

# maitland city council Invitation to Tender

**TITLE** Animal Management Facility Services

**CONTRACT NO** 2022/137/2054

**Purpose** To manage the holding and caring of animals delivered to the Maitland Animal Management Facility in accordance with relevant laws, guidelines and Council procedures

**Invitation** Any person willing to fulfil the requirements of the proposed contract is invited to submit a tender to Tenderlink by the deadline, 2.00 pm on Friday 2 September 2022.

**Documents** Tender documents are available free from [www.tenderlink.com/maitland](http://www.tenderlink.com/maitland)

**Information** All enquiries relating to the proposed contract must be directed to the Project Officer, Gemma McMahon via the tenderlink online forum.

**Pre-tender meeting** There will be no pre-tender meeting for this contract.

**Tenderers to Note** **In the preparation and submission of the tender and without limiting the Tenderer's obligations, the Tenderer shall:**

- submit a tender which includes all Schedules including the *Tenderer's Declaration Schedule* and any other declaration required completely filled in and signed, together with any other documents, information and details necessary to make the tender complete;
- not submit a tender without a firm intention to proceed;
- not engage in any form of collusive practice;
- not directly or indirectly canvass support from an elected member or employee of Council at any time.

**Lodgement Method** **(Refer to the detailed requirements of Clause 10 of the Conditions of Tendering)**

**Responsibility for lodgement of completed tender documents by the deadline lies solely with the Tenderer. Complete tenders (i.e. containing all completed schedules, documents, information and details required) shall be considered ONLY if received by Electronic Tender (TenderLink)**

**Formal tenders and formal confirmation tenders MUST be clearly endorsed:**

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**And uploaded to**

[www.tenderlink.com/maitland](http://www.tenderlink.com/maitland)

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Assessment Criteria	<p><u>Council is not bound to accept the lowest tender or any tender submitted.</u> Council, in its discretion, will accept the tender that it determines provides the most advantageous result. Tenders will be assessed on “conformity to the documentation” and “value for money” (the most cost effective offer determined by considering all price and non-price factors relevant to the proposed contract). The assessment criteria is based on Tenderers <u>completing</u> the Tender Schedules.</p>
Privacy and Personal Information Protection Notice	<p>Tenderers are advised that all (if any) personal information required to be provided with their tender submission is intended only for use by Council staff. The purpose being for the assessment of tenders (in accordance with the Local Government (General) Regulation). The information will be stored at Council’s Administration Centre in accordance with the requirements of the State Records Act 1998.</p>
Special Conditions of Tender	<p>Conditions of Tender are outlined in Section 1 of the tender document</p>
Selection criteria	<p>Tenders will be evaluated against the following criteria:</p> <ul style="list-style-type: none"><li>- Compliance With Request for Tender Documentation</li><li>- Capacity to fulfil Council’s WHS and environmental requirements</li><li>- Tender Price (best value for money)</li><li>- Methodology and sequencing of the works</li><li>- Personnel and Project Team Capability, Qualifications and Experience</li><li>- Company experience and capability including demonstrated experience in managing an animal management facility</li></ul>