



**REQUEST FOR TENDER  
NO. RFT20SD18**

**Provision of Alterations  
and Additions to  
West Swan Hall**

The Principal is seeking Tenders for the provision of alterations and additions to West Swan Hall, located at Lot 1 West Swan Road, Henley Brook 6055, WA.

**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 17 June 2020, Australian Western Time

**Briefing/Site Inspection:** Attendance at this meeting is not mandatory. Tenderers are requested to attend a briefing and site inspection at 10:00am, Friday 29 May 2020. The location of the meeting is at West Swan Hall, Lot 1 West Swan Road, Henley Brook 6055. 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](mailto:tenders@swan.wa.gov.au) no later than 4:00pm, Wednesday 27 May 2020. 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. Failure to attend this briefing and site inspection will not render the Tenderer ineligible to respond but may compromise the quality of the Tender.

**Lodgement:** The tender must be uploaded electronically through the City's E-tendering portal (<http://www.tenderlink.com/swancity/>).

The lowest price or any Tender will 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 hardcopy, 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**