



**REQUEST FOR TENDER
No. RFT18SF35**

Provision of consultancy services for the design, documentation and contract administration of the new Ron Jose Oval Pavilion and associated parking.

The Principal is seeking tenders for the provision of consultancy services for the design, documentation and contract administration of the new Ron Jose Oval Pavilion and associated parking.

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

Deadline:
2:00pm Wednesday 12th December 2018, Australian Western Time.

Briefing/Site Inspection:
Attendance at this meeting is mandatory. Tenderers are required to attend a briefing and site inspection at 10:00am, Wednesday 21st November 2018. The location of the meeting is at Swan Park Leisure Centre located at 16 Gray Drive, Midvale, WA 6056. A briefing will be conducted in the meeting room prior to a walk of the site area. The briefing and site inspection will provide Tenderers with the opportunity to clarify any uncertainties prior to the Tender deadline. Please confirm your attendance at this meeting via email to tenders@swan.wa.gov.au no later than 4:00pm, Tuesday 20 November 2018. A register of attendees will be maintained for the briefing and site inspection. 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 this briefing and site inspection will render the Respondent ineligible to respond.

Lodgement:
Preferred lodgement of Tender is by upload electronically through the City's E-tendering portal (<https://www.tenderlink.com/swancity/>). Hard copy lodgement will only be accepted by prior written agreement with the Contracts and Procurement Manager who should be contacted by e-mail to tenders@swan.wa.gov.au for instructions.

Lowest or any Tender not necessarily accepted. A Tender that is not lodged with the City before the tender deadline will not be considered for evaluation. Tenders lodged by email or facsimile will not be accepted.

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

**M J Foley
CHIEF EXECUTIVE OFFICER**