General Instructions, Conditions of Quote, Quote Forms, Schedule of Prices, Specifications, Special Conditions of Contract, General Conditions of Contract and other documents issued to Respondents by the Principal or their representative, and upon which Submissions for the Contract shall be based.

## 2.6 Addenda

No amendment to the RFQ document shall be recognised unless in the form of a written addendum issued by the principal or their representative.

## 2.7 Discrepancies, Errors and Omissions in RFQ Documents

Should the Respondent find any discrepancy, errors, or omission in the RFQ document, the Respondent shall notify the Principal in writing via the email address listed in 1.1 on or before the closing date.

## 2.8 Submission of Quote

### 2.8.1 Form of Quote

Respondents should submit the Quote upon the Form provided on page 11:

- Duly completed and signed by the Respondent or their authorised representative;
- Affix company details;
- Provide any other supporting documents which the Respondent considers relevant to the Quote;
- The Respondent shall not alter or add to any document except as required by these Conditions of Quote.

## 2.9 Lodgement of Quotes

Quotes must be lodged as per the due date and the conditions indicated.

All Quotes are to be endorsed:

**“RFQ 08-24 Supply and Delivery of One Six Wheel Tip Truck and Trade OR Outright Purchase of Existing Vehicle”**

## 2.10 Conforming Quote

A conforming Quote is defined as follows:

- It is submitted on time.
- It is lodged at the nominated place.
- All required forms are completed.
- Documents are properly signed.
- It complies with the RFQ conditions.
- There are no commercial and contractual qualifications to the Quote.

A non-conforming Quote is one which does not satisfy the above requirements and may be rejected.

## 2.11 Alternative Quote

An alternative Quote is one which complies with the above conditions for a conforming Quote but does not comply with the specific scope of supply.

To be eligible for consideration, the alternative Quote must contain all the technical information and costs and should identify all the proposed deviations from the RFQ document. The alternative Quote will only be considered if it is suitable and acceptable for the proposed purpose.

It is not a requirement to submit a conforming Quote with the alternative Quote.

### **2.12 Opening of Quotes**

No formal opening of Quotes shall take place. Quotes received before the deadline shall be evaluated as soon as possible after the deadline and Respondents will be advised as to the outcome.

### **2.13 Acceptance of Quote**

The Principal shall not be bound to accept the lowest or any Quote. The Principal will not be responsible for, or pay any expenses or losses, which may be incurred by any Respondent in the preparation of the Quote.

Any Quote which does not comply in every respect with the requirements of the RFQ document may be rejected.

No Quote shall be deemed to have been accepted until the successful Respondent has received a letter of acceptance and a purchase order from the Principal.

### **2.14 Memorandum of Agreement**

On acceptance of the Quote the successful contractor/supplier and the Principal shall execute a Memorandum of Agreement for the supply and delivery of goods or services stated in the RFQ document.

The Memorandum of Agreement together with the Quote document shall constitute the contract between the parties for vehicle supply, delivery, and trade or outright purchase.

### **2.15 Disqualification**

The Respondent shall observe all relevant statutory and legal requirements when completing the Quote. Any Respondent engaged in collusion with other Respondents shall be disqualified.

Canvassing of Council staff or Elected Representatives by any Respondent will also result in disqualification.

### **2.16 Assessment**

Details of Quote assessment criteria are included in the RFQ document.

### **2.17 Insurance Details**

The Respondent shall maintain comprehensive insurance cover relevant to item/s supplied and shall supply evidence of insurances to the Principal when requested.

### **2.18 Work Site Safety in Brief**

The Respondent shall at all times maintain work practices, procedures and standards to ensure the safety of its employees and full compliance with all Commonwealth and State statutory requirements.

## 3. TECHNICAL SPECIFICATIONS

### 3.1 General Minimum Specifications

These are the minimum specifications and guidelines required. Respondents offering plant/vehicles with superior specifications are not limited by this list.

#### **Six Wheel Tip Truck:**

- Diesel engine
- Automatic transmission
- Power take off
- Power steering
- Cabin - Air conditioning, multimedia/radio, window tinting, GME TX3350 80 channel UHF radio
- Reverse alarm and camera
- Heavy duty floor mats
- Heavy duty canvas seat cover
- Fire extinguisher mounted outside cab
- Spare wheel and tyre with winch and mount on headboard
- Two operator's manuals and two sets of keys
- Comply with relevant Australian Design Rules and Federal and State Government Regulations
- Vehicle shall be licensed to requirements of the Road Traffic Act
- Licensed to expire on 30 June 2025
- The supplier is to clearly state availability of spares, together with both type and length of warranty
- Compliance plates year 2024 or newer
- Twin low profile LED orange beacons fitted to roof on suitable bar
- Eleven cubic metre two way tipper body
  - Constructed with Hardox steel
  - Air operated two way tailgate
  - Access rungs with drop down ladder
  - Shovel and broom racks
  - Mid mount hoist to suit two way tipping
  - Hydraulics to suit truck PTO
  - LED tail lights
- PH300 air cushion pintle hook tow hitch with air and hydraulics for tipping trailer
- Lockable toolbox under body
- Hand and foot operated air trailer brakes

#### **Additional Requirements - Please include as part of submission:**

- Gross combination operating weight
- Clearly state both type and length of warranty
- Delivery date
- Provide operator training covering key function of the new vehicle
- Supply a written set of Safe Operating Procedures, covering the key functions of the normal operation of the vehicle, and any other common activities undertaken by staff in using the machine such as a written schedule of daily checks and servicing requirements
- **GVM shall be 42.5 tonne minimum.**

**\*\*INFORMATION REQUIRED TO BE SUBMITTED\*\***

Please provide the following Qualitative and Evaluation Criteria information:

Description of Criteria	Provide as Attachment A
<p><b>Vehicle Operation and Capacity</b></p> <ul style="list-style-type: none"> <li>• Operational - function/efficiency</li> <li>• Fuel consumption</li> <li>• Transmission operation/function</li> <li>• Vehicle manoeuvrability</li> <li>• Cab space, vision and ergonomics</li> <li>• Service schedule/Parts availability</li> <li>• Warranty (years/hours)</li> <li>• Date of delivery</li> <li>• Guaranteed delivery date</li> </ul> <p><b>Value Adding Proposal (if any)</b></p> <ul style="list-style-type: none"> <li>• <i>Eg Guaranteed service cost / extras Included in price</i></li> </ul>	<p align="center"><b>“Attachment A” Vehicle Capacity</b></p> <p align="center"><b>Titled - Evaluation Criteria</b></p> <p align="center"><b>Weighting 50%</b></p> <p align="center"><b>Value Adding Proposal</b></p>



### 3.2 Trade-in Details

**Registration No.:** JP009  
**Licence Expiry Date:** 30 June 2025  
**Make/ Model:** UD CW25-380  
**Build Date:** 2017  
**VIN:** JNCM1E1D4HUO19596  
**Approximate Kms:** 223,600  
**Colour:** White  
**Other:** Plates will be changed to State plates as per item 3.3.



### 3.3 Registration

The successful Respondent will be responsible for arranging the new vehicle to be licensed in the name of the Shire of Jerramungup (Bulk Licence number B0339). The current licence plate of the trade vehicle (JP009) shall be changed prior to trade.

The purchase vehicle shall be licensed at the Shire of Jerramungup until 30 June 2025. All costs associated with the registration of the vehicle shall form part of the Quoted price and be paid for by the successful Respondent. The successful Respondent will make all necessary arrangements for the transfer of registration of the existing vehicle from the Principal to the Respondent.

### **3.4 Deposit Outright Purchase**

Not used.

### **3.5 Release of Trade Vehicle**

Respondents are advised that the trade vehicle will be in full service and will not be available for release until such time as the new vehicle is supplied and delivered to the Shire of Jerramungup Depot and has been accepted by the Principal. This clause applies regardless of whether the existing vehicle is traded or purchased outright.

### **3.6 Late Delivery**

The purchased vehicle shall be delivered before or on the delivery date stated or within such further time as may be approved by the Principal's Representative.

**4. SCHEDULE OF PRICES - COMPLETE AND RETURN**



**SHIRE OF JERRAMUNGUP**

**RFQ 08-24 – Supply and Delivery of one Six Wheel Tip Truck and Trade OR  
Outright Purchase of Existing Vehicle**

Item Description	Price Quoted (excluding GST)	GST Component	Price Quoted (including GST)
<b>Option 1.</b> Supply of one Six Wheel Tip Truck as per General Minimum Specifications.			
<b>Option 2.</b> Option to Trade existing UD Tip Truck (JP009)			
<b>Option 3.</b> Option to Purchase Outright UD Tip Truck (JP009)			
<b>TOTAL CHANGEOVER (if applicable)</b> (Taking into account GST of both purchase and trade)			

<b>Delivery Date:</b>	<b>Delivery Date Guaranteed:</b> Yes / No
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**Company Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Contact Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Witness:** \_\_\_\_\_

## APPENDIX A: Conditions of Contract

This Contract shall be completed in accordance with the WALGA:

- Member Contract Conditions (Goods and Services Supply) ID 657113
- Member Contract Conditions (Provision of Minor Deliverables)
- Fleet PSP006 Scope of Services