



## SHIRE OF GNOWANGERUP

<b>Request for Quotation:</b>	<b><i>Financial Management Review 2021</i></b> <b><i>RFQ-2021-FMR</i></b>
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<b>Deadline:</b>	<b><i>4.00pm, Monday 16<sup>th</sup> August 2021</i></b>
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<b>Address for Delivery:</b>	Shire of Gnowangerup 28 Yougenup Road Gnowangerup WA 6335 <i>Email: <a href="mailto:gnpshire@gnowangerup.wa.gov.au">gnpshire@gnowangerup.wa.gov.au</a></i> <i>Electronic mail or paper-based Quotations will be accepted.</i>
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<b>RFQ Number:</b>	<b><i>RFQ-2021-FMR</i></b>
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## 1 Conditions of Responding

### 1.1 Contract Requirements in Brief

*The Shire of Gnowangerup is seeking quotes for undertaking a Financial Management Review, including a review of the appropriateness and effectiveness of the financial management systems and procedures, as required under Regulation 5(2)(c) of the Local Government (Financial Management) Regulations 1996.*

A full statement of the Services required under the proposed Contract appears in the Specification in **Part 2 Brief**.

### 1.2 Definitions

Below is a summary of some of the important defined terms used in this Request:

<b>Contractor:</b>	Means the person or persons, corporation or corporations who's Response is accepted by the Principal, and includes the executors or administrators, successors and assignments of such person or persons, corporation or corporations.
<b>Deadline:</b>	The Deadline shown on the front cover of this Request for lodgement of your Submission.
<b>General Conditions of Contract:</b>	Means the General Conditions of Contract for the Provision of Services provided in Part 3.
<b>Offer:</b>	Your Offer to be selected to supply the Requirements.
<b>Principal:</b>	Shire of Gnowangerup
<b>Response:</b>	Completed Offer, response to Selection Criteria and Attachments.
<b>Requirement:</b>	The asset valuation services requested by the Principal.
<b>Request or RFQ or Request for Quotation:</b>	This document.

### 1.3 Contact Persons

Respondents should not rely on any information provided by any person other than the person listed below:

<b>Name:</b>	Ian Graham, Deputy CEO
<b>Telephone:</b>	08 9827 1007
<b>Email:</b>	ian.graham@gnowangerup.wa.gov.au

### 1.4 Selection Criteria

The selection criterion will consist of compliance and Qualitative components and are detailed within Part 4 of this Request.

The compliance criterion consists of non-scoring elements and will not be point scored. The qualitative criterion are point scored with a predetermined point scoring system.

The Principal has adopted the best value for money approach to this Request. This means that, although price is considered, the Response containing the lowest price will not necessarily be accepted, nor will the offer ranked the highest on the Qualitative Criteria.

The Contract may be awarded to a Respondent who best demonstrates the ability to provide quality products and or services at a competitive price. The quoted prices will be assessed together with the qualitative and compliance criteria to determine the most advantageous outcome to the principal.

### 1.5 Compliance Criteria

These criteria are detailed within *clause 4.2.1* of this document and will not be point scored. Each Response will be assessed on a Yes/No basis as to whether the criterion is satisfactorily met. An assessment of “No” against any criterion may eliminate the Submission from consideration.

### 1.6 Qualitative Criteria

In determining the most advantageous Response, the Evaluation Panel will score each Response against the Qualitative Criteria as detailed within *clause 4.2.2* of this document. Each criterion will be weighted to indicate the relative degree of importance that the Principal places on the technical aspects of the goods or services being purchased.

Note: It is essential that Respondents address each Qualitative Criterion.

Information that you provide addressing each Qualitative Criterion will be point scored by the Evaluation Panel.

Failure to provide the specified information may result in elimination from the evaluation process or a low score.

## **1.7 Value Considerations**

The non-weighted cost method is used where functional considerations such as capacity, quality and adaptability are seen to be crucial to the outcome of the contract. The evaluation panel will make a series of value judgements based on the capability of the Respondents to complete the Requirements and a number of factors will be considered including:

- a) the qualitative ranking of each Respondent; and
- b) the pricing submitted by each Respondent.

Once the submissions have been ranked, the Evaluation Panel will make a value judgement as to the cost affordability, qualitative ranking and risk of each Response, in order to determine the Response which is most advantageous to the Principal.

The quoted price will be considered along with related factors affecting the total cost to the Principal (e.g. the lifetime operating costs of goods or the Principal's contract management costs may also be considered in assessing the best value for money outcome).

### **1.7.1 Price Basis**

All prices for Goods/Services offered under this Request are to be fixed for the term of the Contract. Quoted prices must include Goods and Services Tax (GST).

Any charge not stated in the Response, as being additional will not be allowed as a charge for any transaction under any resultant Contract.

## **1.8 Lodgement of Response and Delivery Method**

The Response is to be:

- a) lodged by the Deadline and
- b) lodged electronically to [gnpshire@gnowangerup.wa.gov.au](mailto:gnpshire@gnowangerup.wa.gov.au) or
- c) by hard copy to the Chief Executive Officer, Shire of Gnowangerup,  
28 Yougenup Road, Gnowangerup WA 6335.

Respondents must ensure that they have provided a signed copy of their Submission.

All pages must be numbered consecutively and the Submission must include an index.

## **1.9 Rejection of Responses**

A Response will be rejected without consideration of its merits in the event that:

- a) it is not submitted before the Deadline; or

- b) it is not submitted at the place specified in the Request for Quotation; or
- c) it may be rejected if it fails to comply with any other requirements of the Request for Quote; or
- d) the Respondent does not submit an Offer form which has been completed and signed together with all the required Attachments.

### **1.10 Acceptance of Responses**

The Principal is not bound to accept the lowest Response and may reject any or all Responses submitted.

### **1.11 Response Validity Period**

All Responses will remain valid and open for acceptance for a minimum period of ninety (90) days from the Deadline.

### **1.12 Precedence of documents**

In the event of there being any conflict or inconsistency between the Terms and Conditions herein and those in the General Conditions of Contract, the Terms and Conditions appearing in this Request will have precedence.

### **1.13 Alterations**

The Respondent must not alter or add to the Request documents unless required by these General Conditions of Responding.

The Principal will issue an addendum to all registered Respondents where matters of significance make it necessary to amend the issued Request for Quote documents before the Deadline.

### **1.14 Ownership of Responses**

All documents, materials, articles and information submitted by the Respondent as part of or in support of a Response shall become upon submission the absolute property of the Principal and will not be returned to the Respondent at the conclusion of the Response Process provided that the Respondent shall be entitled to retain copyright and other intellectual property rights therein, unless otherwise provided by the Contract.

### **1.15 Canvassing of Officers**

If a Respondent, whether personally or by agent, canvasses any of the Principal's Commissioners or Councillors (as the case may be) or Officers with a view to influencing the acceptance of any Respondent, then regardless of such canvassing having any influence on

the acceptance of such Submission, the Principal may at its discretion omit the Respondent from consideration.

### **1.16 Identity of the Respondent**

The identity of the Respondent and Contractor is fundamental to the Principal. The Respondent shall be the person, persons, corporation or corporations named as the Respondent in Part 4 of this Request. Upon acceptance of the Response, the Respondent will become the Contractor.





## 2 Brief

### 2.1 Objective

The Shire of Gnowangerup is seeking quotes for undertaking a Financial Management Review, including a review of the appropriateness and effectiveness of the financial management systems and procedures, as required under Regulation 5(2)(c) of the Local Government (Financial Management) Regulations 1996.

### 2.2 Scope of Work

The Contractor is to carry out such work as is necessary to test the financial management system and report to the CEO on the appropriateness and effectiveness of the control environment within, as required under Regulation 5(2)(c) of the Local Government (Financial Management) Regulations 1996.

### 2.3 Deliverables

The Contractor is required to complete the project and present a final report to the Shire by no later than **4pm 30<sup>th</sup> November 2021**.

### 3 General Conditions of Contract

#### 3.1 Proposed Conditions

The proposed conditions of Contract for this project shall be AS 4122 – 2010 General Conditions of Contract for Consultants.

It is the Tenderers responsibility to ensure they have read and understood AS 4122 – 2010 General Conditions of Contract for Consultants.

Tenderers can obtain copies of AS 4122 – 2010 General Conditions of Contract for Consultants from [www.saiglobal.com](http://www.saiglobal.com).

#### 3.2 Annexure A

The following table contains the minimum essential information provided by the Client in order to complete the annexure Part A to AS 4122 – 2010 General Conditions of Contract for Consultants.

Item 9 Disbursements for which the Consultant may claim payment:	As detailed in the Price Schedule contained in this Contract.
Item 11 The time for payment is no later than	Payments terms are thirty (30) days from the receipt of the Consultants valid tax invoice.
Item 15 The Approvals to be obtained by the consultant are:	Disbursements or additional Services not approved by the Client.
Item 12 The rate of interest for overdue payment is	Not Applicable
Item 18 Copyright and other intellectual property rights, the alternative that applies is:	Alternative 1
Item 21 Does clause 22 Moral Rights Apply?	No
Item 24 The Consultants Liability is limited to:	The Contract value

## 4 Respondent's Offer

### 4.1 Offer Form

The Chief Executive Officer  
Shire of Gnowangerup  
28 Yougenup Rd, Gnowangerup WA 6335

I/We (Registered Entity Name): \_\_\_\_\_  
(BLOCK LETTERS)

of: \_\_\_\_\_  
(REGISTERED STREET ADDRESS)

ABN \_\_\_\_\_ ACN (if any) \_\_\_\_\_

Telephone No: \_\_\_\_\_ Facsimile No: \_\_\_\_\_

E-mail: \_\_\_\_\_

In response to **Request for Quotation RFQ-2021-Financial Management Review:**

I/We agree that I am/We are bound by, and will comply with this Request and its associated schedules, attachments, all in accordance with the Conditions contained in this Request signed and completed.

The responded price is valid up to ninety (90) calendar days from the date of the RFQ closing.

I/We agree that there will be no cost payable by the Principal towards the preparation or submission of this Response irrespective of its outcome.

The consideration is as provided under the schedule of rates of prices in the prescribed format and submitted with this RFQ.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

Signature of authorised signatory of Respondent: \_\_\_\_\_

Name of authorised signatory (BLOCK LETTERS): \_\_\_\_\_

Position: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Authorised signatory Postal address: \_\_\_\_\_

Email Address \_\_\_\_\_

**Part 4 COMPLETE AND RETURN THIS PART**

**4.2 Selection Criteria**

**4.2.1 Compliance Criteria**

Please select with a “Yes” or “No” whether you have complied with the following compliance criteria:

a) Respondents are to provide acknowledgment that your organisation has submitted in accordance with the Conditions of this RFQ including completion of the Offer Form and provision of your pricing submitted in the format required by the Principal.	Yes / No
b) Compliance with the Specification contained in the Request.	Yes / No
c) Project Referees Provide at least two (2) referees from current or recently completed projects including referee name, Email address, phone number and a brief description of the project conducted with the referee.	Yes / No

**4.2.2 Qualitative Criteria**

Before responding to the following Qualitative Criteria, Respondents must note the following:

- a) All information relevant to your answers to each criterion are to be contained within your Response;
- b) Respondents are to assume that the Evaluation Panel has no previous knowledge of your organisation, its activities or experience;
- c) Respondents are to provide full details for any claims, statements or examples used to address the Qualitative Criteria; and
- d) Respondents are to address each issue outlined within a Qualitative Criterion.

<p><b>A) Capability</b>                      Respondents must, address the following information in an attachment and label it '<b>Capabilities</b>':</p> <ul style="list-style-type: none"> <li>• Describe your capabilities in conducting requirements including one case study of a project of similar of similar size and scope to this contract.</li> </ul>	<p><b>Weighting</b> <b>25%</b></p>
<p><b>B) Performance</b>                      Respondents must, address the following information in an attachment and label it '<b>Performance</b>':</p> <ul style="list-style-type: none"> <li>• Provide an outline of the methodology that will be used to undertake this project.</li> <li>• Detail your anticipated duration of the project including each stage of the works, and the proposed number and timing of meetings.</li> </ul>	<p><b>Weighting</b> <b>40%</b></p>
<p><b>C) Personnel</b>                      Respondents must, address the following information in an attachment and label it '<b>Personnel</b>':</p> <ul style="list-style-type: none"> <li>• Provide details of your personnel and any sub-consultants involved in delivering the requirements of this contract including qualifications and experience and describe their role in the Works.</li> </ul>	<p><b>Weighting</b> <b>35%</b></p>
<b>TOTAL</b>	<b>100%</b>

### 4.3 Price Information

Respondents must complete the following “Price Schedule”. Before completing the Price Schedule, Respondents should ensure they have read this entire Request for Quotation.

#### 4.3.1 Price Schedule

##### a) Lump Sum Fee

No	Service Description	Price Tendered (ex. GST)	GST	Price Tendered (inc. GST)
1	Financial Management Review, including a review of the appropriateness and effectiveness of the financial management systems and procedures, as required under Regulation 5(2)(c) of the Local Government (Financial Management) Regulations 1996.  (includes travel, accommodation and all expenses associated with fulfilling the requirements of this Contract)			

**Part 4 COMPLETE AND RETURN THIS PART**

**b) Schedule of Rates**

**Note:**

This is a lump sum contract and the prices in this Schedule of Rates are intended for work performed outside the scope of Services. Rates shown are not subject to minimum hours.

<b>Category / Personnel (Consultant e.g. Associates, etc.)</b>	<b>Role</b>	<b>Hourly Rate (\$) (Inc. GST)</b>
		\$
		\$
		\$
		\$
		\$

**c) Disbursements**

<b>Description</b>	<b>Unit (E.g. Hour, Each)</b>	<b>Rate (Inc. GST)</b>