



Invitation to Join Panel of Pre-qualified Contractors

Invitation to make Submission:

Prequalified Panel of Contractors

Deadline:

4.00pm AWST, Wednesday 11 February 2026

Address for Delivery:

tenders@perenjori.wa.gov.au

RFT Number:

04-2025-26

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1 Conditions of making Submission

1.1 Requirements in brief

The Shire of Perenjori proposes to establish a panel of prequalified contractors for the delivery of a range of civil works. The term of the panel will be three (3) years and once established those contractors successfully appointed to the panel may be awarded works in accordance with clause 1.16 of this document.

Contractors are invited to make submission for the following categories of civil works.

Wet Hire of Plant / Minor Civil Works

Vegetation Management

General Bulldozing Services

Details of these works are set out in clause 2.1 of this document.

1.2 Definitions

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

Attachments:	The documents you attach as part of your submission.
Contractor:	Means the person or persons, corporation or corporations who's submission is accepted by the Principal, including the executors or administrators, successors and assignments of such person or persons, corporation or corporations.
Deadline:	The deadline for lodgement of your submission as detailed on the front cover of this Request.
General Conditions of Contract:	Means this document together with the contractors submission.
Offer:	Your offer to supply the Requirements.
Principal:	Shire of Perenjori
RTF	This document.
Requirement:	Categories of civil works defined in clause 2.1
Selection Criteria:	The Criteria used by the Shire in evaluating your submission.
Specification:	The Statement of Requirements that the Shire requests you to provide if selected.
Submission:	Completed Offer form, Response to the Selection Criteria and Attachments.

1.3 Invitation Documents

This Invitation to make Submission is comprised of the following parts:

- Part 1 – Conditions of making Submission (*read and keep this part*).
- Part 2 – Statement of requirements (*read and keep this part*).
- Part 3 – General Conditions of Contract (*read and keep this part*).
- Part 4 – Contractors Offer (*complete and return this part*).

1.4 How to Prepare Your Submission

- a) Carefully read all parts of this document;
- b) Ensure you understand the Requirements;
- c) Complete and return Parts 4 and Attachment A returnable Schedule in all respects and include all Attachments;
- d) Make sure you have signed the Offer form and responded to all of the Selection Criteria; and
- e) Lodge your submission before the Deadline.

1.5 Contact Persons

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

Name:	Marty Noordhof
Telephone:	0427 731 002
Email:	mis@perenjori.wa.gov.au

1.6 Requests for Clarification

Contractors may submit a written request for clarification on any part of the Invitation to make Submission documents prior to lodgement of their submission. Written clarifications must be made to the contact person via email mis@perenjori.wa.gov.au.

Question and responses will be made available to all contractors.

1.7 Lodgement of Submissions and Delivery Method

Submissions must be submitted via email to tenders@perenjori.wa.gov.au before the deadline.

In preparing a submission by email, Contractors must agree to the following conditions:

- a) In lodging a submission electronically, Contractors represent that they have taken reasonable steps to ensure that electronic files are free of viruses, worms and other disabling features which may affect the Principal's computing environment. Submissions found to contain viruses, worms or other disabling features may be excluded from the evaluation process.
- b) Contractors should allow sufficient time for submission lodgement, including time that maybe required for any problem analysis and resolution prior to the Deadline.
- c) Where electronic lodgement of submission has commenced prior to the Deadline and is not completed successfully by the Deadline, the submission will not be accepted and will be deemed to be a late submission.
- d) Contractors acknowledge that although the Shire has implemented security measures, the Shire does not warrant that unauthorised access to information and data transmitted via the Internet will not occur.
- e) Contractors acknowledge that:
 - a. Lodgement of their submission on time and in accordance with these Conditions of Invitation to make Submission is entirely their responsibility; and
 - b. The Shire will not be liable for any loss, damage, costs or expenses incurred by Contractors or any other person if, for any reason, a submission or any other material or communication relevant to this Invitation is not received on time, is corrupted or altered or otherwise is not received as sent, cannot be read or decrypted, or has its security or integrity compromised.

1.8 Rejection of Submission

A Submission 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 Invitation; or
- c) It may be rejected if it fails to comply with any other requirements of the Invitation.

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

1.9 Late Submissions

Submissions received:

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

will not be accepted for evaluation.

1.10 Acceptance of Submissions

Unless otherwise stated in this Invitation, submissions may be for all or part of the Requirements and may be accepted by the Shire either wholly or in part. The Shire is not bound to accept the lowest submission and may reject any or all submissions lodged.

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 or under a Court order.

All submissions 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 Shires resolution for determining the Invitation, whichever is the later unless extended on mutual agreement between the Shire and the Contractor in writing.

1.12 Contractors to Inform Themselves

Contractors will be deemed to have:

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

1.13 Alterations

The Contractor must not alter or add to the Invitation documents unless required by these Conditions of Submission.

The Shire will issue an addendum to all registered Contractors where matters of significance make it necessary to amend or supplement the issued Invitation to make Submission documents before the Deadline.

1.14 Evaluation Process

This is a Invitation to make Submission for a prequalified panel of contractors.

Your submission will be evaluated using information provided in your submission.

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

- a) Submissions are checked for completeness and compliance. Submissions that do not contain all information requested (eg completed Offer form and Attachments) may be excluded from evaluation.
- b) Submissions are assessed against the Selection Criteria. Contract costs are evaluated (eg submitted prices) .
- c) The most suitable submission may be short listed and may also be required to clarify their submission. Referees may also be contacted prior to the selection of the successful contractor.

1.15 Distributing Works Amongst Panel Members

On completion of establishing the prequalified contractor panel works will be distributed on the following basis ;

- . a contract for a period of 12 months will be offered to the preferred contractor for all works in a single category (ie vegetation management)
- . at the completion of the 12-month term all contractors in that category will be offered the opportunity to re-price their services with a view to a further 12-month contract being awarded

1.16 Compliance Criteria

These criteria are detailed within Part 4 of this document and will not be point scored. Each Contractor 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.

1.17 Qualitative Criteria

In determining the most advantageous submission, the Evaluation Panel will score each Contractor against the qualitative criteria as detailed within Part 4 of this document. Each

criterion will be weighted to indicate the relative degree of importance that the Shire places on the technical aspects of the services being purchased.

It is essential that Contractors 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 submission evaluation process or a low score.

1.18 Value Considerations

The evaluation panel will make a series of value judgements based on the submission .

Once the submission 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 Contractors which are to be appointed to the panel. There is no requirement on the Shire to appoint all Contractors to the panel.

1.19 Regional Price Reference

Contractors may be afforded a preference in accordance with Regulation 24(A-G) of the Local Government (Functions and General) Regulations and the Shire's Regional Preference Policy.

1.20 Price Basis

All prices for goods offered under this Invitation are to be fixed prices must include Goods and Services Tax (GST).

1.21 Ownership of Submissions

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

1.22 Canvassing of Officials

If the Contractor, 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 submission made by it or any other Contractor, then regardless of such canvassing having any influence on the acceptance of such submission, the Principal may at its absolute discretion omit the Contractor from consideration.

1.23 Identity of the Contractor

The identity of the Contractor is fundamental to the Shire. The Contractor will be the person, persons, corporation or corporations named as the submission in Part 4 and whose execution appears on the Offer Form in Part 5 of this Request.

1.24 Costs of making Submission

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

1.25 Submission Opening

Submissions will be opened in the Shire offices (by electronic method), following the advertised Deadline. All Contractors and members of the public may attend or be represented at the opening of submissions.

The names of the persons who lodged the submission by the due Deadline will be read out at the Submission Opening. No discussions will be entered into between Contractors and the Shire officers present or otherwise, concerning the submissions lodged.

The Submission Opening will be held on or as soon as practicable after the Deadline at The Shire of Perenjori, 56 Fowler Street, Perenjori WA 6620.

2 Statement of Requirements

2.1 Detailed Specification

The Shire of Perenjori is seeking submissions from Contractors for three categories of works;

Wet Hire of Plant / Minor Civil Works

Works in this category comprise the following;

- gravel haulage to support the Shires annual works program
- delivery of small to medium civil works projects (culvert replacement, potholing)
- maintenance grading

Vegetation Management

Works in this category comprise the following ;

- maintenance of roadside reserve vegetation
- vegetation clearance
- vegetation mulching

General Bulldozing Services

Works in this category comprise the following;

- pushing up of gravel
- clearing of vegetation

3 General Conditions of Contract

3.1 General Conditions of Contract

The general conditions of contract are this document together with the Contractors submission.

3.2 Management of the Panel

The Panel will be managed in accordance with the Shire of Perenjori 4007 Purchasing Policy. Works will be distributed to successful panel contractors in accordance with clause 1.16

3.3 Form of Submission

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 Invitation to make Submission: Pre-qualified Panel of Contractors (RFT04-2025-26)

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 Submission contained in this Invitation signed and completed.

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

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

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

Dated this _____ day of _____ 20____

Signature of authorised signatory of Contractor: _____

Name of authorised signatory (BLOCK LETTERS): _____

Position: _____

Telephone Number: _____

Authorised signatory Postal address: _____

Email Address: _____

3.4 Selection Criteria

3.4.1 Compliance Criteria

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

Description of Compliance Criteria	
a) Contractors are to provide acknowledgment that your organisation has submitted in accordance with the Conditions of Submission including completion of the Offer Form and provision of your pricing submitted in the format required by the Shire.	Yes / No
b) Contractors are to provide certificates of currency of insurances including: a. Workers Compensation b. Public Liability c. Plant and Equipment	Yes / No
c) Does your organisation have the ability to pay all debts in full as and when they fall due? (If no, please provide details).	Yes / No
d) Does your organisation have any current litigation, claim or judgement as a result of which you may be liable for \$50,000 or more? (If yes, please provide details).	Yes / No
e) Will any actual or potential conflict of interest in the performance of your obligations under the Contract exist if you are awarded the Contract, or are any such conflicts of interest likely to arise during the Contract? (if yes, please provide details on how this will be managed)	Yes / No

3.4.2 Qualitative Criteria

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

- All information relevant to your answers to each criterion are to be contained within your Submission ;
- Contractors are to assume that the Evaluation Panel has no previous knowledge of your organisation, its activities or experience;
- Contractors are to provide full details for any claims, statements or examples used to address the qualitative criteria; and
- Contractors are to address each issue outlined within a qualitative criterion.

Part 4 COMPLETE AND RETURN THIS PART

<p>A) Proposed Equipment and Pricing</p> <p>Contractors must provide information in the returnable schedule</p> <p>ATTACHMENT A1: Returnable Schedule – Wet Hire Plant Rates</p> <p>ATTACHMENT A2: Returnable Schedule – Vegetation Management</p> <p>ATTACHMENT A3: Returnable Schedule – General Bulldozing Services</p>	<p>Weighting</p> <p>50%</p>
<p>B) Experience, safety and references</p> <p>Provide at least three examples of recent work using the plant and equipment proposed.</p> <p>Project examples are to include:</p> <ul style="list-style-type: none">• Customer Name• Customer Contact Details• Date Delivered• Brief description of the work	<p>Weighting</p> <p>50%</p>