

# 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 Fence

**RFQ Number** RFQ260127RF

**Issue Date** Wednesday 28 January 2026

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

Council Contact & Enquiries	
<b>Name:</b>	Rachell Foodey
<b>Email:</b>	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 (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)

[ ]	Quotations must detail manufacturer's name and model number of each item offered
[ ]	Quotations must provide detailed manufacture specifications and complete descriptive literature on each item offered
[ X ]	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>
[ X ]	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.
[ ]	<Enter Text>
[ ]	<Enter Text>

### Scope of Requirements

The Respondent must provide all labour, supervision, plant, equipment, fixings, concrete, consumables, and services required to complete the works in accordance with:

- Attachment A – Fencing & Bollard Installation Specifications
- Relevant Australian Standards
- WHS legislation
- Coonamble Shire Council requirements

The steel fencing and steel bollards are **supplied by Council**. All installation materials and works are the responsibility of the Respondent. The Respondent must:

- Review Attachment A and confirm full compliance in their submission.
- Verify all dimensions and conditions onsite prior to commencing works.
- Obtain a current Dial Before You Dig (DBYD) enquiry prior to any excavation or ground penetration.
- Submit the DBYD certificate to Council for approval at Hold Point HP1.
- Confirm fence alignment, bollard locations, and fixing methodology with Council prior to commencement.

#### **Fence Installation (Council Supplied)**

- Install Council-supplied fencing to a finished height of 900 mm above finished concrete path level.
- Base-plate mount fence posts and mechanically fix to the existing concrete path.
- Supply and install all fixings, including minimum M12 galvanised or stainless steel masonry anchors.
- Ensure installation does not crack, spall, or compromise the concrete path.
- Install fencing plumb, level, aligned, and at consistent height and spacing.
- Protect all fence finishes from damage during installation.

#### **Bollard Installation (Council Supplied)**

- Install Council-supplied steel bollards with cap fittings.
- Excavate and install concrete footings:
  - Minimum 200 mm diameter
  - Minimum 20 MPa concrete
- Install bollards to:
  - 300 mm embedment below ground
  - 750 mm exposed height above ground
- Ensure bollards are plumb, aligned, and set to consistent heights.
- Confirm final bollard locations with Council prior to installation.

### **Site Works & Safety**

- Identify, protect, and avoid all underground services.
- Protect existing pavements, services, and Council assets.
- Maintain a safe worksite at all times and eliminate trip hazards.
- Reinstate all disturbed areas to original condition.
- Remove all spoil, waste, and surplus materials from site.
- Leave the site clean, tidy, and safe at completion.

### **Hold Points**

The Respondent must comply with all mandatory hold points, including:

- HP1 – Pre-installation:  
Submission of DBYD certificate and confirmation of fence alignment, bollard locations, and fixing methodology.
- HP2 – Post-installation:  
Inspection of fence fixings and bollard installation.
- HP3 – Final completion:  
Practical completion inspection and acceptance by Council.

**No works are to proceed past a hold point without written Council approval.**

### **Defects Liability**

- A 12-month defects liability period applies from practical completion.
- The Respondent must rectify, at no cost to Council, any defects arising from workmanship or materials within Council-approved timeframes.

### **RFQ Submission Requirements**

The Respondent must submit:

- A lump sum price, with separate line items for:
  - Fence installation
  - Bollard installation
- Proposed construction timeframe.
- Confirmation of compliance with Attachment A and this Schedule.
- Evidence of relevant experience in similar works.
- Copies of current:
  - Public Liability Insurance
  - Workers Compensation Insurance

**Failure to address all requirements may render the submission non-conforming.**

<p><b>Respondent's responsibilities</b></p>	<p><b>Site Works &amp; Safety</b></p> <ul style="list-style-type: none"> <li>• Identify, protect, and avoid all underground services.</li> <li>• Protect existing pavements, services, and Council assets.</li> <li>• Maintain a safe worksite at all times and eliminate trip hazards.</li> <li>• Reinstate all disturbed areas to original condition.</li> <li>• Remove all spoil, waste, and surplus materials from site.</li> <li>• Leave the site clean, tidy, and safe at completion.</li> </ul> <p><b>Hold Points</b></p> <p>The Respondent must comply with all mandatory hold points, including:</p> <ul style="list-style-type: none"> <li>• HP1 – Pre-installation: Submission of DBYD certificate and confirmation of fence alignment, bollard locations, and fixing methodology.</li> <li>• HP2 – Post-installation: Inspection of fence fixings and bollard installation.</li> <li>• HP3 – Final completion: Practical completion inspection and acceptance by Council.</li> </ul> <p><b>No works are to proceed past a hold point without written Council approval.</b></p> <p><b>Defects Liability</b></p> <ul style="list-style-type: none"> <li>• A 12-month defects liability period applies from practical completion.</li> <li>• The Respondent must rectify, at no cost to Council, any defects arising from workmanship or materials within Council-approved timeframes.</li> </ul> <p><b>RFQ Submission Requirements</b></p> <p>The Respondent must submit:</p> <ul style="list-style-type: none"> <li>• A lump sum price, with separate line items for: <ul style="list-style-type: none"> <li>○ Fence installation</li> <li>○ Bollard installation</li> </ul> </li> <li>• Proposed construction timeframe.</li> <li>• Confirmation of compliance with Attachment A and this Schedule.</li> <li>• Evidence of relevant experience in similar works.</li> <li>• Copies of current: <ul style="list-style-type: none"> <li>○ Public Liability Insurance</li> <li>○ Workers Compensation Insurance</li> </ul> </li> </ul> <p><b>Failure to address all requirements may render the submission non-conforming.</b></p>
<p><b>Location of Work</b></p>	<p>Coonamble Sportsground, Castlereagh Street Coonamble NSW 2829</p>

**Technical Evaluation Criteria**

<b>Criterion 1</b>	Total Price	30%
<b>Criterion 2</b>	Compliance with Scope of Works	20%
<b>Criterion 3</b>	Methodology and Technical Approach	20%
<b>Criterion 4</b>	WHS – SWMS/Risk Assessment	20%
<b>Criterion 5</b>	Sustainability – Local Preference/Procurement	10%

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

<b>Additional Options</b>	<Provide costs associated with additions/options/ value-added innovations or alternatives proposed in Technical Submission (if any)>		
<b>Discounts/Incentives</b>			
<b>Product availability /delivery conditions</b>			
<b>Other supply details</b>			
<b>Warranty/Guarantee offered</b>			
<b>Insurance</b>	<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
<b>Rates for Variations</b>	<Rates/pricing for any variations instructed to the Scope of Work>		
<b>Whole-of-life costs</b>	<Acquisition/Initial Capital Expenditure: E.g., Price (Material, Labour, Hourly Rates, Overheads, Packaging) Commissioning Costs (Delivery, Instalment, Training, Travel)>		
<b>&lt;Delete this section if not applicable&gt;</b>	<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>
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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"> <li>— insurance cover for the statutory and common law liability for death or injury to persons employed by the contractor; and</li> <li>— (if applicable) Professional Indemnity Insurance in the sum of at least <b>\$10,000,000.00 AUD</b> in respect of any one occurrence. The policy must include provision for one automatic reinstatement of the sum insured.</li> <li>— Product Liability Insurance in the sum of at least <b>\$20,000,000.00 AUD</b> in respect of any one occurrence.</li> <li>— <b>All policy exclusions must be included.</b></li> </ul>

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>

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

<b>Respondent Statement</b>	
<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>	
<b>Respondents Authorised Representative Name</b>	
<b>Date</b>	
<b>Quotation Total (inc. GST)</b>	
<b>Respondents Authorised Representative Signature</b>	

*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.*