



REQUEST FOR QUOTE

PROJECT NUMBER:	NED001
RFT/Q NUMBER:	PROIT-17
RFT/Q TITLE:	COMPUTER HARDWARE REFRESH
CONTACT PERSON FOR MORE INFORMATION:	ALEX MCPHERSON
CLOSING DATE FOR SUBMISSIONS:	29 TH SEPTEMBER 2017 AT 2PM (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

TABLE OF CONTENTS

1. PROJECT SPECIFIC REQUIREMENTS.....	3
2. RESPONSE SCHEDULES	5

PREPARED BY:

Roper Gulf Regional Council Governance, Corporate Planning & Compliance

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 Commercial Operations administration office at 29 Crawford St Katherine.

PROJECT SPECIFIC REQUIREMENTS

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

RFT/Q NO	PROIT-17
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1. For further information contact	Name	ALEX MCPHERSON
	Telephone	08 89729000
	Facsimile	
	Email	alex.macpherson@ropergulf.nt.gov.au

2. Quote Validity Period	60 days
<i>(Response Schedule)</i>	

3. Documents to be lodged with Quote
DECLARATION OF BUSINESS STATUS LUMP SUM PRICE BREAK DOWN (Page 7) ANY OTHERS AS REQUESTED

4. Basis of Payment	30 days from receipt of invoice
<i>(Clause 4.14- General Contract Conditions Annexure)</i>	

Project Specific Requirements are outlined below and are to be used in conjunction with the General Contract Conditions Annexure

The selection of specific items or materials for the works being carried out is specified in these Project specific Requirements or shown in the annexure/s.

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.

SPECIFICATION OF REQUIREMENT

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

- Local Repairs and Spare Parts support
- Local presence
- Demonstrated local community benefit

Supply and delivery of the following hardware to the allocated addresses in the table below:

100x Dell Wyse 3020 Zero Client (**Intel Atom CPU, 2GB Ram, 4GB Flash Storage**) – Roper Gulf Regional Council, 63 Chardon St, Katherine NT 0850

45x Lenovo ThinkCentre M910 SFF | 10MKA004AU (**i5 Processor, 8GB RAM, 256GB Solid State Storage**) - Council Biz, 3/14 Shephard St, Darwin NT 0800

45x Lenovo ThinkPad L570 | 20J9000GAU (**i5 Processor, 8GB RAM, 256GB Solid State Storage**) - Council Biz, 3/14 Shephard St, Darwin NT 0800

35x Lenovo ThinkPad UltraDock - Roper Gulf Regional Council, 63 Chardon St, Katherine NT 0850

35x Laptop Case Thinkpad Essential - Roper Gulf Regional Council, 63 Chardon St, Katherine NT 0850

222x 24" AcerLED 1080p Monitor - Roper Gulf Regional Council, 63 Chardon St, Katherine NT 0850

200x HDMI – DVI Adapter - Roper Gulf Regional Council, 63 Chardon St, Katherine NT 0850

9x BenQ TH682ST Projector - Roper Gulf Regional Council, 63 Chardon St, Katherine NT 0850

9x Lockable Trolley for Laptop and Projector (**Needs to be at least 670mm Wide x 560mm Deep x 1000mm High**) - Roper Gulf Regional Council, 63 Chardon St, Katherine NT 0850

5x PolyComm CX5500 - Roper Gulf Regional Council, 63 Chardon St, Katherine NT 0850

ANNEXURE/S:

NIL

TENDER/QUOTE RESPONSE SCHEDULE – Contractor to complete

RFT/Q Number	PROIT-17
RFT/Q Title	COMPUTER HARDWARE REFRESH

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 perform the whole of the Works in accordance with this Request for Tender/Quote in the amount of

Amount Quoted	\$	Including GST
<input type="checkbox"/> I hereby declare I am quoting for hardware in the specification		
Name		Date

(print name and date)

If applicable, I/We confirm receipt and inclusion in the Tender/Quote, addenda numbered:	
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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)
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<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)

LUMP SUM PRICE BREAKDOWN

Complete the mandatory Lump Sum Price Breakdown Schedule by inserting the prices for each individual item as set out below. All prices, where applicable, must be inclusive of GST.

This Lump Sum Price Breakdown schedule is required for quote assessment purposes

DESCRIPTION	Unit Cost	Amount (GST Inclusive)
100x Dell Wyse 3020 Zero Client	\$	\$
45x Lenovo ThinkCentre M910 SFF	\$	\$
45x Lenovo ThinkPad L570	\$	\$
35x Lenovo ThinkPad UltraDock	\$	\$
35x Laptop Case Thinkpad Essential	\$	\$
222x 24" AcerLED 1080p Monitor	\$	\$
200x HDMI – DVI Adapter	\$	\$
9x BenQ TH682ST Projector	\$	\$
9x Laptop and Projector Lockable Trolley	\$	\$
5x PolyComm CX5500	\$	\$
LUMP SUM AMOUNT – Total must match the amount shown on the QUOTE FORM		\$

Signed		Dated	
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For	
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(Name of legal entity)