



REQUEST FOR TENDER/QUOTE
Personal Protective Equipment, Safety Equipment, First Aid
Supplies and related Signage

PROJECT NUMBER:	N/A
RFT/Q NUMBER:	PROPPE-17
RFT/Q TITLE:	SUPPLY OF PERSONAL PROTECTIVE EQUIPMENT, SAFETY EQUIPMENT, FIRST AID SUPPLIES AND RELATED SIGNAGE FOR A PERIOD OF 36 MONTHS
CONTACT PERSON FOR MORE INFORMATION:	JEROD AMATO PROCUREMENT COORDINATOR 08 89729021
CLOSING DATE FOR SUBMISSIONS:	2PM 31 ST AUGUST 2017 (NB: late tenders/quotes will not be accepted)

**LODGEMENT OF TENDERS/QUOTES TO:
The Tender and Quote Box**

By Electronic Lodgement:

tenders@ropergulf.nt.gov.au

By Hand:

Roper Gulf Regional Council
29 Crawford St
Katherine NT 0850

By Post:

PO Box 1321
Katherine NT 0851

PREPARED BY:

Roper Gulf Regional Council Governance, Corporate Planning &
Compliance Business Unit

When preparing your submission you are advised to refer to the General Contract Conditions Annexure, which detail general requirements applicable to this Request for Tender/Quote (RFT/Q). The General Contract Conditions Annexure is available at the 'Tenders' tab then 'RGRC General Contract Conditions' tab on the Roper Gulf Regional Council website or using link: http://ropergulf.nt.gov.au/wp-content/uploads/2014/09/FORM-RGRC_General_Contract_Conditions_Annexure.pdf

Hard copies of the Annexure are available at the Roper Gulf Regional Council Administration Office at 29 Crawford St Katherine.

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PROJECT SPECIFIC REQUIREMENTS

This Tender/Quote is subject to the General Contract Conditions Annexure.

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1. For further information contact	Name	Jerod Amato
	Telephone	08 89729021
	Facsimile	
	Email	jerod.amato@ropergulf.nt.gov.au

2. Contact for Site Inspection	n/a
Contact Details	n/a
Location of Briefing	n/a
Designated Time/Day for Inspection /Meeting	n/a

3. Subject to Industry Accreditation	Products must meet or exceed current Australian Standards
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4. Alternative Quotes	Not accepted
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5. Part Offer Acceptable	Not accepted
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6. Quote Validity Period <i>(Response Schedule)</i>	60 days
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7. Documents to be lodged with Tender/Quote Response Schedule	QUOTE FORM DECLARATION OF BUSINESS STATUS SCHEDULE OF RATES (Page 9) ANY OTHERS AS REQUESTED
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8. Indigenous Development/Engagement Plan Required	Yes
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Optimising Indigenous Opportunities- What services suppliers will use on this project to optimise indigenous employment outcomes and community benefit?

9. Safety Policy Required	Yes
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10. Specific Sub-Contractors apply <i>(Clause 3.9 – General Contract Conditions Annexure)</i>	n/a
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11. Basis of Payment <i>(Clause 4.14 – General Contract Conditions Annexure)</i>	30 days from invoice being received
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Continued....

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12.	Implementation and Operational Plan required	Yes
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13.	Public Liability Insurance required Work Cover Other insurances (if required)	PLI not less than \$10,000,000.00
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(Clause 3.6 – General Contract Conditions Annexure)

14.	Anticipated commencement date	Third Quarter 2017
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15.	Anticipated completion date	Third Quarter 2020
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18.	Retention Sum	n/a
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(Clause 4.14.7 – General Contract Conditions Annexure)

19.	Project Manager	Title	n/a
		Address	n/a
		Contact	n/a

20.	Mandatory Site Inspection	n/a
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(Clause 4.19 – General Contract Conditions Annexure)

You are advised to ensure you are familiar with the rules of Quoting and with the contractual obligations of the parties under any subsequent contract. You are further advised to reference the General Contract Conditions Annexure, which appear via this link

http://ropergulf.nt.gov.au/wp-content/uploads/2014/09/FORM-RGRC_General_Contract_Conditions_Annexure.pdf

which detail specific requirements applicable to the RFT/Q.

Precedence

Any provision in the Project Specific Requirements remains consistent and refers back to the relevant clause and section in General Contract Conditions Annexure.

SPECIFICATION

Roper Gulf Regional Council wish to enter into a 36 month contract for:

- Supply of Personal Protective Equipment
- Supply of Safety Equipment
- First Aid Supplies
- Supply of Related Signage

Submissions are sought from suitably capable businesses that meet the following requirements:

- In-house embroidery service
- Ability to freight to remote communities
- NT presence
- NT based warehouse

SERVICE AREA

Roper Gulf and greater Katherine regions

SPECIFIC SITE CONDITIONS

NIL

ANNEXURE/S:

NIL

TENDER/QUOTE RESPONSE SCHEDULE – Contractor to complete

RFT/Q Number	
RFT/Q Title	

HOW TO RESPOND TO THIS TENDER/QUOTE

Complete the quote form and schedules provided. This will become your Quote which may be lodged in any of the following ways:

By Electronic Lodgement facility at:
tenders@ropergulf.nt.gov.au

By Hand Delivery to:
Roper Gulf Regional Council Office
29 Crawford St
Katherine NT 0850

By Post:
Po Box 1321
Katherine NT 0851

Quotes should remain valid for acceptance for a period of 60 days from the closing date.

THIS SECTION TO BE COMPLETED BY THE RESPONDENT

I/We, the undersigned, having examined and acquired an actual knowledge of this Request for Tender/Quote do hereby offer to supply goods in accordance with this Request for Tender/Quote

Amount Quoted	\$ n/a	Excluding GST n/a
As per tendered schedule of rates – Page 9		

Name		Date	
(print name and date)			

Legal Entity			
(Name of legal entity – include trading name)			

ACN/BN		CAL Registration Number	n/a
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ABN	
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Postal Address	
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Telephone			
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e-mail address	
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CONTACT PERSON DETAILS

Name		Position	
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Telephone			
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e-mail address	
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DECLARATION OF BUSINESS STATUS
(Select the appropriate entity type and complete details)

<input type="checkbox"/> Sole Trader	Full Name of Proprietor	
	Business Name (if applicable)	

<input type="checkbox"/> Partnership	Names of All Partners	
	Partnership Name (if applicable)	

<input type="checkbox"/> Company	Company Name	
	Business Name (if different from Company name)	
	Names of all Directors	
	Names of Holding and Subsidiary Companies (if applicable)	
	ACN/BN of Holding and Subsidiary Companies	

<input type="checkbox"/> Trust	Copy of Trust Deed Attached	<input type="checkbox"/> Yes
		<input type="checkbox"/> No

<input type="checkbox"/> Joint Venture	Name of all Parties	
	ACN/BN of all Parties	

CERTIFICATION

I certify on behalf of _____ (the Quoter),

To the best of my knowledge:

- (a) None of the Proprietors, Directors, Managers is bankrupt or a Director, Manager or Secretary of a Company that is being wound up (whether voluntary or otherwise), and
- (b) The business is not trading under:
 - An arrangement and / or reconstruction (i.e. restructuring a public company)
 - Receiver and management
 - Official management
 - An arrangement with creditors without sequestration (i.e. with the proprietors being made bankrupt).

Signed		Dated	
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For	
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(Name of legal entity)

Schedule of Rates

Description of goods	Percentage discount offered off RRP
Clothing	
Embroidery	
General First Aid supplies	
Signage	
Safety Equipment	

Embroidery charges

Single embroidery per item	Number of Colours \$ inc. GST			
	1 - 3	3 - 5	5 - 10	10 +
0 - 2,500 Stitch				
2,500 - 5,000				
5,001 - 7,000				
7,001 - 10,000				
10,001 - 15,000				
15001 - >				

Current retail rates for your top 15 protective clothing products

Product description	RRP per unit inc. gst