



**REQUEST FOR TENDER
No. RFT19HK31-SOR**

**Provision of General
Building Works and Services
for the City of Swan**

The Principal is seeking to engage a suitably qualified, licenced and experienced general building works and services Contractor. The Contract shall be in force for the period of thirty six (36) months from the date of award.

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, 9 October 2019, Australian Western Time

Briefing/Site Inspection: Attendance at this meeting is not mandatory. Tenderers are requested to attend a briefing at 9:00am, Wednesday, 18 September 2019. The location of the meeting is the Swan Emergency Services Centre (SES), located at the corner of Bishop Road and Great Northern Highway Middle Swan. The briefing 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, 17 September 2019. A register of attendees will be maintained for the briefing. Tenderers must register under the company name of which they intend to submit their Offer under. Failure to attend this briefing will not render the Tenderer ineligible to respond but may compromise the quality of their Tender.

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**