



**Request for Tender No.
RFT22EV03-SOR
Cleaning services to
City of Swan
facilities in Altone 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 Altone Place.

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: 2:00 PM AWST, Wednesday 9 February 2022

Briefing/Site Inspection: Attendance at this meeting is not mandatory. Tenderers are invited to attend a briefing and site inspection from 7:00am to 12:05pm, Tuesday 25 January 2022. The starting location of the meeting is the Dayton Community Centre, 211 Arthur Street Dayton 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. Please confirm your attendance for the site inspection via email to tenders@swan.wa.gov.au by no later than 4:00 PM AWST, Monday 24 January 2021. A register of attendees will be maintained for the site inspection. Tenderers must register under the company name of which they intend to submit their offer under. Failure to attend the site inspection will not render the Respondent ineligible to respond but may compromise the quality of their Tender.

Lodgement: The Tender must be uploaded electronically through the City's E-tendering portal (<https://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.

**Jeremy Edwards
CHIEF EXECUTIVE OFFICER**