



**REQUEST FOR TENDER  
NO. RFT20DM01-SOR**

**Provision of Home Support  
Services for the Frail Aged  
and Younger People with  
Disabilities within the  
City of Swan**

The Principal is seeking tenders for the provision of home support services for the frail aged, people living with dementia and younger people (18+) with disability and their carers as part of the City of Swan Community Care Lifespan Services. Services primarily include domestic assistance, personal care, respite care and social support.

**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,  
12 February 2019 Australian  
Western Time

**Briefing/Site Inspection:**

Attendance at this meeting is not mandatory. Tenderers are requested to attend a briefing at **9am on Wednesday, 29th January 2020**. The location of the meeting is City of Swan Community Care Services Kath Overheu Centre, 2 Templeman Place Midland 6056. 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](mailto:tenders@swan.wa.gov.au) no later than **4pm on Friday, 7th February 2020**. 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, in order for their offer to be considered. 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](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**