

Request For Quote

Instructions: the Respondent must complete all relevant sections. Failure to sign statement below by authorised representative will render quote invalid. Respondents are cautioned to carefully read any and all instructions and the terms and conditions on any of the attached sheets.

Failure to adhere to these instructions and terms and conditions may result in rejection of the quote.

RFQ Title Coonamble Sportsground Footpath

RFQ Number RFQ260123RF

Issue Date Friday 30 January 2026

RFQ Closing Time and Lodgement Details	
RFQ Closing Date:	Friday 20th February 2026
RFQ Closing Time:	5.00pm
RFQ Lodgement Instructions:	Via email – council@coonambleshire.nsw.gov.au

Council Contact & Enquiries	
Name:	Rachell Foodey
Email:	projects@coonambleshire.nsw.gov.au

RFQ Instructions – All Quotations are subject to the following requirements where indicated	
<input checked="" type="checkbox"/>	The Council 's Purchase Order Terms and Conditions shall apply to this purchase (these can be found on Council's website)
<input type="checkbox"/>	The 'Special Terms and Conditions' shall apply to this purchase (attached)
<input checked="" type="checkbox"/>	Quotations are to conform with the Specification (attached)

<input type="checkbox"/>	Quotations must detail manufacturer's name and model number of each item offered
<input type="checkbox"/>	Quotations must provide detailed manufacture specifications and complete descriptive literature on each item offered
<input checked="" type="checkbox"/>	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. <i>Note: Where the value or complexity of the works warrants it, a formal written contract may also be executed.</i>
<input checked="" type="checkbox"/>	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.
<input type="checkbox"/>	<Enter Text>
<input type="checkbox"/>	<Enter Text>

Scope of Requirements

Scope of Works:

Suppliers quoting are responsible for the accuracy of all measurements and quantities. Work shall be carried out in accordance with Coonamble Shire Council's Development Construction

The following specifications are relevant to this project:

- C101 (General)
- C211 (Control of Erosion and Sedimentation)
- C220 Stormwater Drainage - General
- C221 Pipe Drainage
- C271 Minor Concrete Works

The project includes two (2) components:

A. Remove steel fencing in front of grandstand area to accommodate new footpath. Concrete hob wall to be incorporated into the bottom one or two steps height, along the front of grandstand area. Length of hob will be approximately 25m and will be incorporated into footpath. Existing top fill to be removed and replaced with 25mm (minimum) of compacted crusher dust. Gravel and 100mm Ag-pipe wrapped in geo fabric to be installed on grandstand side of hob to encourage drainage.

B. 1 x continuous concrete footpath of approximately 60m x 2.5m wide, running from the front northern corner of the canteen to the proposed female amenities building. This path will connect all 3 buildings (Canteen, Grandstand, Female Amenities) along with short paths connecting all four (4) changerooms to main front path. 1 x continuous concrete footpath of approximately 41m x 1.5m wide running from the front northern corner of the canteen, across the front and down the southern side to the back corner of the canteen. 1 x continuous concrete footpath of approximately 30m x 1.5m wide running from the southern emergency vehicle gate post and meet up with the new Female Amenities footpath. Existing top fill to be

removed and replaced with 25mm (minimum) of compacted crusher dust. These footpaths shall be constructed of concrete 25mpa concrete, reinforcement specifications for footpaths are withing attached structural drawings. Finish shall be broom-finished and back filled with a sandy loam. The footpath slabs shall be cast insitu in accordance with the standard Council's footpath technical drawing

Note: Services will require locating before any works commence on site. Any services that interfere with the construction of the footpath and require its asset re-located, will require further consultation with council.

Drainage points: Any existing drainage points (e.g. pits/inlets) located within the proposed footpath alignment are to be relocated/pushed out to the carpark side/area, subject to Council approval. Approval must be sought and obtained from Council prior to any drainage point relocation.

A Dial-Before-You-Dig assessment and report must be obtained before work starts on-site.

Respondent's responsibilities

Hold points:

1. Dial-Before-You-Dig report provided to Council before any on-site work begins.
2. The full combined length of path from canteen building to the emergency access gates to be marked out, inspected and signed off before any physical work is undertaken on this section. A pre pour inspection will also be required prior to section being poured.
3. Any drainage points within the footprint/alignment of the proposed footpath are to be identified and the proposed relocation/push-out to the carpark area submitted to Council for approval prior to works. Works are not to proceed past this point until Council sign-off is received

Site considerations and peculiarities:

There may be some tree roots, boulders, or other construction hindrance that may require some physical intervention. The contractor shall inspect the footpath alignment, assess if some remedial construction or excavation intervention would be required, and include this as a separate cost element in the total cost within the Tender response.

As well as:

- All efforts are to be made to complete the project without damage to other Council infrastructure.
- Any damage to non-Council infrastructure will be at the cost to the contractor.
- All works, materials and plant to be the responsibility of the contractor.
- Site must be left clean and tidy with all debris and rubbish removed.

Supply of materials and resources:

The successful supplier will be required to source and supply:

- Information on and asset plans of all service locations

	<p>through the Dial-Before-You-Dig service.</p> <ul style="list-style-type: none"> • All materials, labour, resources (including the tactile ground surface indicators) and signage to • complete the work to the scope, design and standard specified. • Correct measurements and dimensions associated with all aspects of the work involved to provide an accurate quotation, to undertake the project and deliver the required outputs. <p>Supply of Quotation:</p> <p>Please complete your quotation on the supplied Quotation Form. Council gives very high priority to the safety of suppliers, their workers and sub-contractors. Your quotation must be accompanied by:</p> <ul style="list-style-type: none"> • Certificates of Currency for Public Liability Insurance, Professional Indemnity (if relevant), • Product Liability (if relevant) and Workers Compensation Insurance. • A Safe Work Method Statement or evidence of a Work Health and Safety Management Plan customised and particular to the site. <p>Quotations not including proof of insurances and a formalised, systematic approach to workplace safety – relevant to the specific project site – will not be considered.</p> <p>In addition, you will be asked to provide:</p> <ul style="list-style-type: none"> • An estimated total duration (in workdays or weeks) for the project, from start of work to handover, the timing of any significant milestones (measured from the project start) and logical relationships between project components. • A total cost to complete the project. • A preferred schedule of payments, based on key milestones or deliverables (if relevant). • An assurance that hold points will be honoured and work will not proceed beyond any specified hold point until signed off by a relevant officer of Coonamble Shire Council. • Any further evidence to support your Quotation.
Location of Work	Coonamble Sportsground, Castlereagh Street Coonamble, NSW 2829

Technical Evaluation Criteria		
Criterion 1	Total Price	30%
Criterion 2	Compliance with scope of work	20%
Criterion 3	Methodology and technical approach	20%
Criterion 4	Management (Evidence of a Risk Matrix or Risk Management Plan, the applicability of your Safe Work Method Statements to the nature of the work in the project)	20%
Criterion 5	Sustainability – Local Preference/Procurement	10%

Commercial Evaluation Criteria		
Summary of Cost	Cost Breakdown	
	<Deliverable 1>	\$
	<Deliverable 2>	\$
	<Deliverable 3>	\$
	<Deliverable 4>	\$
	Total – Lump Sum	\$

Additional Options	<Provide costs associated with additions/options/ value-added innovations or alternatives proposed in Technical Submission (if any)>		
Discounts/Incentives			
Product availability /delivery conditions			
Other supply details			
Warranty/Guarantee offered			
Insurance	<input type="checkbox"/> Public Liability	<input type="checkbox"/> Professional Indemnity	<input type="checkbox"/> Workers Compensation
	<input type="checkbox"/> Products Liability	<input type="checkbox"/> Motor Vehicle	<input type="checkbox"/> Works
Rates for Variations	<Rates/pricing for any variations instructed to the Scope of Work>		
Whole-of-life costs <Delete this section if not applicable>	<Acquisition/Initial Capital Expenditure: E.g., Price (Material, Labour, Hourly Rates, Overheads, Packaging) Commissioning Costs (Delivery, Instalment, Training, Travel)>		

	<Owning/Operating/Recurrent Costs: E.g., Maintenance, Spares, Energy/Fuel costs, Upgrade Costs, Consumables>
	<End of Life/Disposal/Exit: E.g., disposal/exit costs less residual value>

Detail to Include in Quotation	
Item	Detail
1	Price (specify lump sum or per unit & whether GST is included)
2	Discounts/Incentives
3	Product availability and delivery Conditions
4	Any other relevant details/conditions relating to the supply of goods
5	Warranties/Guarantees offered on goods
6	<p>The successful supplier will be required to effect and maintain insurance policies in the following sums:</p> <ul style="list-style-type: none"> — insurance cover for the statutory and common law liability for death or injury to persons employed by the contractor; and — (if applicable) Professional Indemnity Insurance in the sum of at least \$10,000,000.00 AUD in respect of any one occurrence. The policy must include provision for one automatic reinstatement of the sum insured. — Product Liability Insurance in the sum of at least \$20,000,000.00 AUD in respect of any one occurrence. — All policy exclusions must be included.

Respondent Information	
Company Name	<Enter Text>
ABN	<Enter Text>
Business Address	<Enter Text>
City / Town	<Enter Text>
State	<Enter Text>
Post Code	<Enter Text>
Office Phone	<Enter Text>

Email Address	<Enter Text>
Website	<Enter Text>
Respondents Contacts Detail	<Enter Text>
Name	<Enter Text>
Mobile Phone	<Enter Text>
Office Phone	<Enter Text>
Email Address	<Enter Text>

Respondent Statement	
<p><i>"I certify that this offer is made without prior understanding, agreement or connection with any corporation, firm or person submitting an offer for the same materials, supplies, or equipment, and is in all respect fair and without collusion or fraud. I agree to abide by all conditions of this offer and certify that I am authorised to sign this offer for the respondent."</i></p>	
Respondents Authorised Representative Name	
Date	
Quotation Total (inc. GST)	
Respondents Authorised Representative Signature	

Note: Council reserves the right not to accept any quotation or award a contract. Council is not responsible for any costs associated with a supplier's preparation and submission of a quotation. Council has a Local Preference Procurement Policy and it impacts how the price component of your submission will be assessed. If your business address is within the Coonamble Local Government Area, the net price (before GST) you quote in your submission will be assessed as if it were 10% cheaper. Council will still pay you according to your quoted price, if you are chosen as the preferred supplier. If your business address is located outside Coonamble Local Government Area, during the assessment process, the net price for any supplies or services, you source from within the Coonamble Local Government Area will be assessed as if they were 10% cheaper (up to a maximum of \$15,000) – provided the net price quoted for these is at least one-quarter (25%) of your total quoted net price. Council will still pay you according to your quoted price, if you are chosen as the preferred supplier. It is important then to show, when completing your Quotation Form or submission: (1) your total net price and (2) the total net price of all Coonamble LGA-sourced goods and services.