



**REQUEST FOR TENDER  
NO. RFT19EV34-SOR**

**Cleaning Services to the  
City of Swan Facilities  
in Ellenbrook and  
Bullsbrook Place, and  
Swan Valley Place**

The Principal is seeking tenders from suitably experienced commercial cleaning contractors to provide commercial cleaning services across various City of Swan buildings and public facilities located in Ellenbrook and Bullsbrook Place, and Swan Valley Place. The Contract shall be in force for a period of thirty six (36) months from 1 June 2020 until 31 May 2023.

**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, Wednesday 11 December 2019, Australian Western Time.

**Briefing and Site Inspection:**

Tenderers are required to attend a briefing session, followed by a site inspection of multiple sites. Attendance at both meetings is mandatory. The briefing session will be held at 9:00am, Thursday 21 November 2019, at Ferguson Pavilion (Jack Mann Oval) located at the corner of Bishop Road and Great Northern Highway Middle Swan. The site inspection will be conducted at 6:00am, Friday 22 November 2019, at West Swan Hall located at Lot 1, West Swan Road, Henley Brook, WA 6055. 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. The whole site inspection will take approximately nine (9) hours. The meetings will provide Tenderers with the opportunity to clarify any uncertainties prior to the Tender deadline. Please confirm your attendance at both briefing session and

site inspection via email to [tenders@swan.wa.gov.au](mailto:tenders@swan.wa.gov.au) no later than 4:00pm, Tuesday, 19 November 2019. 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. Please refer to the RFT document for complete details.

**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](mailto: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**