

TENDER REGISTER

Tender No.	RFT 2025-11-1	Tender Title	Gardening Service Contract
Brief description of goods or services required:	Provision of Gardening Service		
Particulars of the decision to invite tenders:	Council Decision – Ordinary Council Meeting 22 October 2025 – 1025.03		
Advertisement Details (attach copy of advertisement):	N/A – WALGA E-Quote		
Closing Date and Time:	Friday, 21 November 2025, 4:00pm (AWST)		
Opening Date and Time:	N/A (WALGA e-quote)		
Opened in the presence of:	NAME:	SIGNATURE:	
	N/A		
Tenderers' Name			
Landscape and Maintenance Solutions Pty Ltd			
BGL Solutions Pty Ltd			
Tender awarded by:	DATE OF COUNCIL MEETING	COUNCIL MINUTE NO.	
Council Decision	Ordinary Council Meeting 10 December 2025	1225.11	
Name of Successful Tenderer(s):	BGL Solutions Pty Ltd		
Amount of Successful Tender(s):	\$148,136.51 ex GST fixed price for first for first year		

Request for Tender

Request for Tender:	Gardening Services Contract
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Deadline:	4pm Friday 21/11/2025
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Address for Delivery:	WALGA VendorPanel (eQuotes)
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RFT Number:	2025-11-1
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Table of Contents

1. Conditions of Tendering	1
1.1. Definitions	1
1.2. Tender Documents.....	2
1.3. How to Prepare Tender.....	2
1.4. Contact Persons	2
1.5. Requests for Clarification	2
1.6. Lodgement of Tenders and Delivery Method.....	3
1.7. Briefing/Site Inspection	3
1.8. Rejection of Tenders.....	3
1.9. Late Tenders.....	3
1.10. Acceptance of Tenders	3
1.11. Disclosure of Contract Information	3
1.12. Tender Validity Period.....	3
1.13. Precedence of Documents	4
1.14. Alternative Tenders	4
1.15. Tenderers to Inform Themselves.....	4
1.16. Alterations.....	4
1.17. Risk Assessment	5
1.18. Evaluation Process	5
1.19. Selection Criteria.....	5
1.20. Compliance Criteria.....	6
1.21. Qualitative Criteria.....	6
1.22. Value Considerations	6
1.23. Regional Price Reference	6
1.24. Price Basis.....	7
1.25. Ownership of Tenders.....	7
1.26. Canvassing of Officials.....	7
1.27. Identity of the Tenderer	7
1.28. Costs of Tendering.....	7
1.29. Tender Opening	7
1.30. In House Tenders	8
2. Statement of Requirements	9
2.1. Introduction	9

Table of Contents

2.2.	Background Information	9
2.3.	Definitions	9
2.4.	Contract Term	10
2.5.	Scope of Work	10
2.6.	Detailed Specifications.....	10
2.7.	Implementation Timetable	16
2.8.	List of applicable documents	16
2.9.	Service Levels.....	16
2.10.	Special Conditions	16
3.	Tenderer's Offer.....	18
3.1.	Form of Tender	18
4.	Selection Criteria	19
4.1.	Compliance Criteria.....	19
4.2.	Qualitative Criteria.....	19
4.3.	Quantitative Criteria	21
4.4.	Price Information.....	21
4.4.1.	Price Basis	21
4.4.2.	Price Schedule	22

1. Conditions of Tendering

1.1. Definitions

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

Attachments:	Means the documents attached as part of the Tender.
Contractor:	Means the person or persons, corporation or corporations whose Tender is accepted by the Principal, including the executors or administrators, successors and assignments of such person or persons, corporation or corporations.
Deadline:	Means the deadline for lodgement of the Tender as detailed on the front cover of this Request.
General Conditions of Contract:	Means the General Conditions of Contract for the Provision of Gardening Services provided or nominated in Part 3.
Offer:	Means the offer to supply the Requirements.
Principal:	Means the Shire of Gnowangerup
PSP	Means the Preferred Supplier Program maintained by WALGA
Request OR RTF OR Request for Tender	Means this document.
Requirement:	Means the Gardening Services requested by the Principal.
Selection Criteria:	Means the Criteria used by the Principal in evaluating the Tender.
Special Conditions:	Means the additional contractual terms.
Specification:	Means the Statement of Requirements that the Principal requests to be provided by the Tenderer if selected.
Tender:	Means completed Offer form, Response to the Selection Criteria and Attachments.
Tenderer:	Means someone who has or intends to submit an Offer to the Principal.

VendorPanel (eQuotes) Means the web-based portal to be used for downloading Tender documents and raising queries via WALGA's VendorPanel (eQuotes) system, in accordance with the WALGA Preferred Supplier Program.

1.2. Tender Documents

This Request for Tender is comprised of the following parts:

- a) Part 1 – Conditions of Tendering (read and keep this part).
- b) Part 2 – Statement of Requirement includes Specification, special conditions and any plans/drawings (read and keep this part).
- c) Part 3 –Tenderer's Offer (complete and return this part).

Separate Documents

- a) Addenda and any other special correspondence issued to Tenderers by the Principal.
- b) Any other policy or document referred to but not attached to the Request.

1.3. How to Prepare Tender

- a) Carefully read all parts of this document.
- b) Ensure the Requirements are understood.
- c) Complete and return the Offer (Part 3) in all respects and include all Attachments.
- d) Make sure the Offer form is signed and responds to all the Selection Criteria; and
- e) Lodge the Tender before the Deadline.

1.4. Contact Persons

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

Name:	Rick Miller
Telephone:	0439 791 925
Email:	Rick.miller@gnowangerup.wa.gov.au

1.5. Requests for Clarification

Tenderers may submit a written request for clarification on any part of the RFT documents prior to lodgement via eQuotes messaging.

No requests for information or clarification to the RFT Documents will be accepted later than **three (3)** days prior to the Deadline of this Request.

1.6. Lodgement of Tenders and Delivery Method

This Request will be conducted via WALGA's VendorPanel (eQuotes) system, in accordance with the WALGA Preferred Supplier Program (PSP). Suppliers invited to quote are pre-qualified under WALGA's PSP, which provides a tender exemption under Regulation 11(2)(b) of the *Local Government (Functions and General) Regulations 1996*. Submissions must be submitted through the WALGA eQuotes platform.

1.7. Briefing/Site Inspection

No mandatory briefing or site inspection is required with the Principal. It is assumed that tenderers will make themselves familiar with the locations to be serviced as part of this request.

1.8. Rejection of Tenders

A Tender 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; or
- c) if it fails to comply with any other requirements of the Request.

No web links or hyperlinks will be considered as part of any submission.

1.9. Late Tenders

Tenders received:

- a) After the Deadline; or
- b) In a place other than that stipulated in this Request;

will not be accepted for evaluation.

1.10. Acceptance of Tenders

Unless otherwise stated in this Request, Tenders are for all of the Requirements. The Principal is not bound to accept the lowest Tender and may reject any or all Tenders submitted.

1.11. Disclosure of Contract Information

Documents and other information relevant to the contract may be disclosed when required by law under the *Freedom of Information Act 1992 (WA)* or under a Court order.

All Tenderers will be given particulars of the successful Tenderer or be advised that no Tender was accepted.

1.12. Tender Validity Period

All Tenders will remain valid and open for acceptance for a minimum period of ninety (90) days from the Deadline or forty five (45) days from the Principal's resolution for determining the

Tender, whichever is the later unless extended on mutual agreement between the Principal and the Tenderer in writing.

1.13. Precedence of Documents

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

1.14. Alternative Tenders

All Alternative Tenders may be accompanied by a conforming Tender.

Tenders submitted as Alternative Tenders or made subject to conditions other than the General and Special Conditions of Contract must in all cases be clearly marked "**Alternative Tender**".

The Principal may in its absolute discretion reject any Alternative Tender as invalid.

Any printed "General Conditions of Contract" shown on the reverse of a Tenderer's letter or quotation form will not be binding on the Principal in the event of a Contract being awarded unless the Tender is marked as an Alternative Tender.

1.15. Tenderers to Inform Themselves

Tenderers will be deemed to have:

- a) examined the Request and any other information available in writing to Tenderers for the purpose of tendering;
- b) examined all further information relevant to the risks, contingencies, and other circumstances having an effect on their Tender which is obtainable by the making of reasonable enquires;
- c) satisfied themselves as to the correctness and sufficiency of their Tenders including tendered prices which will be deemed to cover the cost of complying with all the Conditions of Tendering and of all matters and things necessary for the due and proper performance and completion of the work described therein;
- d) acknowledged that the Principal may enter into negotiations with a chosen Tenderer and that negotiations are to be carried out in good faith; and
- e) satisfied themselves they have a full set of the Request documents and all relevant attachments.

1.16. Alterations

The Tenderer must not alter or add to the Request documents unless required by these Conditions of Tendering.

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

1.17. Risk Assessment

The Principal may have access to and give consideration to:

- a) any risk assessment undertaken by any credit rating agency;
- b) any financial analytical assessment undertaken by any agency; and
- c) any information produced by the Bank, financial institution, or accountant of a Tenderer;

so as to assess that Tender and may consider such materials as tools in the Tender assessment process.

Tenderers may be required to undertake to provide to the Principal (or its nominated agent) upon request all such information as the Principal reasonably requires to satisfy itself that Tenderers are financially viable and have the financial capability to provide the Services for which they are submitting and meet their obligations under any proposed Contract. The Principal reserves the right to engage (at its own cost) an independent financial assessor as a nominated agent to conduct financial assessments under conditions of strict confidentiality. For this assessment to be completed, a representative from the nominated agent may contact the Tenderer concerning the financial information it is required to provide.

The financial assessment is specifically for use by the Principal for the purpose of assessing Tenderers and will be treated as strictly confidential.

1.18. Evaluation Process

This is a Request for Tender.

The Tender will be evaluated using information provided within the Tender.

The following evaluation methodology will be used in respect of this Request:

- a) Tenders are checked for completeness and compliance. Tenders that do not contain all information requested (eg completed Offer form and Attachments) may be excluded from evaluation.
- b) Tenders are assessed against the Selection Criteria. Contract costs are evaluated (eg tendered prices) and other relevant whole of life costs are considered.
- c) The most suitable Tenderers may be short listed and may also be required to clarify their Tender, make a presentation, demonstrate the product/solution offered and/or open premises for inspection. Referees may also be contacted prior to the selection of the successful Tenderer.

A Contract may then be awarded to the Tenderer whose Tender is considered the most advantageous Tender to the Principal.

1.19. Selection Criteria

The Contract may be awarded to a sole Tenderer who best demonstrates the ability to provide quality products and/or services at a competitive price. The tendered prices will be assessed

together with qualitative and compliance criteria to determine the most advantageous outcome to the Principal.

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

A scoring system will be used as part of the assessment of the evaluation criteria. Unless otherwise stated, a Tender that provides all the information requested will be assessed as satisfactory. The extent to which a Tender demonstrates greater satisfaction of each of these criteria will result in a greater score. The aggregate score of each Tender will be used as one of the factors in the final assessment of the qualitative criteria and in the overall assessment of value for money.

1.20. Compliance Criteria

These criteria are detailed within Part 5 of this document and will not be point scored. Each Tender 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 Tender from consideration.

1.21. Qualitative Criteria

In determining the most advantageous Tender, the Evaluation Panel will score each Tenderer against the qualitative criteria as detailed within Part 5 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.

It is essential that Tenderers address each qualitative criterion. Information provided addressing each qualitative criterion will be point scored by the Evaluation Panel. Failure to provide the specified information may result in elimination from the tender evaluation process or a low score.

1.22. Value Considerations

The Weighted Price method to be used. The price will be assessed with quality and Regional Price Preference Policy.

Criteria	Weighting
Tendered Price	40%

1.23. Regional Price Reference

Tenderers for the contract may be afforded a preference in accordance with Regulation 24(A-G) of the *Local Government (Functions and General) Regulations 1996 (WA)* and the Buy Local Policy – Regional Price Reference which was published in 25/12/2023 and Updated in July 2025 and can be found on the Shire website.

1.24. Price Basis

All prices for goods/services offered under this Request are to be fixed for the term of the Contract, unless otherwise stated. Tendered prices must include Goods and Services Tax (GST) and any annual price increases.

Unless otherwise indicated prices tendered must include all applicable levies, duties, taxes and charges. Any charge not stated in the Tender, as being additional will not be allowed as a charge for any transaction under any resultant Contract.

1.25. Ownership of Tenders

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

1.26. Canvassing of Officials

If the Tenderer, whether personally or by an agent, canvasses any of the Principal's Commissioners or Councillors Officers (as the case may be) with a view to influencing the acceptance of any Tender made by it or any other Tenderer, then regardless of such canvassing having any influence on the acceptance of such Tender, the Principal may at its absolute discretion omit the Tenderer from consideration.

1.27. Identity of the Tenderer

The identity of the Tenderer and the Contractor is fundamental to the Principal. The Tenderer will be the person, persons, corporation or corporations named as the Tenderer in Part 5 and whose execution appears on the Offer Form in Part 5 of this Request. Upon acceptance of the Tender, the Tenderer will become the Contractor.

1.28. Costs of Tendering

The Principal will not be liable for payment to the Tenderer for any costs, losses or expenses incurred by the Tenderer in preparing their Offer.

1.29. Tender Opening

Tenders will be opened in the Principal's offices, following the advertised Deadline. All Tenderers and members of the public may attend or be represented at the opening of Tenders.

The names of the persons who submitted the Tender by the due Deadline will be read out at the Tender Opening. No discussions will be entered into between Tenderers and the Principal's officers present or otherwise, concerning the Tenders submitted.

The Tender Opening will be held on or as soon as practicable after the Deadline at the Shire of Gnowangerup Admin Office, 28 Yougenup Rd, Gnowangerup.

1.30. In House Tenders

The Principal does not intend to submit an in-house Tender.

2. Statement of Requirements

2.1. Introduction

The Shire of Gnowangerup is a member of the Western Australian Local Government Association (WALGA) and utilises the Preferred Supplier Program (PSP) for procurement activities. This program provides access to pre-qualified suppliers who have undergone a rigorous compliance and capability assessment by WALGA. Under Regulation 11(2)(b) of the Local Government (Functions and General) Regulations 1996 (WA), purchases made through WALGA's PSP are exempt from the public tender requirement.

This Request will be conducted via WALGA's VendorPanel (eQuotes) system. All invited suppliers are pre-qualified under the relevant WALGA PSP panel.

Subject to the terms and conditions of the contract, the Contractor shall provide the Gardening Services (and such other services as agreed in writing between the parties) at such frequencies and to the standard as reasonably required by the Principal.

A full statement of the goods/services required under the proposed contract appears in the Detailed Specifications at clause 2.6.

2.2. Background Information

The Shire of Gnowangerup is seeking professional contractors to supply Gardening Services to maintain public gardens and spaces that includes parks, gardens, sporting complexes and other grounds.

The Shire of Gnowangerup is located in the Great Southern Region of Western Australia, approximately 350 km from Perth and 150 km from Albany. The Shire is responsible for maintaining all the public open spaces, parks, sporting complexes, school playgrounds and other community facilities.

The Principal has previously determined that to maintain consistency and suitable standards of aesthetics, it was necessary to contract part of the service out for high profile locations. These arrangements have proven satisfactory, and a Request for Tender is required to be issued to initiate a new Contract.

2.3. Definitions

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

Contractor's Representative:	Means any Officer or person duly authorised by the Contractor, in writing, to act on their behalf for the purpose of the Contract;
Principal's Representative	Means any Officer of person duly authorised by the Principal, in writing, to act on their behalf for the purpose of the Contract;

Service Fee Means the fee required by the Contractor in consideration for the provision of Gardening Services.

Works or Services: Means the Services, which the Contractor is required to provide to the Principal and the Contractor under the Contract;

2.4. Contract Term

The initial term of the Contract shall be three (3) years, commencing on the commencement date agreed to between the Principal and Contractor noting the implementation timetable referred to in clause 2.7.

The Principal will have the option to extend the Contract for two (2) additional one-year option terms. The following conditions apply to the exercise of an option:

- a) The Principal must notify the Contractor in writing that it intends to exercise the option term, no less than three (3) months prior to the expiry of the contract term, or initial option term.
- b) Where the Principal fails to provide notice of exercising the option, the Contract will terminate at the conclusion of the Contract Term.

2.5. Scope of Work

The Contractor is to provide Gardening Services to the Principal during the term in consideration of the Principal paying the Service Fee, or any additional fee as agreed from time to time by the parties. The details of the scope of the works, limitations and frequency of the servicing works is mentioned in the Detailed Specifications at clause 2.6 of this document.

2.6. Detailed Specifications

Subject to the terms and conditions of the Contract, the Contractor shall provide the Gardening Services (and such other services as agreed in writing between the parties) to the locations (and such other locations as agreed in writing between the parties) at such frequencies and to the standard as reasonably required by the Principal.

In the Contract:

'Gardening Services' means:

- a) Lawn Areas
 - Fertilizing, mowing and edging turf using rotary mowers
 - All mowers, edge cutters and brush cutters must be fitted with guards
 - The lawns areas must be clean and tidy after the work has been completed.
 - Whenever required, vertical mowing should be done.
- b) Garden Maintenance
 - Weeding, mulching, trimming and planting as required.

- The garden must be kept clean and tidy after work has been completed.

c) Hard Areas

- Spraying hard areas including paved areas, paths and other hard surfaces for the control of weeds.

d) Reticulation and Irrigation

- Checking, monitoring and maintaining the existing reticulation systems.
- If there is any major repair work or part replacement work, it will be charged separately to the Shire for parts and labour.
- If there is any damage caused by the contractors, then replacement must be done by them at no cost to the shire.

e) Fertiliser, Weed Control and Pest Management

- Application of fertiliser, weed killers and pest control substances as required following all the safety and environmental regulations and guidelines.

'Location' means:

The following table describes the location of the gardening service areas along with the frequency of the service.

c) Gardening Service Areas

Gnowangerup

Community Parks and Gardens (Noborach Park, Pioneer Park, Varey Park)	Frequency
Mow lawns	1 x per fortnight
Maintain plants and surrounds	As required
Maintain reticulation	As required
Edge lawns	Every mow
Spray hard stand (foot paths)	1 x per month
Fertilise lawns	3 x in Summer & 4 x in Winter
Spray lawns for weeds	As required

Shire Office, Gnowangerup	Frequency
Trim lawn edges	1 x per fortnight

Part 2 READ AND KEEP THIS PART

Whipper snip grassed areas	1 x per fortnight
Fertilise/prune/deadhead roses	As required
Fertilise lawns/plants	3 x in Summer & 4 x in Winter
Spray lawns for weeds	As required
Mow lawns	1 x per fortnight
Prune all plants	As required
Trim and shape hedges	As required
Maintain irrigation	As required
Weed garden beds	As required
Spray hard stand areas for weeds	As required
Rake up leaves/bark	As required

Community Resource Center	Frequency
Trim lawn edges	1 x per fortnight
Whipper snip grassed areas	1 x per fortnight
Fertilise lawns	4 x per year
Spray lawns for weeds	2 x per year
Mow lawns	1 x per fortnight
Prune all plants	As required
Trim and shape hedges	1 x per month
Maintain Irrigation	As required
Weed garden beds	1 x per fortnight
Spray hard stand areas for weeds	1 x per month
Spray roses for insects and fungus	As required
Trim and prune trees	1 x per year

Part 2 READ AND KEEP THIS PART

Rake up leaves	As required
Rake up bark	As required

Council Housing (CEO and DCEO)	Frequency
Mow, edge, spray, weed and prune	1 x per fortnight
Maintain reticulation	1 x per fortnight

Anzac Park	Frequency
Must be made ready for ANZAC day April 25	Annually
Trim lawn edges	As required
Whipper snip grassed areas	Every Mow
Fertilise/prune/dead head roses	As required
Fertilise lawns/plants	3 x in Summer & 4 x in Winter
Spray lawns for weeds	As required
Mow lawns	1 x per fortnight
Maintain irrigation	As required
Weed garden beds	As required
Chemical Spray and manual weed control	1 x per month
Spray roses for insects and fungus	As required
Trim and prune trees	As required
Rake up leaves/bark	As required

Yougenup Road Gardens	Frequency
Fertilise roses	3 x per year
Dead head roses	As required
Prune roses/plants/trees	As required
Maintain irrigation	As required
Weed garden beds	1 x per month
Spray hard stand areas for weeds	1 x per month
Spray roses for insects and fungus	As required
Rake up leaves/bark	As required
Fertilise plants	2 x per year
Water street trees	2 x per week during summer
Blow down foot path	1 x per month

Sports Complex Gnowangerup	Frequency
Trim lawn edges	Every mow
Fertilise plants	2 x per year
Whipper snip grassed areas	Every mow
Fertilise lawns	3 x in Summer & 4 x in Winter
Mow lawns	1 x per fortnight
Maintain irrigation	As required
Spray hard stand areas for weeds	1 x per month
Mow football oval banks	17 x per year
Mow oval surrounds	1 x per fortnight
Mow football oval	18 x per year

Part 2 READ AND KEEP THIS PART

Mow entrance way to oval	1 x per month
Swimming Pool Ground (Mow lawn, maintain irrigation and gardens, including fertilisation)	1 x per fortnight

School Area, Gnowangerup	Frequency
Mowing of oval	10 x per year, including immediately prior to commencement of school term

Medical Centre, Gnowangerup	Frequency
Trim lawn edges	1 x per fortnight
Whipper snip grassed areas	1 x per fortnight
Fertilise/prune/deadhead roses	As required
Fertilise lawns/all plants	3 x in Summer & 4 x in Winter
Spray lawns for weeds	As required
Mow lawns	1 x per fortnight
Prune all plants	As required
Maintain irrigation	As required
Weed garden beds	As required
Spray hard stand area for weeds	1 x per month
Spray roses for insects and fungus	As required

Cemetery	Frequency
Mow Grassed Areas	12 x Per Year
Whipper snip grassed areas (including between graves)	
Chemical spray and manual weed control	
Pick up sticks and general area tidy up	
Pick up flowers	
Rake up leaves	
Pick up litter	

2.7. Implementation Timetable

The Contractor is expected to provide a proposed implementation timetable for the Gardening Services, including a proposed commencement date. This schedule must detail all activities and seasonal treatments over a 12-month period and be submitted on an annual basis.

2.8. List of applicable documents

Attached with the RFT is a map showing the areas for the Gardening Services to be undertaken as per this RFT document.

2.9. Service Levels

A maintenance logbook setting out the works undertaken, and the date completed, must be submitted by the end of each month, during the term of the contract.

The Shire may elect to undertake a contract performance report on an annual basis.

2.10. Special Conditions

The Principal and Contractor agree to the following special conditions:

- a) The Principal will supply mulch to the Contractor for the Contractor to perform the Gardening Services. Delay in the Principal delivering the mulch is not an event of default which the Contractor can rely upon to suspend or delay the provision of the Services.
- b) The Contractor shall not be liable for damage caused to the Principal's property which is beyond the Contractor's reasonable control including plants dying during hot weather, as a result of a third party damaging the reticulation sprinklers in between visits by the Contractor.
- c) The Shire will assess requests by the Contractor for additional payment(s) in the event of significant increases in fertiliser and/or fuel costs, on a case-by-case basis.

- d) Where repairs are required to the existing reticulation system, separate quotes must be provided to the Shire setting out the proposed repairs. The Shire is not obligated to engage the Contractor's services for this work, and reserves the right to obtain alternative competitive quotes, per the Shire's procurement and purchasing policies.
- e) The Shire may request additional landscaping, horticultural or professional services to either be provided at supplied rates or per specific quotation.
- f) Where new or additional reticulation is required, separate quotes must be provided to the Shire. The Shire is not obligated to engage the Contractor's services for this work, and reserves the right to obtain alternative competitive quotes, per the Shire's procurement and purchasing policies.
- g) Damage to reticulation by the Contractor is to be repaired at the Contractor's cost.

3. Tenderer's Offer

3.1. Form of Tender

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 RFT 2025-11-1 Gardening Services Contract:

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 of Tendering contained in this Request signed and completed.

The tendered price is valid up to ninety (90) calendar days from the date of the Tender closing or forty-five (45) days from the Council's resolution for determining the Tender, whichever is the later unless extended on mutual agreement between the Principal and the Tenderer in writing.

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

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

Dated this _____ day of _____ 2025

Signature of authorised signatory of Tenderer: _____

Name of authorised signatory (BLOCK LETTERS): _____

Position: _____

Telephone Number: _____

Authorised signatory Postal address: _____

Email Address: _____

4. Selection Criteria

4.1. Compliance Criteria

Please circle either “yes” or “no” to demonstrated compliance or failure to comply with the following criteria:

Description of Compliance Criteria	
a) Tenderers are to provide acknowledgment that their organisation has submitted in accordance with the Conditions of Tender including completion of the Offer Form and provision of pricing submitted in the format required by the Principal.	Yes / No
b) Tenderers are confirm that copies of any relevant professional or trade accreditations, licenses and qualifications have been provided as a WALGA preferred supplier.	Yes / No
c) Compliance with the Specification contained in the Request.	Yes / No
d) Compliance with the Quality Assurance as a WALGA preferred supplier.	Yes / No
e) Compliance with the Delivery Date.	Yes / No
f) Risk Assessment has been provided as a WALGA preferred supplier.	Yes / No

4.2. Qualitative Criteria

Before responding to the following qualitative criteria, Tenderers must note the following:

- a) All information relevant to answers to each criterion are to be contained within the Tender;
- b) Tenderers are to assume that the Evaluation Panel has no previous knowledge of the Tenderer’s organisation, its activities or experience;
- c) Tenderers are to provide full details for any claims, statements or examples used to address the qualitative criteria; and
- d) Tenderers are to address each issue outlined within a qualitative criterion.

A. Relevant Experience Tenderers must address the following information in an attachment and label it “ Relevant Experience ”:	Weighting 20%
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Part 3 COMPLETE AND RETURN THIS PART

<ul style="list-style-type: none"> a) Provide details of similar work experience including but not limited to gardening works / ground maintenance works b) Scope of involvement and the key outcomes achieved c) Some of the issues that encountered during the works and how they were handled d) Overall performances against the timeline and budget within the last 5 years e) At least two project references including the name of client, description of works, contract value and the contact details. f) Evidence of any competencies held (e.g. Qualifications, licences, staff training, equipment etc) 	<p>“Relevant Experience”</p>	<p>Tick if attached</p> <p><input type="checkbox"/></p>
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<p>B. Key Personal Skills and Experience</p> <p>Tenderers must address the following information in an attachment and label it “Key Personnel Skills and Experience”:</p>	<p>Weighting</p> <p>10%</p>	
<ul style="list-style-type: none"> a) The roles of the tenderer and key staff who are involved in delivering this contract. b) Any qualifications, licences and relevant training courses of the key staff relevant to the scope of the works c) CVs of key staff that highlights the similar experience and skills 	<p>Tick if attached</p> <p><input type="checkbox"/></p>	

<p>C. Tenderer’s Resources</p> <p>Tenderers must address the following information in an attachment and label it “Tenderer’s Resources”:</p>	<p>Weighting</p> <p>10%</p>	
<ul style="list-style-type: none"> a) Schedule of plant, tools and equipment to be used for this work. b) Any contingency measures or backup of resources including personnel (if any). c) Any evidence of WHS induction for staff d) Safety record including previous incident (if any) and how they were managed 	<p>“Tenderer’s Resources”</p>	<p>Tick if attached</p> <p><input type="checkbox"/></p>
<p>Include any other relevant details in the attachment.</p>		

<p>D. Demonstrated Understanding</p> <p>Tenderers must address the following information in an attachment and label it “Demonstrated Understanding”:</p>	<p>Weighting</p> <p>20%</p>	
<p>a) Demonstrated Understanding of the scope of works and the site requirements.</p>	<p>“Demonstrated Understanding”</p>	<p>Tick if attached</p> <p><input type="checkbox"/></p>
<p>Supply details and provide an outline of the proposed methodology to achieve the specification requirements in an attachment labelled “Demonstrated Understanding”.</p>		

4.3. Quantitative Criteria

<p>Price Information</p>	<p>Weighting 40%</p> <p>Tick if attached</p> <p><input type="checkbox"/></p>
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4.4. Price Information

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

4.4.1. Price Basis

<p>Is the Tenderer prepared to offer a fixed price?</p>	<p>Yes / No</p>
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4.4.2. Price Schedule

Gardening Service Contract						
Price Schedule						
Service Description	Unit	Frequency	Unit Price	Price Exc GST	GST	Price Inc GST
Gardening Service Works						
Noborach Park	Per yr	26				
Admin Office Gardens	Per yr	26				
Community Resource Center and Community Service Building Lawn	Per yr	26				
Anzac Park	Per yr	26				
Main Street - Yougenup Parks	Per yr	26				
Varey Park	Per yr	8				
Pioneer Park	Per yr	8				
GNP sports complex ground maintenance works including football oval and hockey turf	Per yr	18				
Swimming Pool Ground Maintenance works	Per yr	26				
School Oval Ground maintenance works	Per yr	10				
CEO and DCEO Housing Ground Maintenance works	Per yr	26				
Medical Center Ground Maintenance works	Per yr	26				
Cemetery Ground Maintenance Works	Per yr	12				
Travel Expenses	Per Yr	12				
Extra Item of Works						
Supply and Installation of :						
•Granular Fertilizers in Growing Seasons	Per Yr	4				
•Liquid Fertilizer in Winter		4				
•Broadleaf Spray		2				
•Insecticides		2				
•Winter and Guilford Grass Herbicide		2				
Turf Renovations – Verti mowing and Aeration (In October)						
•Noborach Park Grounds	Per Yr	1				
•Shire Office		1				
•Community Resource Center (CRC)		1				
•Council Houses (CEO and DCEO)		1				
•ANZAC Park		1				
•Complex Lawns and Footy Oval		1				
				Price Exc GST	GST	Price Inc GST
Price for Year 1	-	-	-			
Price for Year 2	-	-	-			
Price for Year 3	-	-	-			
Price for Option - Year 4	-	-	-			
Price for Option - Year 5	-	-	-			

Tenderers may attach separately, additional activity and cost breakdowns to assist their submission.