



**REQUEST FOR TENDER
NO. RFT20JS45-SOR**

**Provision of Timber Floor
Sanding, Resealing and
Maintenance Services**

The Principal is seeking tenders for the sanding, resealing, coating and maintenance of timber flooring within selected building facilities in the Principal's portfolio.

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 11 November 2020, Australian Western Time

Briefing/Site Inspection:

Attendance at this meeting is mandatory. Tenderers are required to attend a briefing at 10:00am, Tuesday 27 October 2020. The location of the meeting is at the Midland Town Hall, 312 Great Eastern Highway, Midland WA. The briefing will provide Tenderers with the opportunity to clarify any uncertainties prior to the Request deadline. Please confirm your attendance at this meeting via email to tenders@swan.wa.gov.au no later than 4:00pm, Monday 26 October 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. Failure to attend this briefing will render the Tenderer ineligible to respond.

Lodgement:

Preferred lodgement of Tender is by upload electronically through the City's E-tendering portal (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.

The lowest price or any Tender will be 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 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