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| Stand Alone Request for Quotation  QUOTATION CONDITIONS AND  STATEMENT OF REQUIREMENTS  **Version 1** |
| <Insert RFQ Name>  <insert RFQ number> |

**Contact Officer**

Respondents should refer requests for information or advice regarding this RFQ to:

|  |  |
| --- | --- |
| CONTACT NAME | <Insert contact officer name> |
|  |  |
| CONTACT POSTAL ADDRESS | <Insert > |
|  |  |
| CONTACT PHONE | <Insert> |
|  |  |
| CONTACT EMAIL ADDRESS | <Insert> |

Any information given to a respondent to clarify any aspect of this RFQ will also be given to all other respondents if in the opinion of the Principal it would be unfair not to do so.

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All inquiries should be directed to;

Director Category Management

NSW Procurement

Government and Corporate Services

NSW Department of Finance, Services and Innovation

McKell Building

2-24 Rawson Place

Sydney NSW 2000

Tel: (02) 9372 8877

Contents

[RFQ OVERVIEW 4](#_Toc431472879)

[1. Introduction 4](#_Toc431472880)

[CONDITIONS OF QUOTATION 4](#_Toc431472881)

[2. RFQ Preparation 4](#_Toc431472882)

[3. Eligibility to Respond 4](#_Toc431472883)

[4. RFQ Process 4](#_Toc431472884)

[STATEMENT OF REQUIREMENTS 7](#_Toc431472885)

[Guide Note: Modify the following as needed 7](#_Toc431472886)

[1. Introduction 7](#_Toc431472887)

[2. Scope 7](#_Toc431472888)

[3. Goods/Services to be Supplied by the Supplier 7](#_Toc431472889)

[4. Stock Levels 7](#_Toc431472890)

[5. Performance Management 7](#_Toc431472891)

[6. Service Level 7](#_Toc431472892)

[7. Reports 7](#_Toc431472893)

[8. Technical Support 7](#_Toc431472894)

RFQ OVERVIEW

1. Introduction
   1. Background

This RFQ seeks quotations from suppliers to supply to NSW Government the Goods/Services described in the Statement of Requirements on the Customer Terms. The use of electronic commerce is a requirement under the Customer Terms.

* 1. Contract and Duration
     1. The purchasing and distribution of the Goods/Services specified in the Statement of Requirements are covered under the Customer Terms.
     2. The term of the contract will be a period of *(insert the term: months/years)* duration, and commencing on *(insert the date)*.

CONDITIONS OF QUOTATION

1. RFQ Preparation
   1. Respondent to inform itself

Before submitting its quotation, a respondent must:

* + 1. Examine all information relevant to the risks and contingencies and other circumstances having an effect on its Quotation; and
    2. Satisfy itself:
       - 1. that the price is correct; and
         2. that it is financially and practically viable for it to enter into and perform the contract.

1. Eligibility to Respond
   1. Legal Entity of Respondent
      1. Quotations must be submitted by a legal entity or, if a joint quotation, by legal entities, with the capacity to contract. The Principal will only enter into a contract with such legal entity or entities. The Principal may ask a respondent to provide evidence of its legal status or capacity to contract. If respondent from entities propose to contract in their capacity as trustees, such evidence may include copies of the relevant trust deeds. Any evidence requested is to be provided within 3 working days of the request.
   2. ABN Requirements
      1. The Principal will not enter into a contract with a company that does not have an Australian Business Number and is not registered for GST. Respondents must be registered for GST and state their ABN in their quotation.
2. RFQ Process
   1. Quotation Lodgement
      1. Respondents (including all supporting information, if any) must be fully received by the Closing Date and Closing Time. Respondents must complete all of the Response document and must not amend any of the questions provided. Prices, responses and other information provided in the quotation must be in writing and in English. The quoted price must be in Australian dollars.

The quotation must be submitted electronically to the electronic tender box for this RFT via the NSW Department of Finance, Services and Innovation’s tenders website at: [https://www.tenders.nsw.gov.au/](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.tenders.nsw.gov.au%2F&data=04%7C01%7CLateisha.Peachey%40treasury.nsw.gov.au%7Cbd3950804cb7496d3e4a08d9fb3cf2c6%7C1ef97a68e8ab44eda16db579fe2d7cd8%7C0%7C0%7C637817061448131244%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=UfOWsbOxE7vJlsTwZNVwWM0NmFKkOA9Zx6RO6%2BUo7II%3D&reserved=0) (Login in as a system user, locate the web page for this RFQ, and follow the on screen instructions to lodge the quotation. The lodgement can only be made by a registered system user of the NSW Government eTendering system.

* + 1. Respondents should notify the Contact Officer in writing on or before the Closing Date and Time if they find any discrepancy, error or omission in this RFQ.
  1. Electronic Quotations
     1. A quotation submitted electronically will be treated in accordance with the Electronic Transactions Act 2000 (NSW), and given no lesser level of confidentiality, probity and attention than quotations lodged by other means.

A respondent, by electronically lodging a quotation, is taken to have accepted conditions shown in the Conditions and rules on the NSW Department of Finance, Services and Innovation’s tenders website at [https://www.tenders.nsw.gov.au/](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.tenders.nsw.gov.au%2F&data=04%7C01%7CLateisha.Peachey%40treasury.nsw.gov.au%7Cbd3950804cb7496d3e4a08d9fb3cf2c6%7C1ef97a68e8ab44eda16db579fe2d7cd8%7C0%7C0%7C637817061448131244%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=UfOWsbOxE7vJlsTwZNVwWM0NmFKkOA9Zx6RO6%2BUo7II%3D&reserved=0).

* 1. Corruption or Unethical Conduct
     1. Respondents must comply with the requirements of the NSW Department of Finance, Services and Innovation’s Business Ethics Statement, which is available at the link below and must disclose any conflicts of interests in Response.
     2. If a respondent, or any of its officers, employees, agents or sub-contractors is found to have:
        + 1. offered any inducement or reward to any public servant or employee, agent or subcontractor of the Principal, Customer or the NSW Government in connection with this RFQ or the submitted Quotation;
          2. committed corrupt conduct in the meaning of the Independent Commission Against Corruption Act 1988;
          3. a record or alleged record of unethical behaviour; or not complied with the requirements of NSW Department of Finance, Services and Innovation’s Business Ethics Statement available at: <http://www.services.nsw.gov.au/about-us/business-ethics>
        1. this may result in the quotation not receiving further consideration.
     3. The Principal may, in its discretion, invite a relevant respondent to provide written comments within a specified time before the Principal excludes the respondent on this basis.
     4. If the Principal becomes aware of improper conflict of interests by a successful respondent after an Agreement has been executed, then the Principal reserves the right to terminate the General Conditions of Contract that has been made under it.
  2. Goods and Services Procurement Policy Framework
     1. In submitting its quotation, the respondent signifies agreement to comply with the Framework.
     2. Failure to comply with the Framework may be taken into account by the Principal when considering the respondent’s quotation or any subsequent quotation, and may result in the quotation being passed over.
  3. Evaluation Process
     1. Respondent will be assessed against the evaluation criteria listed below which are not indicated in order of significance or equal weight. The evaluation criteria for this RFQ that do not relate to price will account for x% of the total evaluation score. The evaluation criteria for this RFQ that relate to price will account for 100-x% of the total evaluation score. Information supplied by the respondent in Response will contribute to the assessment against each criterion.
     2. Respondents are advised to respond clearly to all the evaluation criteria listed in this RFQ. Quotations that do not include a fully completed Response, in particular those quotations which do not contain sufficient information to permit a proper evaluation to be conducted, or electronic quotations that cannot be effectively evaluated because the file has become corrupt, may be excluded from the quotation process without further consideration at the Principal’s discretion.
  4. Evaluation Criteria
     1. The evaluation criteria for this RFQ (which include but are not limited to) are:
        + 1. Price;
          2. (*Guide Note: add any Evaluation Criteria as needed)*
  5. Acceptance or Rejection of Quotations
     1. It is not intended by the Principal or the Respondent that an issue of a RFQ or a response to it commits, obligates or otherwise creates a legal relationship in respect of entering into a contract with that party. However, any Quotation lodged with the Principal will constitute an irrevocable offer by the Respondent, which remains open and capable of acceptance until six months from the RFQ closing date.
     2. The Principal is not bound to accept the lowest or any quotation.
     3. The Principal shall not be in any circumstances responsible for any costs incurred by a Respondent in preparing and submitting a quotation.
     4. Acceptance of a quotation or part quotation will be subject to the issue of a letter of acceptance by the Principal to the successful respondent and entry into an agreement.
  6. Exchange of Information between Government Agencies
     1. By lodging a quotation the respondent will authorise the Principal to make information available, on request, to any NSW government agency. This includes information dealing with the respondent’s performance on any prior contract that has been awarded. Such information may be used by the recipient NSW Government agency for assessment of the suitability for pre-qualification, selective tender lists, expressions of interest or the award of a contract.
     2. The provision of the information by the Principal to any other NSW Government agency is agreed by the respondent to be a communication falling within section 30 of the Defamation Act 2005 (NSW), and the respondent shall have no claim against the Principal and the State of New South Wales in respect of any matter arising out of the provision or receipt of such information, including any claim for loss to the respondent arising out of the communication.
  7. Disclosure Information
     1. Following the Principal’s decision, all respondents will be notified in writing of the outcome of their quotations.
     2. Details of this quotation and the outcome of the quotation process will be disclosed in accordance with the *Government Information (Public Access) Act* (NSW) and the Premier’s Memorandum 2007-01. An outline of these requirements can be found at [https://tenders.nsw.gov.au](https://tenders.nsw.gov.au/dfs/?event=public.policydocs.list)
  8. Complaints Procedure
     1. It is the NSW Government’s objective to ensure that industry is given every opportunity to win Government contracts. Should any entity feel that it has been unfairly excluded from quotation or unfairly disadvantaged by the Customer Terms or the Statement of Requirements, it is invited to write to:
        1. Chairperson
        2. NSW Procurement Board
        3. McKell Building
        4. 2-24 Rawson Place
        5. Sydney NSW 2000

STATEMENT OF REQUIREMENTS

*Guide Note: Modify the following as needed*

1. Introduction
2. Scope
3. Goods/Services to be Supplied by the Supplier

*Guide Note: if the Goods/Services are to be supplied in accordance with the regions, the Regions are identified and described in Attachment 1 to this Statement of Requirements*

1. Stock Levels
2. Performance Management
3. Service Level
4. Reports
5. Technical Support

* + - 1. **Attachment 1: Geographical Regions**

**NSWBuy Regions**

Based on local planning areas are defined as shown below.

Map of NSW highlighting Metro North

**Metro North Region**

1. **Cumberland/Prospect**

* Auburn, Baulkham Hills, Blacktown, Holroyd, Parramatta

1. **Nepean**

* Blue Mountains, Hawkesbury, Penrith

1. **Northern Sydney**

* Hornsby, Hunters Hill, Ku-ring-gai, Lane Cove, Manly, Mosman, North Sydney, Pittwater, Ryde, Warringah, Willoughby

Map of NSW highlighting Metro South

**Metro South Region**

1. **Inner West**

* Ashfield, Burwood, Canada Bay, Canterbury, Leichhardt, Marrickville, Strathfield

1. **South East Sydney**

* Botany Bay, Hurstville, Kogarah, Randwick, Rockdale, Sutherland Shire, Sydney, Waverley, Woollahra

1. **South West Sydney**

* Bankstown, Camden, Campbelltown, Fairfield, Liverpool, Wingecarribee, Wollondilly

Map of NSW highlighting Hunter Region

**Hunter Region**

1. **Central Coast**

* Gosford, Wyong

1. **Hunter**

* Cessnock, Dungog, Lake Macquarie, Maitland, Muswellbrook, Newcastle, Port Stephens, Singleton, Upper Hunter Shire

Map of NSW highlighting Western Region

**Western Region**

1. **Central West**

* Bathurst Regional, Blayney, Cabonne, Cowra, Forbes, Lachlan, Lithgow, Oberon, Orange, Parkes, Weddin

1. **Orana / Far West**

* Balranald, Bogan, Bourke, Brewarrina, Broken Hill, Central Darling, Cobar, Coonamble, Dubbo, Gilgandra, Mid-Western Regional, Narromine, Walgett, Warren, Warrumbungle Shire, Wellington, Wentworth, Unincorporated NSW (Far West)

1. **Riverina/Murray**

* Albury, Berrigan, Bland, Carrathool, Conargo, Coolamon, Cootamundra, Corowa Shire, Deniliquin, Greater Hume Shire, Griffith, Gundagai, Hay, Jerilderie, Junee, Leeton, Lockhart, Murray, Murrumbidgee, Narrandera, Temora, Tumbarumba, Tumut Shire, Urana, Wagga Wagga, Wakool

Map of NSW highlighting Northern Region

**Northern Region**

1. **Far North Coast**

* Ballina, Byron, Clarence Valley, Kyogle, Lismore, Richmond Valley, Tweed

1. **Mid North Coast**

* Bellingen, Coffs Harbour, Gloucester, Great Lakes, Greater Taree, Hastings, Kempsey, Nambucca, Unincorporated NSW (Lord Howe Island)

1. **New England**

* Armidale Dumaresq, Glen Innes Severn, Gunnedah, Guyra, Gwydir, Inverell, Liverpool Plains, Moree Plains, Narrabri, Tamworth Regional, Tenterfield, Uralla, Walcha

Map of NSW highlighting Southern Region

**Southern Region**

1. **Illawarra**

* Kiama, Shellharbour, Shoalhaven, Wollongong

1. **Southern Highlands**

* Bega Valley, Bombala, Boorowa, Cooma-Monaro, Eurobodalla, Goulburn Mulwaree, Harden, Palerang, Queanbeyan, Snowy River, Upper Lachlan, Yass Valley, Young