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| Request for Quotation under a State Contract  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

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RFQ OVERVIEW

1. Introduction
   1. Background
      * 1. The Principal is responsible for the delivery of the RFQ process, assisted by NSW Procurement.
        2. The key outcome of this RFQ is to establish a competitive pricing framework through bulk discounting for the identified Goods and Services (already covered in Agreement No: (*insert Agreement no:)* which will deliver improved value to Customers based on estimated volumes
        3. This RFQ invites selected Contractors appointed under Agreement no: (*insert Agreement no:)* to supply the listed items. It is the intention where possible, to appoint one contractor as the preferred supplier for the Goods/Services listed in Statement of Requirements of this RFQ.
        4. This Request for Quotation (“RFQ”) is issued by the Principal under clause \_\_\_ *(Guide Note: Officers to verify if this clause reference is correct in all cases)* Negotiation for increased Bulk Purchase Discounts in Agreement No:…. *(insert Agreement no: )* for the supply of …. *(insert description*) to Customers.
        5. The Principal wishes to achieve greater value from its panel arrangement under Agreement no:…(*insert Agreement no:*) within the term of that Agreement, and has analysed and developed opportunities to achieve this.
   2. Contract and Duration
      1. There will be no Customer Contract to be established with successful respondent unless and until an Order is placed in accordance with the Agreement No: (*insert Agreement no:).*
2. Current Scope and Estimated Expenditure
   * + 1. The Price Schedule in Quotation Response is in the form of an Excel spreadsheet containing the following worksheets:
       2. *Guide Note: The worksheets below are just examples. Officers to insert relevant requirements to complete their worksheet.*
          1. A worksheet with each contractor’s name on it, containing selected Goods/Services supplied by that contractor. Respondents are required to provide a response only to the worksheet indicated with their name.

Quotations are to be provided for FIS and NFIS.

Respondents are requested to provide actual sales volume purchased by Customers from their organisation. Based on the combined information provided by all the respondents, the Principal will establish an estimated future sales volume.

* + - * 1. If applicable, a worksheet labelled “Group Sales Summary” which contains future indicative sales volumes, where available. These volumes are based on historic reported data from contractors under Agreement No:…(*insert Agreement no*:) and is provided for the information of respondents. It is possible that current sales volumes may vary significantly from future indicative sales volumes.
        2. An instructions worksheet labelled *(insert name of worksheet)* which provides instructions on the worksheets. This worksheet also contains a column headed “Respondent’s Comments” and is intended for any comments that respondents may wish to make if they consider the information supplied by the Principal is inaccurate or requires change.

CONDITIONS OF QUOTATION

1. RFQ Preparation
   1. Respondent to inform itself
      1. Before submitting its quotation, a respondent must:
      2. Examine all information relevant to the risks and contingencies and other circumstances having an effect on its Quotation; and
      3. 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 Customer Contract to be established under Agreement No: *(insert Agreement no:).*
2. RFQ Process
   1. Quotation Lodgement
      1. Quotations (including all supporting information, if any) must be submitted electronically in accordance with this RFQ and 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.

A respondent, by lodging a quotation (electronically or otherwise), 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. Quotation Validity Period
     1. The quotation will remain open for acceptance by the Principal for a period of ……. *(insert)* months from the Closing Date and Time for quotations.
  2. 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: <https://www.finance.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.
  3. 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.
  4. Cost of Respondent’s Participation in the RFQ
     1. The respondent acknowledges that the Principal will not be liable to it for any expenses or costs incurred by it as a result of its participation in this RFQ, including where the RFQ has been discontinued.
  5. 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.
  6. Evaluation Criteria
     1. The evaluation criteria for this RFQ (which include but are not limited to) are:

(*Guide Note: Modify Evaluation Criteria as needed)*

* + - * 1. Price
        2. SME Participation Plan

*Guide Note: Use the SME Participation Plan only if the procurement for goods or services is $10 million and over*

*If* *the procurement of goods or services is $10 million and above, a SMEPP is required to be completed by the respondent, and needs to be considered in the evaluation of the RFQ*

* 1. Acceptance or Rejection of Quotations
     1. The Principal is not bound to accept the lowest or any quotation.

1. 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.
2. 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.
3. 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 Agreement 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

1. Reports
2. 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