



Request for Quotation

Addendum 1

Please note the amendment of the following sections:

- 1.1 Contract Requirement Brief
- 2.1 Scope of Works

Leonard Long
Chief Executive Officer

Request for Quotation:	<i>Provision of Consulting Financial services for 2023/24 and 2024/25 financial years</i>
Deadline:	<i>4pm (WST) Friday 31 March 2023</i>
Address for Delivery:	<i>By email to mcs@nungarin.wa.gov.au</i>
RFQ Number:	<i>2022/23 - 18</i>

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1 Conditions of Responding

1.1 Contract Requirements in Brief

The Shire of Nungarin is seeking quotes from suitably qualified firms for the provision of professional local government financial services and support.

More specifically, the Shire is seeking consulting services to undertake and implement budget preparation and compilation. This will also include the required annual budget review and annual financial reporting.

Furthermore, the appointed consultant will also be required to prepare monthly financial activity statements to be included in the monthly financial reports presented to Council meetings.

~~It is also proposed the appointed consultant will act as the Shire's Tax agent in order to undertake monthly BAS and complete FBT Returns.~~

A full statement of the Services required under the proposed Contract appears in the Specification.

1.2 Definitions

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

Contractor: Means the person or persons, corporation or corporations whose Response is accepted by the Principal, and includes the executors or administrators, successors and assignments of such person or persons, corporation or corporations.

Deadline: The Deadline shown on the front cover of this Request for lodgement of your Submission.

Offer: Your Offer to be selected to supply the Requirements.

Principal: *Shire of Nungarin*

Response: Completed Offer, response to Selection Criteria and Attachments.

Requirement: The Services requested by the Principal.

Request or RFQ or Request for Quotation: This document.

1.3 Contact Persons

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

Name:	Georgina McKay, Manager Corporate Services – Shire of Nungarin
Telephone:	(08) 9046 5006
Email:	mcs@nungarin.wa.gov.au

1.4 Briefing/Site Inspection

No onsite briefing is required under this Request for Quotation.

1.5 Selection Criteria

The Contract may be awarded to a sole 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.

The Principal has adopted the best value for money approach to this Request. This means, 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.

A scoring system will be usual as part of the assessment of the Qualitative Criteria. Unless otherwise stated, a Response which provides all the information requested will be assessed as satisfactory.

The extent to which the Respondent demonstrates greater satisfaction of each of these criteria will result in a greater score. The aggregate score of each Response 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.

1.6 Qualitative Criteria

In determining the most advantageous Response, the Evaluation Panel will score each Response against the Qualitative Criteria as detailed within 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 Respondents address each Qualitative Criterion.

Information 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.

1.6.1 Price Basis

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

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

1.7 Lodgement of Response and Delivery Method

The Response must be lodged by the Deadline. The Deadline for this Request for Quote is *4pm (WST) Friday 31 March 2023*

The Response is to be electronically mailed to the nominated contact person.

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

1.8 Rejection of Responses

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

- 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.

1.9 Acceptance of Responses

Unless otherwise stated in this Request, Responses may be for all or part of the Requirements and may be accepted by the Principal either wholly or in part. The Principal is not bound to accept the lowest Response and may reject any or all Responses submitted.

1.10 Response Validity Period

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

1.11 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.

1.12 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.

1.13 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 the Respondent shall be entitled to retain copyright and other intellectual property rights therein, unless otherwise provided by the Contract.

1.14 Canvassing of Officers

If a Respondent, whether personally or by agent, canvasses any of the Principal's Councillors 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.

1.15 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 3 of this Request. Upon acceptance of the Response, the Respondent will become the Contractor.

2 Specification

2.1 Scope of Work

Specific duties required to be offered are as follows:

- Preparation and compilation of the Annual Budget(s) and associated Budget Reviews;
- End of Financial Year Actuals;
- Annual Financial Report(s);
- Preparation of the following monthly reports to Council:
 - Monthly Financial Activity Statement;
 - Investments;
 - Debtors;
 - Assistance in preparation and oversight of Accounts for Payment.
- Identification and advisement of changes to journals as required when preparing Monthly Financial Reports;
- ~~Act as the registered Tax Agent for the Shire and prepare and submit the following to the Australian Tax Office:~~
 - ~~Business Activity Statements (BAS)~~
 - ~~Fringe Benefit Tax (FBT) Returns.~~

In order to provide the above services, the Shire of Nungarin will work with the appointed consultant to ensure that all relevant information to prepare the above tasks will be uploaded in Synergy Soft and the consultant will be granted remote access to the same.

Commencement of the required services is expected to commence by 1 August 2023 and all offers should take into account this commencement date.

3 Respondent's Offer

3.1 Offer Form

The Chief Executive Officer
Shire of Nungarin
PO Box 8, Nungarin, WA 6490

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) : 2022/23 - 18

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: _____

3.2 Selection Criteria

3.2.1 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.

A. Price	Weighting 40%
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<p>B. Relevant Experience</p> <p>Describe your experience in completing/supplying similar Requirements. Respondents must, as a minimum, address the following information as part of their letter of offer or in an attachment and labelled “Relevant Experience”:</p>	Weighting 30%
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<p>C. Key Personnel Skills and Experience</p> <p>Respondents should provide as a minimum information of proposed personnel to be allocated to this project, such as:</p> <ul style="list-style-type: none"> a) <i>Their role in the performance of the Contract.</i> b) <i>Curriculum vitae.</i> c) <i>Membership to any professional or business associations.</i> d) <i>Qualifications, with particular emphasis on experience of personnel in projects of a similar requirement.</i> 	Weighting 30%
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Part 4 COMPLETE AND RETURN THIS PART

3.3 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.

3.3.1 Price Basis

Are you prepared to offer a fixed price?	Yes / No
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3.3.2 Price Schedule

No	Service Description	Price Tendered (ex GST)	GST	Price Tendered (inc GST)
1	Financial services for 2023/24 financial year as specified in section 2 - Specification			
2	Financial services for 2024/25 financial year as specified in section 2 - Specification			