



**Request for Tender
No. RFT23SP23-SOR
Provision of cleaning
services to City of Swan
facilities in Midland Place**

The Principal is seeking Tenders from suitably experienced and qualified Contractors to provide cleaning services to City of Swan facilities located across Midland 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 19 April 2023

Briefing/Site Inspection: Attendance at this meeting is mandatory. Tenderers are required to attend a briefing on Tuesday, 4 April 2023 at 10:00AM AWST.

The briefing will be held at the City of Swan Operations Centre located at the corner of Great Northern Highway and Bishop Road, Middle Swan 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 by no later than 4:00PM AWST on Monday, 3 April 2023. The Principal will make available a Microsoft Teams link to those tenderers wishing to attend remotely. The link will be provided prior to the meeting, only to those who have registered in accordance with the aforementioned instructions. A register of attendees will be maintained for the briefing. Tenderers must register under the business name that they intend to submit their Offer under, in order for their Offer to be considered. Failure to attend this briefing may render the Tenderer ineligible to respond.

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.

**STEPHEN CAIN
CHIEF EXECUTIVE OFFICER**