



Request for Quotation

Request for Quotation:	<i>Kerbside General Waste Collection Services</i>
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Deadline:	<i>4:00 PM (AWST), Wednesday 4 February 2026</i>
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Address for Delivery:	<i>Responses are to be lodged electronically to: tenders@perenjori.wa.gov.au</i>
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RFQ Number:	<i>RFQ01-2025.26</i>
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1 Conditions of Responding

1.1 Contract Requirements in Brief

The Shire of Perenjori is seeking quotations from suitably qualified contractors for the **provision of kerbside general waste collection services** within the Townsites of Perenjori and Latham.

The services required under the contract include:

- **Residential premises** – weekly collection and removal of general household waste from approximately **130 residential carts**.
- **Commercial and industrial premises** – weekly collection and removal of general waste from approximately **88 carts** servicing commercial, industrial, recreational, and other locations within the Shire.
- **Public areas** – weekly collection and removal of general waste from approximately **12 street and public bins**.
- **Cardboard Collection** – monthly collection of cardboard. This service should be costed separately from kerbside services and should itemize all travel, pickup and bin rental charges. All cardboard is required to be transported and disposed of outside of the Shire of Perenjori. The contractor is responsible for all costs, approvals and compliance relating to cardboard disposal.
- **Transport and disposal** – this RFQ requires the provision of costs for two transport and disposal options. Option 1 – the transport to and disposal of all waste at the Perenjori Landfill site. Option 2 – the transport to and disposal of all waste at a site outside of the Shire of Perenjori chosen by the contractor. The contractor is responsible for all costs, approvals and compliance relating to this site.
- **Service standards** – services to be carried out between 6.00am and 6.00pm on collection days, with due diligence and in a hygienic manner, in accordance with all relevant laws and environmental health requirements.
- **Vehicles and plant** – contractor to provide and maintain suitable enclosed collection vehicles, with regular cleaning and disinfection, and provide all labour, fuel, and materials at their own cost.
- **Reporting and administration** – monthly invoicing with detailed service records, prompt reporting of incidents or breaches of legislation, and cooperation with Shire officers regarding inspections.
- **Insurance** – minimum \$20 million public liability and valid workers' compensation coverage.

The proposed contract will be for an initial term of 2 years, with an option for the Shire to extend by up to 1 year at the Shire's discretion.

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 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.

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

General Conditions of Contract: Means the General Conditions of Contract for the Provision of Kerbside General Waste Collection Services.

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

Principal: The Shire of Perenjori

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

Requirement: The Goods and/or 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:	Clinton Strugnell
Telephone:	08 9973 0100
Email:	ceo@perenjori.wa.gov.au

1.4 Briefing/Site Inspection

A formal site inspection is not applicable for this Request for Quotation.

However, respondents may request a meeting with the Chief Executive Officer, Clinton Strugnell, to discuss the requirements of the RFQ if further clarification is needed. Any such meetings will be by appointment only.

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 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.

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 Compliance Criteria

The compliance requirements for this Request for Quotation will be stipulated in the General Conditions Contract.

1.7 Qualitative Criteria

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

1.8 Value Considerations

Non-Weighted Price Criteria

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 tenders 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 (eg 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).

1.8.1 Price Basis

Fixed Prices

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 costs associated with the delivery of services, including fuel, labour, levies, duties, taxes, charges, overheads and profit. Any charge not stated in the Response, as being additional will not be allowed as a charge for any transaction under any resultant Contract.

1.9 Principal's Policies That May Affect Selection

Nil

1.10 Lodgement of Response and Delivery Method

The Response must be lodged by the Deadline. The Deadline for this Request for Quote is 4.00 pm AWST, Wednesday, 4 February 2025.

The Response is to be:

- a) placed in a sealed envelope clearly endorsed with the RFQ number and title as shown on the front cover of this Request; and
- b) delivered by hand and placed in the Tender Box at the Shire of Perenjori Administration Office, 56 Fowler Street, Perenjori WA 6620 (by the Respondent or the Respondent's private agent) or sent through the mail to the Chief Executive Officer Po Box 22, Perenjori WA 6620.
- c) Electronic mail Submissions will be accepted by emailing the Submission to tenders@perenjori.wa.gov.au.

1.11 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.

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

1.12 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.

1.13 Response Validity Period

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

1.14 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.

1.15 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.

1.16 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.

1.17 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.

1.18 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

The services required under the contract include:

- **Residential premises** – weekly collection and removal of general household waste from approximately **130 residential carts**.
- **Commercial and industrial premises** – weekly collection and removal of general waste from approximately **88 carts** servicing commercial, industrial, recreational, and other locations within the Shire.
- **Public areas** – weekly collection and removal of general waste from approximately **12 street and public bins**.
- **Cardboard Collection** – monthly collection of cardboard. This service should be costed separately from kerbside services and should itemize all travel, pickup and bin rental charges. All cardboard is required to be transported and disposed of outside of the Shire of Perenjori. The contractor is responsible for all costs, approvals and compliance relating to cardboard disposal.
- **Transport and disposal** – this RFQ requires the provision of costs for two transport and disposal options. Option 1 – the transport to and disposal of all waste at the Perenjori Landfill site. Option 2 – the transport to and disposal of all waste at a site outside of the Shire of Perenjori chosen by the contractor. The contractor is responsible for all costs, approvals and compliance relating to this site.
- **Service standards** – services to be carried out between 6.00am and 6.00pm on collection days, with due diligence and in a hygienic manner, in accordance with all relevant laws and environmental health requirements.
- **Vehicles and plant** – contractor to provide and maintain suitable enclosed collection vehicles, with regular cleaning and disinfection, and provide all labour, fuel, and materials at their own cost.
- **Reporting and administration** – monthly invoicing with detailed service records, prompt reporting of incidents or breaches of legislation, and cooperation with Shire officers regarding inspections.
- **Insurance** – minimum \$20 million public liability and valid workers' compensation coverage.

3 General Conditions of Contract

The General Conditions of Contract for this RFQ are the Shire of Perenjori's standard conditions for waste collection service contracts.

These conditions are available to Respondents upon request and will be issued to the successful Respondent at the time of award.

4 Respondent's Offer

4.1 Offer Form

The Chief Executive Officer
Shire of Perenjori
56 Fowler Street, Perenjori WA 6620

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 (RFQ01-2025.26) Kerbside General Waste Collection Services.

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: _____

4.2 Selection Criteria

4.2.1 Compliance Criteria

The compliance requirements for this Request for Quotation will be stipulated in the General Conditions Contract.

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>A. Relevant Experience</p> <p>Describe your experience in completing/supplying similar Requirements. Respondents must, as a minimum, address the following information in an attachment and label it “Relevant Experience”:</p> <p><i>(Below are some suggested criteria only. These should be reviewed for relevance to the Goods and/or Services being sought)</i></p>	<p>Weighting</p> <p>30%</p>	
<ul style="list-style-type: none"> a) <i>Provide details of similar work.</i> b) <i>Provide scope of the Respondent's involvement including details of outcomes.</i> c) <i>Demonstrate sound judgement and discretion.</i> d) <i>Provide details of issues that arose during the project and how these were managed.</i> e) <i>Demonstrate competency and proven track record of achieving outcomes.</i> 	<p>“Relevant Experience”</p>	<p>Tick if attached</p> <p><input type="checkbox"/></p>

<p>B. 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> <p><i>(Below are some suggested criteria only. These should be reviewed for relevance to the Goods and/or Services being sought)</i></p>	<p>Weighting</p> <p>20%</p>	
<p>a) <i>Their role in the performance of the Contract.</i></p> <p>b) <i>Curriculum vitae.</i></p> <p>c) <i>Membership to any professional or business associations.</i></p> <p>d) <i>Qualifications, with particular emphasis on experience of personnel in projects of a similar requirement.</i></p> <p>e) <i>Any additional information.</i></p>	<p>“Key Personnel”</p>	<p>Tick if attached</p> <p><input type="checkbox"/></p>
<p>Supply any other relevant details in an attachment and label it “Key Personnel Skills and Experience”.</p>		

<p>C. Respondent’s Resources</p> <p>Respondents should demonstrate their ability to supply and sustain the necessary:</p> <p><i>(Below are some suggested criteria only. These should be reviewed for relevance to the Goods and/or Services being sought)</i></p>	<p>Weighting</p> <p>20%</p>	
<p>a) <i>Plant, equipment and materials.</i></p> <p>b) <i>Any contingency measures or backup of resources including personnel (where applicable).</i></p>	<p>“Respondent’s Resources”</p>	<p>Tick if attached</p> <p><input type="checkbox"/></p>
<p>As a minimum, Respondents should provide a current commitment schedule and plant/equipment schedule in an attachment and label it “Respondent’s Resources”.</p>		
<p>D. Demonstrated Understanding</p> <p>Respondents should detail the process they intend to use to achieve the Requirements of the Specification.</p>	<p>Weighting</p> <p>30%</p>	

Part 4 COMPLETE AND RETURN THIS PART

Areas you may wish to cover include:

(Below are some suggested criteria only. These should be reviewed for relevance to the Goods and/or Services being sought)

- a) A project schedule/timeline (where applicable).
- b) The process for the delivery of the Goods/Services.
- c) Training processes (if required).
- d) Demonstrated understanding of the Scope of Work.

“Demonstrated Understanding”

Tick if attached

☐

Supply details and provide an outline of your proposed methodology in an attachment labelled **“Demonstrated Understanding”**.

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 Basis

Option A

Are you prepared to offer a fixed price?

Yes / No

Option B

Do you agree to the Price Variation Mechanism below?

Consumer Price Index variation

Yes / No

If No, please indicate how your proposed Price Variation Mechanism differs from the one outlined above. Supply details and label it **“Price Variation Mechanism”**.

“Price Variation Mechanism”

Tick if attached

☐

4.3.2 Price Schedule

Schedule of Rates – Services

No	Service Description	Tender Unit	Estimated Usage*	Price Tendered (ex GST)	GST	Price Tendered (inc GST)
1	Option 1 – the transport to and disposal of all waste at the Perenjori Landfill site.	Per bin per week	235 bins/week (Including domestic, commercial and Street bins)			
2	Option 2 – the transport to and disposal of all waste at a site outside of the Shire of Perenjori chosen by the contractor.	Per bin per week	235 bins/week (Including domestic, commercial and Street bins)			
3	Option 3 – The transport to and disposal of cardboard to a site outside of the Shire of Perenjori chosen by the contractor	Monthly Service	Rental of cardboard bin Pick-up cost of cardboard bin Travel cost for service			

*The Principal offers no guarantee of quantities of the products required.