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 Supply and Delivery of a 4x4 Utility

RFQ Number RFQ261127ML

Issue Date 6/11/2026

RFQ Closing Time and Lodgement Details	
RFQ Closing Date:	27/11/2026
RFQ Closing Time:	11:00 am AEST
RFQ Lodgement Instructions:	RFQ responses must be lodged via email to the nominated contact person by the specified closing date and time.

Council Contact & Enquiries	
Name:	Madison Loughland
Email:	m.loughland@coonambleshire.nsw.gov.au

RFQ Instructions – All Quotations are subject to the following requirements where indicated	
☒	The Council ‘s Purchase Order Terms and Conditions shall apply to this purchase
☐	The ‘Special Terms and Conditions’ shall apply to this purchase (attached)
☒	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
☒	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. *Note: Where the value or complexity of the works warrants it, a formal written contract may also be executed*.
☒	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.

Specifications

Coonamble Shire Council is seeking quotations from appropriately qualified respondents for the supply and delivery of one (1) 4x4 space cab utility. The new vehicle shall conform to the following minimum specifications and conditions:

- Diesel engine.
- Heavy duty steel tray with rear mesh window protection and tie down points.
- Tray must be capable of holding an animal handling unit with the following specifications:
    - Unit weight of 280 kg.
    - Unit width of 1400mm
    - Unit length of 1400mm
    - Unit height of 1100mm
    - Unit requires the overhang of the tray from the rear axle centre to be no greater than 1400mm.
- Suspension upgrade to be suitable of carrying the above animal handling unit.
- Tow bar with flat plug, 3,000kg rated.
- Automatic transmission.
- Rearview camera.
- Clear headlamp covers.
- Clear bonnet protector.
- Clear weather shields.
- Front and rear seat covers.
- Floor mats.
- Insect screen for radiator.
- Alloy side steps.
- Mudguards.
- Tinted windows.
- Bullbar.
- Driving lights.
- LED flashing beacon.

• Two (2) work lights shall be fitted to the rear of the cab to provide adequate illumination and visibility to the rear of the vehicle and tray during night-time operations. • Mounted fire extinguisher 1kg. • Vehicle first aid kit.		
Proposed Requirements Schedule	**Key Deliverables**	**Milestone Date**
	Submissions shall include full and complete details of all specifications and features regarding the unit offered.	27/11/2026
	The respondent shall specify the manufacturer's warranty period and provide full details of warranty coverage, including the extent of coverage for the vehicle, attachments, components, parts and labour, together with any exclusions, limitations and claim procedures.	27/11/2026
	Respondents must specify the availability of spare parts, including identification of the nearest stockist to the Coonamble Local Government Area. Respondents are also required to indicate whether parts are held in stock or ordered on demand. In addition, respondents should disclose any known supply chain constraints or delays that may affect the timely procurement of parts.	27/11/2026
	The successful respondent shall coordinate with Council's Plant and Fleet Coordinator and provide all required documentation to enable registration of the vehicle prior to delivery, ensuring the machine is supplied registered and ready for operational use where applicable.	30/03/2027
Delivery Address	Coonamble Shire Council Depot 53 Back Gular Road Coonamble NSW 2829	

Mandatory Evaluation Criteria - Aligning value and risk	
Mandatory	**Pass/Fail**
The Respondent has completed, signed and submitted RFQ schedules on time.	Pass/Fail
The Respondent has met Technical Compliance with all specifications.	Pass/Fail
The Respondent is an acceptable legal entity - ABN provided, GST registered.	Pass/Fail
The Respondent has provided all insurance details, including copies of current Certificate of Currency (COCs)	Pass/Fail

The Respondent has suitable financial stability.	Pass/Fail
Price	**Weighting**
Criterion 1 Price – Whole of Life Cost	45 %
Non-Price/Scored	**Weighting**
Criterion 2 Proposed Delivery Timeframe	18 %
Criterion 3 Operational Suitability	10 %
Criterion 4 Warranty, Service and Parts	10 %
Criterion 5 Sustainability	10 %
Criterion 6 Local Supplier Content	7 %

Additional Options	Please list any additional options and their associated costs.		
Discounts	Please list any discounts offered e.g. local government discount.		
Delivery Timeframe	Please advise the estimated delivery timeframe.		
Other Supply Details			
Warranty Offered			
Insurance	☒ Public Liability	☐ Professional Indemnity	☒ Workers Compensation
	☒ Products Liability	☐ Motor Vehicle	☐ Works

Whole-of-life costs	**Capital Costs (Purchase Price)** Vehicle $ **[insert]** (GST inclusive). Registration $ **[insert]** (GST inclusive). Delivery $ **[insert]** (GST inclusive). Optional Equipment $ **[insert]** (GST inclusive).
	Operating Costs Fuel consumption L/100km Annual tyre costs $ **[insert]** (GST inclusive) Annual maintenance costs $ **[insert]** (GST inclusive). Annual parts costs $ **[insert]** (GST inclusive). Other annual operating costs $ **[insert]** (GST inclusive).
	End of Life Costs Residual value $ **[insert]** (GST inclusive).

Detail to Include in Quotation	
Item	**Detail**
1	Price
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	Respondents are required to effect and maintain insurance policies in the following sums: — Public liability $20 million — Products liability $10 million — Workers compensation – as required by law Copies of all relevant certificates of currency must be attached as part of submission.

Local Content		
Does the Respondent identify as Local Supplier in the Coonamble Shire Local Government Area (LGA)?	☐ Yes ☐ No	*[If yes, provide brief description.]*
Are you a business located in the Coonamble Shire Council LGA?	☐ Yes ☐ No	*[If yes, provide brief description.]*
Do you have a shopfront / office / facility in the Coonamble Shire Council LGA?	☐ Yes ☐ No	*[If yes, provide brief description.]*
Do you employ staff in the Coonamble Shire Council LGA?	☐ Yes ☐ No	*[If yes, provide brief description.]*

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	
"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."	
Respondents Authorised Representative Name	
Date	
Quotation Total (inc. GST)	
Respondents Authorised Representative Signature	