

TENDER: Airport Pavement Repair & Resurfacing
TENDER NO: SPT1718NIRC



INVITATION TO TENDER

SPT171819NIRC SINGLE SOURCE TENDER NORFOLK ISLAND AIRPORT PAVEMENT REPAIR & RESURFACING

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Cost of Documents \$50.00 total including GST non-refundable



INVITATION TO TENDERERS

SPT171819NIRC- AIRPORT PAVEMENT REPAIR & RESURFACING (SINGLE SOURCE) TENDER NORFOLK ISLAND REGIONAL COUNCIL

- PURPOSE:** The provision of **Airport Pavement Repair & Resurfacing and associated works** to Norfolk Island Airport in accordance with GC-21 General Conditions of Contract and associated tender documents.

Tenderers must comply with all the requirements of the contract and must satisfy Council's requested time-frames.

- INVITATION:** Any person/company willing to fulfil the requirements of the proposed contract is invited to submit a tender to Regional Procurement by the deadline at 10:00am on 11 December 2018. Responsibility for lodgement of completed tender documents by the deadline lies solely with the Tenderer. Tender lodgement instructions are provided in further detail in items 6 and 7 of this document. Norfolk Island Regional Council (NIRC) is not bound to accept the lowest tender or any tender submitted.

- TENDER DOCUMENTS:** Documents can be downloaded for a non-refundable fee of \$50.00 from [**HYPERLINK** "<http://www.tenderlink.com/regionalprocurement>"].

Documents are divided into two categories: "Tender Information" and "Returnables".

"Tender Information" refers to the documents and conditions that outline the requirements of the tender and associated contract.

"Returnables" refers to the documents that must be completed and returned to Regional Procurement as outlined in the **Instructions for Tender Submissions** below.

- INFORMATION:** All enquiries relating to the proposed contract must be submitted in writing on the **FORUM** at [**HYPERLINK** "<http://www.tenderlink.com/regionalprocurement>"] via this tender notice.
- PRE-TENDER MEETING: NOTE TO ACCOUNT EXECUTIVE:: WILL THERE BE A PRE-TENDER MEETING? YOU WILL NEED TO CHOOSE RELEVANT INSTRUCTIONS ON THE TENDER MEETING THEN DELETE THE NOTES FOR THE OTHER OPTION-**

A compulsory pre-tender meeting will be held on **Sunday 7 October 2018** commencing at 9:00am at the Governor's Lodge Resort – Queen Elizabeth Avenue Norfolk Island.

A compulsory site visit will follow this meeting.

Note: *Tenders will only be accepted from those companies represented at this meeting.*

- INSTRUCTIONS FOR TENDERER SUBMISSIONS:**

In the preparation and submission of the tender and without limiting the Tenderer's obligations, the Tenderer must:

- **submit a tender which includes all completed Schedules** including the *Tenderer's Declaration Schedule*, and any other required declarations. All forms must be completely filled in and signed and all required supporting evidence, information and details be included to make the tender **complete**;
- **submit the Tender Price Schedule/s** in the form provided;
- **upload electronic copies** of the Tender Price Schedule, all completed schedules and supporting evidence **to Tenderlink**.
- **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 Regional Procurement or Council at any time.

7. **LODGEMENT METHOD – Electronic Tender:**

Complete tenders (i.e. containing all completed schedules, documents, information and details required) shall be considered **ONLY** if received as specified below.

(a) **Tender must be submitted electronically** to the Electronic Tender box at [[HYPERLINK "http://www.tenderlink.com/regionalprocurement"](http://www.tenderlink.com/regionalprocurement)] before the deadline for the close of tender. The submission **MUST BE COMPLETE** as described in this Invitation to Tender,

(b) **and a complete copy** must be posted to Regional Procurement so that it be received no later than 5 days after the deadline for the close of tender. This hard copy **must** be enclosed in a sealed envelope or package and **clearly labelled** as shown below:

**TENDER: SPT171819NIRC Airport Pavement Repair & Resurfacing
SINGLE SOURCE**

**The Tender Box – Regional Procurement Initiative
PO Box 3137
THORNTON NSW 2322**

Further details on Lodgement Methods are included in Clause 11 of the Conditions of Tendering.

8. **“VALUE FOR MONEY” ASSESSMENT CRITERIA:** Council is not bound to accept the lowest tender or any tender submitted. Council, in its discretion, will accept the tender that 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).
9. **PRIVACY & PERSONAL INFORMATION PROTECTION NOTICE:** Tenderers are advised that all (if any) personal information required to be provided with their tender submission is intended only for use by Regional Procurement and applicable Council staff. The purpose being for the assessment of tenders (in accordance with the Local Government Tendering Regulations). The information will be stored at Strategic Services Australia’s Administration Centre in accordance with the requirements of the State Records Act 1998.
10. **CONDITIONS OF TENDER:** The *Hunter Councils Contracts Panel “Conditions of Tendering”* governs this tender.
11. **WEIGHTED TENDER SCHEDULES:** In the interests of probity and transparency of process, Regional Procurement advises that the following Tender Schedules have been weighted to facilitate the evaluation process:

• Tender Price	• Technical Solutions
• Methodology	• Physical / Human Resources
• Previous Experience	• Quality Assurance – PASS/FAIL
• Contract Program	• WH&S – PASS/FAIL
• Referees	• Ecologically Sustainable Development – PASS/FAIL



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Note: All non-weighted Tender Schedules will be considered in the overall context of the tender evaluation and should therefore be completed in full providing all necessary details and information sought.