

Request for Quote (PF003)

THIS REQUEST FOR QUOTE DOCUMENT IS CONFIDENTIAL AND MUST NOT BE DISTRIBUTED OR DISCLOSED TO ANY PARTIES WITHOUT THE PERMISSION OF THE CUSTOMER. DISTRIBUTION OF THIS DOCUMENT IS A BREACH OF THE CONDITIONS OF OFFER.

Section 1 – Request for Quote Details (RFQ)

You are invited to submit a quote for the supply of the below goods/services in accordance with this Request for Quote.

1. Requestor's (Customer) Details

Customer Name	Crescent Lagoon State School		
Customer Address	101 – 109 North Street Extended Rockhampton		
RFQ Reference No.	CLSSPool2024	Date of Issue:	7/12/2023
RFQ Title	Crescent Lagoon State School Pool Tender 2024		
Contact Officer	All enquiries regarding this RFQ should be directed to: Name: Sharyn Donaldson Position: Business Manager Phone: 07 4999 3333 Email: sdon18@eq.edu.au		

2. Submission Details

Closing Date and Time	3:00 pm AEST, Thursday, 25/01/2024
Submission Requirements	Quotes are to be submitted via email to the contact officer listed above, by the closing date and time The Quote must include the following as a minimum: <ul style="list-style-type: none"> Completed and signed Section 2 – Suppliers Response to this Request for Quote
Quote Validity Period	In accordance with the Conditions of Offer (clause 13), the minimum validity period of any quote submitted shall be 90 days.

3. Requirements / Scope

Description of Goods / Products and/or Services Required
Provision of Learn to Swim classes at Crescent Lagoon State School (outside of school hours) for 2024

4. Timeframes

Proposed Contract Timeframes	Start:	05/02/2024	End:	13/12/2024
Extension Options	Pool Hire will go back to tender for 2027.			



The Hire Agreement may be extended for a maximum of two (2) one year terms only at the discretion of the Principal following negotiations between both parties.

The fee for the further terms would be determined at the time of extension negotiations and would be payable by the licensee at the commencement of the Hire Agreement extension.

The Licensee must give written notice to the Licensor not less than one (1) month before the termination date of the Hire Agreement if the Licensee wishes to commence negotiations for a 1 year extension, and the Licensor may issue a further 1 year term to the Hire Agreement in its absolute discretion.

5. Mandatory Requirements

Compliance with

It is a **Mandatory** requirement for the Licensee to comply and adhere with relevant provisions within a number of Acts, legislative requirements and policies, including:

- Refer: Hire Agreement - Swimming Pool - Department of Education Premises (v2020 Part 2 – Standard Conditions, clause 18. Compliance with Laws;
- Refer: Hire Agreement - Swimming Pool - Department of Education Premises (v2020 Part 2 – Standard Conditions, clause 19. Compliance with Guidelines;
- Managing risks of hazardous chemicals in the workplace -

https://www.safeworkaustralia.gov.au/system/files/documents/1702/managing_risks_of_hazardous_chemicals2.pdf

- Public Health Act 2005 (Qld) –
<https://www.legislation.qld.gov.au/view/pdf/inforce/current/act-2005-048> - Chapter 5, Part 2;
- Public Health Regulation 2005 (Qld) –
<https://www.legislation.qld.gov.au/view/pdf/2017-06-30/si-2005-0281>- Part 2B and Schedule 2A;
- Work Health and Safety Act 2011 (Qld) –
<https://www.legislation.qld.gov.au/view/whole/pdf/inforce/current/act-2011-018>
- Work Health and Safety Regulation 2011 - (Qld) –
<https://www.legislation.qld.gov.au/view/pdf/inforce/current/si-2011-0240>; and
- First Aid -
<https://ppr.qed.qld.gov.au/attachment/managing-first-aid-in-the-workplace-procedure.pdf>.
- Queensland Government's [Ethical Supplier Threshold](#)
- Queensland Government [Supplier Code of Conduct](#)
- Department of Education [Supplier Code of Conduct](#)
- Current Queensland Government issued [Public Health Directions](#) (including any mandatory vaccination requirements)
- [Working on Department of Education Facilities](#)
- [National Principles for Child Safe Organisations \(NPCSO\)](#)

It is a **mandatory** requirement of this Invitation that the Licensee, their employees, representatives and / or agents comply with Working on Department of Education and Training (DET) Facilities conditions when entering or performing services at any Department of Education and Training Facility (<https://education.qld.gov.au/about/Documents/working-on-doe-facilities.pdf>), as well as comply with a number of conditions, which may be amended as required.

It is a **mandatory** requirement of this Invitation that the Licensee, their employees, representatives and/or and / or agents comply with all specific site requirements including Workplace, Health and Safety requirements, and any other such reasonable requirements as instructed by the Principal. (<https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws>)

<p>Insurance</p>	<p>You are required to lodge the following supporting documentation with us (or an explanation why it is not required) before you sign this agreement in order that we may consider and approve your application to hire the Premises. All supporting documentation must be current at the date of signing this agreement and remain current throughout the term of this agreement.</p> <ul style="list-style-type: none"> • Tick the box to confirm the attachments to this application. • <input type="checkbox"/> Certificate of currency of public liability insurance • <input type="checkbox"/> Certificate of currency of workers' compensation insurance. <p>Refer Hire Agreement - Swimming Pool - Department of Education Premises (v2020) Part 2 – Standard Conditions, clause 10. Insurance.</p>
<p>Other</p>	<ul style="list-style-type: none"> • <input type="checkbox"/> Documentary evidence of your compliance with blue card requirements • <input type="checkbox"/> Documentary evidence of all approvals, permissions, licences, certificates and consents required by you to use the Premises for the Permitted use (including any local council permits and development applications.) • <input type="checkbox"/> an appropriate and current AUSTSWIM Teacher of Swimming and Water Safety qualification or an appropriate, current and nationally recognised equivalent qualification issued by a registered training organisation or governing sporting body) • <input type="checkbox"/> an appropriate, current and nationally recognised first aid qualification issued by a registered training organisation • <input type="checkbox"/> a current Pool Lifeguard Certificate issued by the Royal Life Saving Society Australia or an appropriate, current and nationally recognised equivalent qualification issued by a registered training organisation • <input type="checkbox"/> a current Bronze Medallion issued by the Royal Life Saving Society Australia or an appropriate, current and nationally recognised equivalent qualification issued by a registered training organisation; and • <input type="checkbox"/> Any other current qualifications or certificates required for you and your Personnel to undertake their duties

6. Terms and Conditions

The following conditions apply to this Request for Quote and the resulting purchase of good and services.

<p>Conditions of Offer</p>	<p>For all Goods and Services, the Department's Conditions of Offer will apply to this Request for Quote.</p> <p>The Customer reserves the right, at its sole discretion, not to award a contract or place an order as a result of this Request for Quote.</p>
<p>Conditions of Contract <i>For the purposes of the Contract Conditions, the "Contract Details" or "Details" refers to this document and any Purchase Order issued to the successful supplier.</i></p>	<p>The following Conditions of Contract will apply to the contract formed with the successful offeror:</p> <p><input checked="" type="checkbox"/> For General Goods and Services (GGS), the General Contract Conditions:</p>
<p>Additional Conditions of Contract:</p>	<p>In addition to the Contract Conditions listed above: the following additional Terms and Conditions will apply:</p> <ul style="list-style-type: none"> • The Supplier must ensure that its officers, employees, agents and other persons involved with the supply of the Goods and/or Services under this Contract hold valid Blue Cards where required by law under the <i>Working with Children (Risk Management and Screening) Act 2000 (Qld)</i> prior to conducting any services that involves contact with students under eighteen (18) years of age;
<p>Additional Conditions of Contract (cont'd):</p>	<ul style="list-style-type: none"> • Where the Supplier provides child-related services: <ol style="list-style-type: none"> a) The Supplier must comply with <i>National Principles for Child Safe Organisations (NPCSO)</i> to demonstrate their leadership and commitment to child safety and wellbeing (available at https://childsafe.humanrights.gov.au/national-principles). b) If requested by the Principal/Eligible Customer, the Supplier must within 5 Business Days of such request produce documentary evidence to demonstrate its compliance with NPCSO to the Principal/Eligible Customer's satisfaction. • Where entry to department sites is required the Supplier's personnel and/or personnel acting on behalf of the Supplier must not enter Site/s without firstly presenting to the Customer's office / reception / security desk to gain permission to enter the Site and/or deliver goods to the Site. This includes deliveries to School departments, tuckshops, uniform shops, book shops or Outside School Hours Care facilities; • Upon the reasonable request of the Customer at any time during the Contract term, the Supplier must conduct and provide to the Customer an original or certified copy of the result of a Criminal History Check or other check required by the Customer for Personnel involved in the supply of Deliverables under the Contract; • Where the Supplier provides Internet-based services to enable delivery of Services under the Contract, the supplier must comply with the <i>Queensland Information Privacy Act 2009</i> and <i>Information Access and Use (IS33)</i> as though they were a Queensland Government department or agency. • The price is fixed for the term of the contract. 'No price variation is payable unless approved by the customer after requested in writing (with appropriate justification) by the Supplier'.

7. Evaluation

Quotes will be assessed based on the following:

Stage 1	Compliance with Mandatory Requirements <i>Supplier must comply with mandatory requirement to progress to Stage 2</i>
Stage 2	Evaluation Criteria: <ul style="list-style-type: none">• Government Priorities• Conformance to Requirements• Capability and Experience• Cost and Value for Money

Attachment A – Specification / Statement of Requirements

Customer Name:	Crescent Lagoon State School
RFQ Reference No.:	CLSSPool2024
RFQ Title:	Crescent Lagoon State School Pool Tender 2024

Background / Objectives

Crescent Lagoon State School is seeking a suitably qualified organisation / person(s) to provide after-hours lessons and swim squad training in the school swimming pool. The pool is situated adjacent to the main school grounds and is utilised by the school during school hours. The successful Contractor has the opportunity to provide lessons at times when the pool is not utilised by the school.

The lease will be for 2024 and the organisation will have access to the pool and facilities in specified times for use and instruction. This agreement is for one year.

FACILITY DETAILS

Location of the Facilities : Crescent Lagoon State School

Crescent Lagoon State School's swimming pool is located on Willis Street

Facilities :

Crescent Lagoon State School swimming pool forms part of the school grounds

One twenty-five (25) metre by six (6) land swimming pool;

Amenities that includes: Storage room (used by Crescent Lagoon State School);
Chemical room;

Swim amenities block comprising of :

Interior female change room with 3 exposed showers, 3 toilet pedestals and 3 enclosed change rooms;

Interior male change room with 3 exposed showers, 3 toilet pedestals and 3 enclosed change rooms.

Grassed Area

There is no on-site parking although there is external parking.

Requirements
<p>Contractor to abide by all conditions specified in the hire agreement.</p> <p>Times of Access: 6.00 – 8.00am Monday to Friday 3.30 – 6.00pm Monday to Friday 8.00am – 12pm Saturday</p> <p>Pool and amenities to be vacated by 8.30am Monday to Friday.</p> <p>Other hours may be granted through negotiation at discretion of Principal.</p> <p>Hire is for 12 month period with payments required per term in advance.</p>

Deliverables / Milestones
Not Applicable

Delivery
Not Applicable

Section 2 – Suppliers Response

Customer Name:	Crescent Lagoon State School
RFQ Reference No.:	CLSSPool2024
RFQ Title:	Crescent Lagoon State School Pool Tender 2024

Privacy Notice: The Department is collecting Personal Information from the Supplier for the purpose of administering the quotation process and contract. Personal Information may be shared with Queensland Government agencies and bodies, and other governments in Australia for that purpose. Personal Information may be made publicly available in accordance with the requirements of the Queensland Government's procurement policy. Personal Information will not be otherwise disclosed to any other third party without consent of the Offeror, except where authorised or required by law.

1. Supplier Information

Supplier Name:	
ACN / ABN:	
Location Address:	
Postal Address:	
Contact Person:	Name: Position: Phone: Email:
Conflict of Interest:	<p>Are there any possible Conflicts of Interest that exists or may arise in relation to the acceptance of this quote?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>If Yes, provide details of the conflict.</i></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

Government Priorities	<p>Do you identify as a supplier that fulfils one or more of the following categories? <i>(mark all that apply)</i></p> <p><input type="checkbox"/> Indigenous Business</p> <p><input type="checkbox"/> Local Supplier</p> <p><input type="checkbox"/> Social Enterprise</p> <p><input type="checkbox"/> SME - <input type="checkbox"/> Small -19 or less employees¹ <input type="checkbox"/> Medium - between 20-199 employees</p>
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Local Supplier is a supplier that is within a 125km radius of where the goods and/or services are being supplied; a **Social Enterprise** is a business that generates social benefits (positive impacts) on people, places or community; An **Indigenous Business** is a business that is at least 50% owned by an Aboriginal person or a Torres Strait Islander person; **Small Medium Enterprises (SME)** is a business that employees less than 200 employees

2. Timeframes

Are you able to meet the Customer's proposed timeframes?	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>If No, provide new proposed timeframes</i></p> <table border="1" style="width: 100%;"> <tr> <td style="width: 25%;">Start date</td> <td style="width: 10%; text-align: center;">/</td> <td style="width: 10%; text-align: center;">/</td> <td style="width: 25%;">End date</td> <td style="width: 10%; text-align: center;">/</td> <td style="width: 10%; text-align: center;">/</td> </tr> </table>	Start date	/	/	End date	/	/
Start date	/	/	End date	/	/		

3. Mandatory Requirements

Compliance with:	<p>As per Section 1, Part 5 do you, as the supplier, comply with:</p> <ul style="list-style-type: none"> • Queensland Government's Ethical Supplier Threshold • Queensland Government Supplier Code of Conduct • Department of Education Supplier's Code of Conduct • Active Queensland Government issued Public Health Directions • Working on Department of Education Facilities • National Principles for Child Safe Organisations (NPCSO) <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>If No, provide details of non-compliance.</i></p> <hr/>
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¹ Register on the [On-time Payment Small Business Register](#) to enable your small business to be paid within 20 calendar days

Insurance:	<p>Do you, as the supplier, comply with all the nominated insurances, as detailed in Section 1, Part 5?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> Certificates of Currency are attached</p>																								
	<table border="1"> <thead> <tr> <th style="background-color: #e0e0e0;">Insurance Type</th> <th style="background-color: #e0e0e0;">Policy #:</th> <th style="background-color: #e0e0e0;">Expiry Date:</th> <th style="background-color: #e0e0e0;">Value:</th> </tr> </thead> <tbody> <tr> <td>Workers Compensation</td> <td></td> <td></td> <td>N/a</td> </tr> <tr> <td>Public Liability</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Product Liability</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Professional Indemnity</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Other</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Insurance Type	Policy #:	Expiry Date:	Value:	Workers Compensation			N/a	Public Liability				Product Liability				Professional Indemnity				Other			
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<p>Other:</p> <p>Do you, as the supplier, meet all other mandatory requirements as detailed in Section 1 Part 5?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>If No, provide details of non-compliance.</i></p> <hr/> <hr/> <hr/>																									

4. Terms and Conditions

The Customer reserves the right to reject an offer that requests variations and to accept an offer which fully complies with the Conditions of Contract without amendment.

Conditions of Contract	<p>Do you, as the supplier, agree to comply with the Contract Conditions specified in Section 1, Part 6?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>If No, provide details of non-compliance.</i></p>
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	<p>Are you, as the supplier, requesting any variation/s to the Contract Conditions?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>If Yes, provide details.</i></p> <hr/> <hr/> <hr/>
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5. Requirement – Evaluation Criteria

The Supplier is to add details below to demonstrate how they meet the evaluation criterion OR are to refer to attached material that addresses the criterion.

Evaluation Criteria 1 Conformance to Requirements	Provide details / demonstrate how you, as the Supplier, will meet the requirements specified in <<Section 1, Part 3 and/or Attachment A>>
Evaluation Criteria 2 Capability and Experience	Provide details / demonstrate the capability and previous experience of your organisation in successfully delivering goods/services of this type or of a similar nature?
Evaluation Criteria 3 Cost and Value for Money	Provide, as the Supplier, your pricing/quote in Section 2, Part 6 - Schedule of Pricing
	Provide details below, as the Supplier, of any inclusions or specific exclusions that apply / or are included in the price provided in Part 6. e.g. warranty details, support or training, maintenance or servicing
Evaluation Criteria 4 Project Methodology	Provide, as the Supplier, your proposed Methodology for delivering the requirements as specified in Section 1, Part 3 and /or Attachment A
Evaluation Criteria 5 Project Timeframes	Provide, as the Supplier, your proposed Timeframes for delivering the requirements as specified in Section 1, Part 3 and /or Attachment A

6. Schedule of Pricing

Suppliers must provide details of the total price payable, (**all inclusive**) in AUD for the Goods/Services described in the Quote (including any GST amount).

No price variation is payable unless approved by the Customer after requested in writing (with appropriate justification) by the Supplier.

Where possible, provide a breakdown of how the price has been calculated, and identify any payment milestones that apply.

Description (Products or Services Offered)	Quantity	Unit Offer Price (ex GST)	GST Payable (per unit)	Total Price (incl. GST)
Provision of Learn to Swim classes at Crescent Lagoon State School (outside of school hours) for 2024		\$	\$	\$
		\$	\$	\$
Delivery / Other Costs				\$
SUB TOTAL				\$
Settlement Discount (if applicable) % Days <i>If no discount is offered, then the Customer's standard payment terms shall apply</i>				\$
TOTAL PRICE				\$
Payment Milestones <i>(if applicable)</i>				
Invoice & Payment Terms GGS – Clause 9 ICT – Clause 10	As detailed in Conditions of Contract - Section 1, Part 6 <input type="checkbox"/> Supplier is a small business – payment terms are 20 days <i>Note: The Supplier may not invoice the Customer (and the Customer is not required to pay) for Deliverables until the relevant Deliverables have been provided, and the Deliverables meet the Requirements.</i>			

7. Supplier Authorisation

This quote is submitted by the Supplier's authorised representative.

By signing, the Supplier is offering to enter into a Contract on the terms set out in this document and the Conditions of Contract listed in Section 1, Part 6

Name:		Signature:
Position:		
Date:	/ /	