



**REQUEST FOR TENDER  
NO. RFT21EV04-SOR**

**CLEANING SERVICES TO  
CITY OF SWAN FACILITIES  
IN BALLAJURA PLACE**

The Principal is seeking tenders from experienced commercial cleaning contractors to provide commercial cleaning services across various City of Swan buildings and public facilities located in Ballajura Place.

The Contract shall be in force for a period of thirty six (36) months from 1 June 2021 until 31 May 2024.

**Obtaining Documentation:**

Requirements, criteria and documentation may be obtained by visiting the website: [www.tenderlink.com/swancity/](http://www.tenderlink.com/swancity/). If you have any issues contact the Contracts and Procurement Manager by email to [tenders@swan.wa.gov.au](mailto:tenders@swan.wa.gov.au).

**Deadline:** 2:00PM AWST, Wednesday 10 February 2021

**Briefing/Site Inspection:**

Tenderers are required to attend a briefing session, followed by a site inspection of multiple sites. Attendance at both briefing session and site inspection is mandatory.

**Briefing Session** - Tenderers are required to attend a briefing at 9:00am, Wednesday 20 January 2021. The location of the meeting is the City of Swan Operations Centre, corner of Bishop Road and Great Northern Highway Middle Swan, WA 6056. The briefing will provide Tenderers with the opportunity to clarify any uncertainties prior to the Tender deadline.

**Site Inspection** - A site inspection of all sites listed in the Request will be conducted at 7:00am, Thursday 21 January 2021. The location of the meeting is Karijini Oval Pavilion, Wyperfeld Gardens, Ballajura, WA 6066. After the inspection of this building is completed, the Principal and the Tenderers will travel immediately to other locations where other site visits will be conducted. Transportation between sites is not provided. The whole site inspection will take approximately six (6) hours and will provide Tenderers with the opportunity to clarify any uncertainties prior to the Tender deadline. Please confirm your attendance at both meetings via email to [tenders@swan.wa.gov.au](mailto:tenders@swan.wa.gov.au) no later than 4:00pm, Tuesday 19 January 2021. A register of attendees will be maintained for both meetings. Tenderers must register under the company name of which they intend to submit their Offer under in order for their Offer to be considered. Failure to attend both meetings will render the Tenderer ineligible to respond.

**Lodgement:** The Tender must be uploaded electronically through the City's E-tendering portal (<https://www.tenderlink.com/swancity/>).

The lowest price or any Tender will not necessarily be accepted. A Tender that is not lodged with the City before the Tender deadline will not be considered for evaluation. Tenders lodged by hardcopy, email or facsimile will not be accepted.

Canvassing of any City of Swan Councillors or Officers will disqualify Tenderers from the Tender process.

**Jeremy Edwards  
CHIEF EXECUTIVE OFFICER**