



REQUEST FOR QUOTE

Request for Quote (RFQ)	CREATION OF A NEW BRAND AND LOGO FOR THE SHIRE OF COLLIE
Deadline	4.00pm on Friday 28 September 2018
Address for Delivery	87 THROSSELL ST, COLLIE 6225 or by email to colshire@collie.wa.gov.au
RFQ Number	CS-02/2018

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1 PRINCIPAL'S REQUEST

1.1 CONTRACT REQUIREMENTS IN BRIEF

This quote is for the creation of a new brand, logo and vision statement for the Shire of Collie.

The process is to include stakeholder and community consultation, logo design and the provision of appropriate files and templates for use by the Shire of Collie.

A full statement of the services required under the proposed contract appears in the Specification and Special Conditions of Contract-Part 2.

1.2 QUOTE DOCUMENTS

This Request for Quote is comprised of the following parts:

- (a) Part 1-Principal's Request (read and keep this part);
- (b) Part 2-Specification and Special Conditions of Contract (read and keep this part); and
- (c) Part 3-Respondent's Offer (complete and return this part).

1.3 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 Quote;
Deadline:	The deadline for lodgement of your Quote;
Offer:	Your offer to be selected to supply the Requirements;
Principal:	Shire of Collie;
Quote:	Your completed Offer form, response to the Selection Criteria and Attachments;
Selection Criteria:	The criteria used by the Local Government in evaluating your Quote;
Special Conditions:	The additional contractual terms;
Specification:	The statement of Requirements that the Local Government request you to provide if selected.

1.4 HOW TO PREPARE YOUR QUOTE

- (a) Carefully read all parts of this document.
- (b) Ensure you understand the Requirements (see clause 2.1).
- (c) Complete the Offer (Part 3) in all respects and attach all your Attachments.
- (d) Make sure you have signed the Offer form and responded to all of the Selection Criteria.
- (e) Lodge your Quote before the Deadline.

1.5 CONTACT PERSONS

Respondents should not rely on any information provided by any person(s) other than those listed below:

Enquiries

Name: Allison Fergie

Telephone: 9734 9021

E-mail: allison.fergie@collie.wa.gov.au

1.6 EVALUATION PROCESS

This is a Request for Quote (RFQ).

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

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

- (a) quotes are checked for completeness and compliance. Quotes that do not contain all information requested (eg completed Offer form and Attachments) may be excluded from evaluation.
- (b) quotes are assessed against the Selection Criteria. Contract costs are evaluated, eg quoted prices and other relevant whole-of life costs are considered.
- (c) the most suitable Respondents may be shortlisted and may also be required to clarify the Quote, make a presentation, demonstrate the product/solution offered and/or open premises for inspection. Referees may also be contacted prior to the selection of the successful Respondent.

The Respondent whose Quote is considered the most advantageous quote to the Principal may then be appointed.

1.7 SELECTION CRITERIA

The Principal has adopted a best value for money approach to this Quote.

The successful Respondent will be the Respondent who best demonstrates the ability to provide quality products at a competitive price. The quoted prices will be assessed with the following qualitative and compliance criteria to determine the most advantageous outcome to the Principal.

This means that, although price is considered, the Quote containing the lowest price will not necessarily be accepted, nor will the Quote ranked the highest on the qualitative criteria.

1.7.1 COMPLIANCE CRITERIA

These criteria will not be point scored. Each Quote 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 Quote from consideration.

Description of Compliance Criteria	Yes/No
(a) Compliance with the Specification contained in the Request.	Yes/No
(b) Compliance with the Conditions of Quoting in the Request.	Yes/No
(c) Compliance with the Delivery Date.	Yes/No
(d) Compliance with and completion of the Price Schedule.	Yes/No

1.7.2 QUALITATIVE CRITERIA

In determining the most advantageous Quote, the Evaluation Panel will score each Respondent against the qualitative criteria.

It is essential that Respondents address each qualitative criterion. The Quotes will be used to select the chosen Respondent, and failure to provide the specified information may result in elimination from the Quote evaluation process.

The qualitative criteria for this Request are as follows:

Description of Qualitative Criteria	Weighting
(a) Demonstrated experience in completing similar projects/supply similar goods.	15%
(b) A demonstrated understanding of the required tasks.	15%

1.7.3 PRICE CONSIDERATIONS

WEIGHTED COST CRITERIA

Criteria	Weighting
Quoted price	70%

1.8 LOCAL GOVERNMENT POLICIES THAT MAY AFFECT SELECTION

The following local government policies may affect this selection:

A local price preference shall be given to suppliers located within the Shire of Collie.

1.9 PRICE BASIS

FIXED PRICES

All prices for goods/services offered under this Request shall be fixed for the term of the project.

Quoted prices must include Goods and Services Tax (GST).

Unless otherwise indicated prices quoted shall include all applicable levies, duties, taxes and charges. Any charge not stated in the Quote, as being additional will not be allowed.

1.10 CONDITIONS OF QUOTING

1.10.1 DELIVERY METHOD

Quotes may be:

- (a) delivered by hand to Shire of Collie, 87 Throssell Street, COLLIE, WA (by the Respondent or the Respondent's private agent); or
- (b) sent through the mail to the Chief Executive Officer, Shire of Collie, 87 Throssell Street, COLLIE, WA, 6225; or
- (c) sent by electronic mail to colshire@collie.wa.gov.au

1.10.2 LODGEMENT OF QUOTES

The Quote must be lodged by the Deadline.

The Deadline for this Request is **4.00pm on 28 September 2018**.

1.10.3 REJECTION OF QUOTES

A Quote shall be rejected without consideration of its merits in the event that it is not submitted before the Deadline and at the place specified in the Request and may be rejected if it fails to comply with any other requirements of the Request.

1.10.4 LATE QUOTES

Quotes received after the Deadline will not be accepted for evaluation.

1.10.5 ACCEPTANCE OF QUOTES

The Principal is not bound to accept the lowest Quote and may reject any or all Quotes submitted.

1.10.6 DISCLOSURE OF INFORMATION

Documents and other information relevant to the quote may be disclosed when required by law under the Freedom of Information Act 1992.

All Respondents will be advised of the outcome.

1.10.7 QUOTE VALIDITY PERIOD

All Quotes shall remain valid and open for acceptance for a minimum period of three (3) months from the Deadline or forty-five (45) days from the Council's resolution for determining the Quote whichever is the later unless extended on mutual agreement between the Principal and the Respondent in writing.

1.10.8 CANVASSING OF COUNCILLORS

If a Respondent, whether personally or by an agent, canvasses any of the Principal's commissioners or councillors (as the case may be) with a view to influencing the acceptance of any Quote made by it or any other Quote, then regardless of such canvassing having any influence on the acceptance of such Quote, the Principal may at its discretion omit the Quote from consideration.

1.10.9 IDENTITY OF THE RESPONDENT

The identity of the Respondent is fundamental to the Principal. The Respondent shall be the person, persons, corporation or corporations named as the Respondent in Part 3 and whose execution appears on the Offer Form in Part 3 of this Request.

2 SPECIFICATION

2.1 SPECIFICATION

The Shire of Collie is seeking to develop new branding for the Shire of Collie, including a logo, as part of its strategy of branding and marketing Collie.

The Requirements of the Contract are:

- To participate in an inception meeting with Shire of Collie Councillors and senior staff to define the creative brief.
- To undertake community consultation to understand the community identity.
- To undertake a consultation workshop with the Shire of Collie Councillors and all staff.
- The creative design and development of a new corporate brand for the Shire of Collie, including a new logo, with a minimum 4 design variations to be presented to Council for their consideration together with a new Vision Statement.
- Consultation with Council to identify and if necessary, modify, the preferred logo and Vision Statement.
- The design of a suite of corporate stationery [letterhead, business cards, with compliments slips, envelopes, Word letterhead template, PowerPoint template and email template].
- The preferred logo and branding to be supplied in a variety of file formats to the Shire of Collie [file formats to be listed].

2.1.1 PERIOD OF CONTRACT AND TERMINATION

The Contract is to be completed by **21 December 2018**.

2.1.2 INSURANCES

The successful Respondent and its subcontractor(s) (if any) will be required to effect and maintain the insurance policies referred to in clause 24 of the General Conditions of Contract for the Provision of Services in the following sums:

- (a) public liability insurance in the sum of at least \$10,000,000 (ten million dollars) in respect of any one occurrence and for an unlimited number of claims; and
- (b) professional indemnity insurance in the sum of at least \$10,000,000 (ten million dollars) in respect of any one occurrence and for an unlimited number of claims.

3 RESPONDENT'S OFFER**3.1 OFFER FORM**

The Chief Executive Officer
Shire of Collie
87 Throssell Street, COLLIE WA 6225

I/We

(BLOCK LETTERS): _____

ADDRESS: _____

ABN/GST Status _____

ACN (if any) _____

Telephone No: _____

E-mail: _____

In response to RFQ CS-02/2018 Creation of a new brand and logo for the Shire of Collie.

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 Quoting contained in this Request signed and completed.

The quoted price is valid up to thirty (30) calendar days from the date of the quote closing unless extended on mutual agreement between the Principal and the Respondent in writing.

I/We agree that there shall be no cost payable by the Principal towards the preparation or submission of this Quote irrespective of its outcome.

The quoted consideration is as provided under the schedule of rates of prices in the prescribed format and submitted with this Quote.

Dated this: _____ day of _____ 20 _____

Signature of authorised signatory of Respondent: _____

Name of authorised signatory (BLOCK LETTERS): _____

Position: _____

3.2 GENERAL AND CORPORATE INFORMATION

3.2.1 ORGANISATION PROFILE

Attach your organisation profile and label it "Attachment 1".	Attachment 1 <input type="checkbox"/> Tick ✓ if attached
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3.2.2 INSURANCE COVERAGE

The insurance requirement for this Request are stipulated at Clause 2.2.2. Respondents are to supply evidence of their insurance coverage in a format as outlined below in "Attachment 2". A copy of the Certificate of Currency is to be provided to the Principal within 14 days of acceptance.	Attachment 2 <input type="checkbox"/> Tick ✓ if attached
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<i>Type</i>	<i>Insurer – Broker</i>	<i>Policy Number</i>	<i>Value (\$)</i>	<i>Expiry Date</i>
Public Liability				
Professional Indemnity				

3.3 RESPONSE TO SELECTION CRITERIA

3.3.1 COMPLIANCE CRITERIA

Before answering the qualitative criteria, Respondents shall note the following:

- (a) all information relevant to your answers should be contained within your response to each criterion;
- (b) respondents shall assume that the Evaluation Panel has **no** previous knowledge of your organisation, its activities or experience;
- (c) respondents shall provide full details for any claims, statements or examples used to address the qualitative criteria; and
- (d) respondents shall address each issue outlined within a qualitative criterion.

<p>Relevant Experience Describe your experience in completing/supplying similar Requirements. Respondents shall as a minimum address the following information and label it “Attachment 3”:</p> <ol style="list-style-type: none"> (a) provide details of similar work; (b) provide the names of referees; and (c) demonstrate competency and proven track record of achieving outcomes. 	<p>Attachment 3 <input type="checkbox"/> Tick✓if attached</p>
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<p>Methodology Respondents should demonstrate an appreciation of the Requirements and provide an outline of their proposed methodology and timeline to complete the project by 21 December 2018 in an attachment and label it “Attachment 4”.</p>	<p>Attachment 4 <input type="checkbox"/> Tick✓if attached</p>
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3.4 PRICE INFORMATION

Respondents **must** complete clause 3.4.1 "Price Schedule". Before completing the Price Schedule, Respondents should read the entire Request.

3.4.1 PRICE SCHEDULE

FIXED PRICES

All prices for goods/services offered under this Request shall be fixed for the term of the Contract.

Respondents are to provide a price schedule for the services outlined in the proposed methodology.

Line No	Service Description	Price Quoted (ex GST)	GST Component	Price Quoted (inc GST)
1				
2				
3				
4				
5				