



# REQUEST FOR QUOTATION

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Charleston Dam Fishway Remediation - Detailed Design and Planning

Contract No.: ESC-Q-2023-006

# Request for Quotation

<b>PART 1 – PREAMBLE</b>	
Etheridge Shire Council invites Quotations from suitably qualified respondents for the Detailed Design and Planning of the Charleston Dam Fishway Remediation Project as described in more detail in Part 5 – Scope.	
<b>PART 2 – GENERAL INFORMATION</b>	
1. Contract details	[INSERT CONTRACT NAME AND NO.] [IF CONTRACT IS PURSUANT TO ROPS/PSA OR LOCAL BUY, ALSO INSERT ROPS/PSA OR LOCAL BUY CONTRACT NAME AND NUMBER]
2. Communications by Respondents:	Communications regarding the Procurement Process must be submitted to justin@shepherdservices.com.au no later than 5 calendar days prior to the time stated in item 3 (as extended if at all, pursuant to the Procurement Process Conditions)
3. Submission of Quotation:	Responses must be submitted to tender@etheridge.qld.gov.au by no later than 10am on 13 November 2023.
4. Quotation to be valid for:	90 calendar days after the time stated in Item 3 (as extended if at all, pursuant to the Procurement Process Conditions)
5. Complaints:	Complaints regarding Procurement Process to be directed to: Ken Timms at ken.timms@etheridge.qld.gov.au
<b>PART 3 – PROCUREMENT PROCESS CONDITIONS</b>	
The Procurement Process is governed by, and this Request for Quotation is to be read in conjunction with, the Procurement Process Conditions: <input checked="" type="checkbox"/> attached to or provided with this Request for Quotation; <input type="checkbox"/> available for viewing or download from	
<b>PART 4 – CONTRACT</b>	
<input type="checkbox"/> The contract with the successful Respondent shall substantially be in the form attached to or provided with this Request for Quotations and identified as <input type="checkbox"/> The contract with the successful Respondent shall comprise the documents identified as forming the contract in clause 4 of the Principal's standard terms and conditions which can be found at <input checked="" type="checkbox"/> The contract with the successful Respondent shall be made pursuant to and on the terms and conditions of Local Buy contract LB312 Engineering and Environmental Consultancy Services <input type="checkbox"/> The Respondent must request a copy of the form of contract from the Principal.	
<b>PART 5 – SCOPE</b>	
<input checked="" type="checkbox"/> The Scope is described in the document(s) attached to or provided with this Request for Quotation and identified as Scope Charleston Dam Fishway Remediation – Detailed Design and Planning and supporting attachments. <input type="checkbox"/> The Scope is as follows:	
<b>PART 6 – RESPONSE SCHEDULES</b>	
<input type="checkbox"/>	The Quotation must be submitted in the form provided in the Response Schedules attached to or provided with this Request for Quotation and identified as
<input checked="" type="checkbox"/>	The Respondent must provide the following information: Proposal as detailed in the scope document.
<input checked="" type="checkbox"/>	The Respondent must submit a Response in the form of the Response Schedules attached below:

The Respondent submits a Quotation for contract Charleston Dam Fishway Remediation - Detailed Design and Planning ESC-Q-2023-006 in accordance with the Request for Quotation and these response forms. By submitting the Quotation, the Respondent acknowledges that the Quotation will remain valid and open for acceptance for the period stated in Part 2 – General Information of the Request for Quotation and that the Respondent has read and understood the terms of the contract referenced in Part 4 of the Request for Quotation.

Signature of authorised representative of Respondent:

Name of authorised representative of Respondent:

Date:

**Response Form 1 - General details**

Respondent's company or other legal entity name:

Trading name:

ABN:

ACN

*Leave blank if the Respondent is not a company*

Address:

Contact Person (if different):

Telephone:

Email:

Full name of each director:

*Leave blank if Respondent is not a company*

Full name of each partner

*Leave blank if Respondent is not a partnership*

Bank account into which payments are to be made:

Bank:

Name of Account:

BSB:

Account number:

**Response Form 2 – Suppliers Proposal**

Supplier to provide a proposal in accordance with the requirements listed in the Scope.