



**Request for Tender No.
RFT24AR07-SOR
Provision of services to
assist with Food Organics
and Garden Organics
(FOGO) rollout**

The Principal is seeking Tenders for the provision of services to assist with the rollout of FOGO within the City of Swan. Services will include - but are not limited to - storage, assembly, preparation and delivery of rollout materials to required properties within the Principal's boundaries

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 6 March 2024

Briefing: Attendance at this meeting is not mandatory. Tenderers are requested to attend a briefing at 11.00am Tuesday 20 February 2024. The location of the meeting is City of Swan Operations Centre located at the corner of Great Northern Highway and Bishop Road, Middle Swan 6056. However, Tenderers may also attend virtually via Microsoft Teams upon request. The briefing will provide Tenderers with the opportunity to clarify any uncertainties prior to the Tender Deadline. Please confirm your attendance at this meeting and advise attendance in-person or Microsoft teams via email to tenders@swan.wa.gov.au by no later than close of business Monday 19 February 2024. 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. Failure to attend this briefing will not render the Tenderer 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.

**Stephen Cain
CHIEF EXECUTIVE OFFICER**