
Request for Quote

Q24-004 - For Sale & Removal:

Quantity of Timber Suitable for Firewood

July 2024




Northern Grampians Shire Council
LIVE | WORK | INVEST | VISIT

CONTACT US

-  ngshire@ngshire.vic.gov.au
-  www.ngshire.vic.gov.au
-  (03) 5358 8700
-  PO Box 580 Stawell VIC 3380

CONNECT WITH US

-  facebook.com/ngshire
-  [@ngshire](https://twitter.com/ngshire)
-  [@northerngrampiansshire](https://www.instagram.com/northerngrampiansshire)
-  #ngshire #liveworkinvestvisit #wandervictoria

Part A: Quotation Conditions

1. Introduction

1.1 Invitation to Quote

Northern Grampians Shire Council has a quantity of timber suitable for firewood for sale, to be sold as one lot. The wood is currently stored at the Council Depot, Haughton Street, Stawell.

1.2 Definitions

In these Quotation Conditions, the following terms have the meanings indicated, unless inconsistent with the context:

"Council" means Northern Grampians Shire Council

"Tenderer" means the person or company submitting an offer

2. Nature of Quotation

2.1 Quantity of Timber Suitable for Firewood for Sale and Removal from Site.

Council has approximately 30 cubic metres of timber (mixed species), suitable for firewood in various lengths to be sold as one lot, and removed from the Council Depot, Haughton Street, Stawell.

Inspection of the timber can be arranged by contacting Heath Pohl or Kevin Rickard on 53588700, Monday to Friday between 8.00am and 4.00pm.

The successful tenderer shall have a maximum of two (2) weeks from the date of acceptance of tender to remove the timber from the Haughton Street Council Depot. Access to the site will be between the hours of 8.00am and 4.00pm Monday to Friday only. There shall be no weekend access provided.

Prior to the removal of the timber, access to the Council Depot will need to be arranged by contacting Heath Pohl or Kevin Rickard on 53588700.



2.2 Contact Staff

All enquiries regarding the Quotation process must be directed to Amanda Smith on 5358 8700.

2.3 No Canvassing

Any Tenderer who canvasses a Councillor or a Council staff member will be disqualified.

3. Quotations

3.1 Quotation Documents

The Quotation document consists of the following components issued by the Council to Tenderers for the purpose of tendering and are identified as follows,

- Part A: Conditions of Tendering
- Part B: Quotation Forms
- Part C: Occupational Health & Safety Declaration

3.2 Lodgement of Quotations

Tenders are to be in writing and placed in a plain sealed envelope and addressed to:

“Q24-004 - Purchase of Timber Suitable for Firewood”
‘Tender Box’
Northern Grampians Shire Council
P O Box 580
STAWELL VIC 3380

Tenders are to be lodged in the Tender Box at the Northern Grampians Shire Council, Town Hall, Main Street, Stawell, or be posted to and received at the address above prior to the closing time and date.

Tenders received after the closing time and date stated above, shall not be considered. The highest or any tenders will not necessarily be accepted.

***Emailed or Faxed tenders will not be accepted.**

3.3 Quotation Closing Date

2.00pm, Thursday 22 August, 2024

3.4 Late Quotations

The Council will not consider Quotations received after the closing time and date stated above.

Quotations that are Emailed or Faxed will not be considered.



3.5 Validity Period

All Quotations shall remain valid and open for acceptance for a minimum period of 30 days from 22 August, 2024.

3.6 Privacy Statement

Personal information requested in this form will only be used by Council for contract administration purposes and will not be disclosed without your consent except where authorised by law. You have the right to seek access and correction of your personal information.

3.7 Information to be submitted with Quotation

The following forms and information are to be submitted with the Quotations. Quotations without any of the required information and signed by the Tenderer may not be considered.

- Part B – Quotation Form
- Part D – Occupational Health and Safety Declaration

4. Evaluation of Quotations

4.1 Evaluation Criteria

Tenders will be evaluated in accordance with evaluation criteria listed below:

- Tender Price.
- Ability to pick up the items and remove from the Houghton Street Council Depot in Stawell within 14 days of acceptance of quotation.

4.2 Acceptance of Quotation

The successful Tenderer will be notified in writing of the acceptance of its Quotation.



Part B: Quotation Form

Quotation Q24-004 – Purchase & Removal of Timber Suitable for Firewood from Council Depot, Haughton Street, Stawell

Tenderer.....

Address

.....

Contact person.....

Telephone No Mobile

E-mail

Item	Description	Lump Sum Price (ex. GST)	GST	Total Price (inc. GST)
1	Purchase & Removal of Timber Suitable for Firewood from Council Depot, Haughton Street, Stawell	\$	\$	\$

***Tenderer can remove the Timber from the Council Depot within _____ days of acceptance of quotation.**

Tender is valid for acceptance for a period of thirty (30) days from 22 August 2024.

Signed for, and on behalf of, the Tenderer named above:

Dated this day of 2024

The signatory warrants that he or she has the authority of the Tenderer to sign this tender on its behalf.

Name in block letters:.....

Position held

Part C: Occupational Health & Safety Declaration

General OH&S Requirements

Council is obligated to provide and maintain, so far as is practicable, a working environment for its employees and members of the public, that is safe and without risk to health.

The successful tenderer shall comply with any and all directions by Council relating to OH&S whilst on site.

Name:

Phone:.....

Signed: Date:.....