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Introduction

Coonamble Shire is one of the most productive regions in western New South Wales, with dryland broadacre cropping and cattle and sheep grazing forming the foundation of our economy.

The township of Coonamble, together with the villages of Gulargambone and Quambone, was originally established to support local farmers, their families and the workers of a thriving agricultural industry. Today, these communities continue to serve the agricultural sector while also supporting a diverse range of complementary industries. They are known for their strong cultural heritage, creative communities and a welcoming environment that appeals to both residents and visitors.

Coonamble Shire is also recognised for its natural surroundings, with its boundaries neighbouring the Warrumbungle National Park, the Macquarie Marshes and the rugged Pilliga Forest.

Summary

Coonamble Shire Council is seeking submissions from appropriately qualified and experienced contractors with demonstrated expertise in quarry operations for the preparation of an Independent Quarry Operations Report for the Mount Magometon Quarry. This engagement must be carried out in accordance with the requirements set out in the Specification. A full description of the required services and associated deliverables is provided in Part A – Specification.

The Mount Magometon Quarry, located on Tooraweenah Road, Coonamble NSW, currently produces up to 95,000 tonnes of weathered and unweathered basalt per annum, with expansion planned. The resource has an estimated life expectancy of approximately thirty years.

Quotation Details

- **Quotation Reference:** RFQ 2025/112
- **Quotation Title:** Independent Quarry Operations Report – Mount Magometon Quarry
- **Quotation Closing Date:** 24 October 2025
- **Advertisement:** This Quotation will be advertised in the *Coonamble Times*

Structure and Purpose

The RFQ is structured as follows:

The Proposal

- Part A – Specification**
Defines the Statement of Requirement, including scope, outputs, deliverables and supporting information.
- Part B – Conditions of Quoting**
Provides instructions for preparing submissions and outlines the evaluation process, including:
 - Terms and Conditions of Quoting.
 - Requirements for preparation and lodgement.

- Quotation process timetable.
- Overview of evaluation methods and criteria.
- Communication protocols between Council and Contractors.

C. **Part C – Conditions of Contract**

Sets out the draft terms and conditions that will apply under the Council Purchase Order issued to the successful contractor.

The Submission

- **Part D – Request for Quotation Submission**

Provides the Submission Template to be completed by contractors, covering technical, commercial and pricing elements. This is issued as a separate document.

Contact Officers

Contractors must not seek information from or rely on information provided by any person other than the nominated Contact Officers listed below:

Mick Bell
Executive Manager Operations
Coonamble Shire Council
Email: urbanservices@coonambleshire.nsw.gov.au

Part A – Specification

Independent Quarry Operations Report – Mount Magometon Quarry RFQ: 2025/112

1. Statement of Requirement

Coonamble Shire Council seeks to engage a suitably qualified and experienced consultant with quarry operations expertise to prepare an Independent Quarry Operations Report for Mount Magometon Quarry, Tooraweenah Road, Coonamble NSW.

The report must provide Council with a clear, evidence-based assessment of the quarry's current and future operations, addressing the matters specified in Resolution 2025/112, with particular focus on items (a), (b) and (c).

2. Scope of Services

The consultant shall undertake the following:

Operating Management Plan

- Develop a comprehensive operating management plan for the quarry complex.
- Assess the life expectancy of available materials and validate resource projections.
- Identify and evaluate plant requirements (crushers, screens, fixed vs mobile equipment).
- Provide estimates of capital investment and operating costs for sustainable operations.
- Analyse overall performance, productivity and efficiency.
- Consider the impact of neighbouring quarries on operations at Mt Magometon Quarry.
- Identify key operational, financial and compliance risks, with recommended mitigation measures.

Options for Operation

- Conduct a comparative analysis of operating models:
 - Council-operated model
 - Privately-operated model
 - Hybrid / joint venture model
- Assess financial, operational and governance implications of each model.
- Provide a recommendation on the most viable operating structure for Council.

Fixed Plant vs Mobile Plant

- Compare fixed plant and mobile plant solutions for the quarry.

- Evaluate costs, production capacity, reliability and flexibility of each option.
- Assess operational benefits and constraints, including safety, compliance and lifecycle considerations.

3. Additional Considerations

While the primary scope covers items (a), (b) and (c), the consultant is also expected to:

- Conduct a workshop with Council to present and discuss the findings following submission of the report.

4. Deliverables

The consultant will provide:

- A detailed Independent Quarry Operations Technical Report addressing the scope above.
- A clear set of findings and actionable recommendations to guide Council's decision-making.
- Supporting evidence, data tables, calculations, financial models and references.
- Workshop presentation of key findings to Council.

5. Timeframe

- Draft report: within six (6) weeks of engagement.
- Final report: within two (2) weeks of receipt of Council feedback.
- Workshop with Council: to be scheduled after report submission.

6. Supporting Information

Council will make available:

- Previous quarry reports and operational assessments.
- Material surveys.
- Regulator notices and compliance records.
- Production records and budget information.

Part B – Conditions of Quoting

Independent Quarry Operations Report – Mount Magometon Quarry RFQ: 2025/112

1. Purpose

This section provides Quoters with instructions on the preparation, submission and evaluation of their Quotations. Quoters must carefully review and comply with all conditions set out below.

2. Lodgement of Quotations

- **Closing Date and Time:** 24 October 2025 at 4:00pm (AEDT).
- **Lodgement Method:** Quotations must be submitted electronically through Vendorpanel.
- Late submissions will not be accepted.

3. Quotation Content

Submissions must be in the format provided in Part D – Request for Quotation Submission and include:

- Cover letter and company profile.
- Demonstrated experience and capability in quarry operations and similar consulting projects.
- Methodology and approach to meeting the requirements of Part A – Specification.
- Resumes of key personnel assigned to the project.
- Fee proposal, inclusive of expenses.
- Evidence of insurance coverage:
 - \$20 million Public Liability.
 - \$10 million Professional Indemnity.
 - Workers Compensation (NSW compliant).
- References from at least two recent, comparable projects.

4. Quotation Process Timetable

Activity	Date
Quotation closes	24 October 2025 (4:00pm AEDT)
Evaluation period	Late October 2025
Contract commencement	Immediately following Purchase Order

Note: Council reserves the right to amend the timetable.

5. Evaluation Criteria

Quotations will be evaluated against the following weighted criteria:

Mandatory Evaluation Criteria	
RFT Schedules completed in full, submitted correctly and received on time.	Pass / Fail
Technical compliance with all specified requirements	Pass / Fail
Demonstrated financial solvency	Pass / Fail
Confirmed legal entity status (ABN provided, GST registered)	Pass / Fail
Insurance coverage to mandatory requirements.	Pass / Fail
Weighted Evaluation Criteria	
Price	50 %
Proposed delivery Timeframe	20 %
Professional Competence	10 %
Commercial capability	10 %
Compliance with Insurance, Licensing and WHS Requirements	10 %

Note: Quoters must achieve satisfactory performance across all mandatory criteria to be considered further.

6. Terms and Conditions of Quoting

Council (the Principal) reserves the right not to accept the lowest or any Quotation. Council may request clarification or further information from Quoters and may negotiate with one or more parties prior to awarding a contract. All costs incurred in the preparation and

submission of a Quotation are the sole responsibility of the Quoter. Each Quotation must remain valid for a minimum period of ninety (90) days after the closing date.

7. Quotations to Inform Themselves

Quoters will be deemed to have examined all Quotation documents and any additional information provided in writing for the purpose of preparing their submission. Quoters must also have made reasonable enquiries and considered all risks, contingencies and other circumstances that may affect their offer. It is the responsibility of each Quoter to satisfy themselves as to the correctness and sufficiency of their Quotation, including all quoted prices, which will be taken to cover compliance with these conditions and all requirements necessary for the proper performance of the works.

All queries or requests for clarification must be raised prior to the submission of Quotations. Failure to seek clarification will not be accepted as grounds for additional payment under any resulting contract.

8. Communication Protocols

All enquiries are to be directed in writing to the nominated Contact Officer identified in this RFQ. Quoters must not approach councillors, employees or representatives other than the nominated contact. Any unauthorised communication may result in disqualification from the process. Where deemed appropriate, responses to enquiries may be distributed to all registered Quoters. Council may establish a formal Questions and Answers (Q&A) process to be managed by the Procurement Officer. Queries must be submitted within the prescribed timeframe and late queries will not be accepted.

9. Confidentiality and Probity

All documents, drawings and information issued for the purpose of Quoting remain the property of the Principal and must be treated as confidential. Quoters must not copy, distribute or disclose these materials without prior written consent, except where required for the purpose of preparing a submission. Unsuccessful Quoters may be required to return or destroy all Quotation materials upon request.

Council will treat all Quotations as confidential and will not disclose their contents to other respondents except as required by law or procurement policy. Quoters may be required to enter into a confidentiality agreement prior to award if requested by Council.

10. Collusive Quoting

Quoters must not enter any arrangement with another Quoter in relation to the preparation of a submission without the express written consent of the Principal. Quoters must not attempt to obtain or disclose the Quotation price of any competitor at any stage of the process. Evidence of collusive Quoting may result in disqualification, exclusion from future opportunities and referral for prosecution under applicable legislation.

11. Conflicts of Interest

All actual, potential or perceived conflicts of interest must be disclosed in the Quotation submission.

12. Ownership of Quotation Responses

All documents, materials and information submitted as part of a Quotation become the property of the Principal upon lodgement and will not be returned. Quoters retain copyright and intellectual property rights unless otherwise provided in the resulting purchase order.

Part C – Conditions of Contract

Independent Quarry Operations Report – Mount Magometon Quarry RFQ: 2025/112

1. Form of Engagement

The engagement will be established by issue of a Council Purchase Order, which together with this RFQ and the successful Quoter's submission, shall form the contract between the parties. No separate formal contract will be executed.

2. Scope of Services

The Consultant must perform the services described in Part A – Specification and in accordance with their Quotation submission, unless otherwise agreed in writing.

3. Term

The contract will commence on the date of issue of the Purchase Order and continue until satisfactory completion of the services and delivery of the final Independent Quarry Operations Report, including presentation to Council.

4. Payment Terms

- Payment will be made 30 days from end of month (EOM) following receipt of a valid tax invoice.
- Invoices must reference the Council Purchase Order number.
- No advance payments will be made.

5. Insurance

The Consultant must hold and maintain for the duration of the engagement:

- Public Liability Insurance – minimum \$20 million.
- Professional Indemnity Insurance – minimum \$10 million.
- Workers Compensation Insurance – as required under NSW legislation.

Certificates of currency must be provided before commencement.

6. WHS and Compliance

The Consultant must comply with all applicable Work Health and Safety legislation, regulations and Council policies and ensure that all services are delivered safely and lawfully.

7. Confidentiality

The Consultant must treat all Council information as confidential and not disclose it without Council's prior written consent, except as required by law.

8. Intellectual Property

All intellectual property and data created under this engagement shall be the property of Council upon payment of fees. The Consultant may retain a copy for internal records only.

9. Variations

No variation to the scope or price will be effective unless agreed in writing by Council.

10. Termination

Council may terminate the contract by written notice if the Consultant:

- Fails to perform the services in accordance with the contract;
- Becomes insolvent; or
- Commits a material breach that is not remedied within 14 days of notice.

In the event of termination, Council may elect to pay for services satisfactorily performed up to the termination date.

Part D – Request for Quotation Submission

Independent Quarry Operations Report – Mount Magometon Quarry
RFQ: 2025/112

Instructions to Quoters

This Submission Template must be completed in full and returned as part of the Quoter's response. Additional supporting material may be attached where necessary. Failure to provide all required information may render the submission non-conforming.

Section	Information Required	Quoter Response
1. Quoter Details	Legal Entity Name	
	ABN / ACN	
	Registered Business Address	
	Postal Address (if different)	
	Contact Person	
	Position Title	
	Phone	
	Email	
2. Company Profile and Relevant Experience	Company profile – shall be presented as company overview and capability statement.	
	Relevant experience in quarry operations and similar projects	

	Examples of recent comparable projects
3. <i>Proposed Methodology and Approach</i>	Approach to delivering requirements in Part A – Specification – shall be presented in the form of a detailed technical report.
	Methodology and project plan
	Risk identification and management
4. <i>Key Personnel</i>	Personnel assigned to the project – Shall be presented in the form of professional resumes.
	Qualifications and relevant experience
5. <i>Fee Proposal</i>	Lump sum fee (inclusive of expenses)
	Hourly rates for variations/additional services (if applicable)
6. <i>Insurance</i>	Public Liability (\$20M) – attach certificate
	Professional Indemnity (\$10M) – attach certificate

	Workers Compensation (NSW compliant) – attach certificate
7. Conflicts of Interest	Declaration of any actual or potential conflicts
8. Referees	Referee 1 – Name, Position organisation, Contact details – shall be presented as completed project brief.
	Referee 2 – Name, Position organisation, Contact details – shall be presented as completed project brief.

9. Declaration

I/We, the undersigned, having carefully examined the Request for Quotation (RFT) documents, including Part A – Specification, Part B – Conditions of Quoting and Part C – Conditions of Contract, hereby:

1. Offer to provide the Services for the Independent Quarry Operations Report – Mount Magometon Quarry in accordance with the requirements of this RFT.
2. Warrant that all information contained in this submission is true, accurate and not misleading.
3. Acknowledge that Council is not bound to accept the lowest or any Quotation and may accept or reject any submission at its discretion.
4. Confirm that no undeclared conflicts of interest exist in relation to this Quotation.
5. Agree that, if selected, we will enter into the Contract as set out in Part C and accept engagement under Council's Purchase Order.

Authorised Signatory

Name of Authorised Signatory

Position / Title

Company / Organisation

Signature

Date

Company Seal (if applicable)
