



# **QUOTATION**

**Q11/24**

**TOWARDS 5000:  
GILGANDRA REGION YOUTH STRATEGY  
2024  
(AGES 0-25 YEARS)**

**QUOTATION DOCUMENT &  
SPECIFICATION**

Quotations close  
11:00am on Tuesday, 30 April 2024

## 1. BACKGROUND INFORMATION

Gilgandra Shire Council (GSC) is committed to nurturing a vibrant and inclusive community, with a strong focus on supporting the younger generation. Recognising the essential role that youth play in shaping the future of the region and the Towards 5000 population Vision, the Council has embarked on the creation of a Youth Strategy.

This initiative forms a crucial component of our broader Gilgandra Region Community Strategic Plan. This alignment recognises the important role of young residents who live, work, visit, and study within the Gilgandra Region, and ensuring their needs, interests, and aspirations are met, and to foster a sense of belonging and contribution among the youth in our community.

## 2. STRATEGIC ALIGNMENT

The Youth Strategy must align with relevant local, state and federal strategic plans, and community priorities.

The Strategy must be developed in close consideration of GSC's Community Strategic Plan and associated action plans.

The Youth Strategy will have developed a one-page strategy Framework aligned to the core themes of Live, Enjoy, Grow, Lead.



## 3. OBJECTIVES

The development of a Youth Strategy aims to improve outcomes for young people across the Gilgandra Region, by outlining GSC and community key commitments to youth. It is designed to address their needs effectively and foster a sense of belonging and contribution among the youth in our community.

The development of the Strategy will be guided by the outcomes identified during the consultation phase, focusing on establishing community-based goals and aspirations specific to the Gilgandra Region. It is important to note that the successful implementation

of long-term strategies outlined in the Plan will involve collaboration with other levels of government and community groups, highlighting the importance of partnership in achieving our shared objectives for the youth of the Gilgandra Region.

#### **4. SCOPE**

The successful respondent will be required to provide the following deliverables

##### Community Consultation

- Considering the different age groups 0-12, 13-18, 18-25, submit an Engagement Plan for GSC Working Group to approve. Noting that a list of industry, community and government stakeholders will be compiled to assist with the consultation process.
- Identify key target groups and stakeholders and develop appropriate consultation methods and tools
- Consult with key stakeholders including, but not limited to:
  - Youth between the ages 0 to 25 who live study work or spend time in the Gilgandra region
  - Parents and Care givers
  - Local groups and organisations and business that have a connection with youth
  - GSC staff and Councillors

##### Desktop Research

- Research and review current youth demographics in the Gilgandra region to identify youth issues and trends
- Complete a SWOT and gap analysis of Youth specific supports & services in the Gilgandra Region
- Carry out a detailed review of GSC youth services provision in terms of service delivery, resourcing, and related infrastructure

##### Strategic Alignment

- Collaborate with local and state government to align strategy with regional development plans and policies
- Integration with community services, educational institutions, businesses and indigenous community.

##### Writing the Plan

- Development of a five-year Youth Strategy and associated action plan that includes, but not limited to:
  - a background report on the key findings
  - a one-page youth friendly summary of the Strategy
  - action plan with initiatives, timelines, responsible parties and budget estimates that links to the Community Strategic Plan
  - Endorsed by community and Council, following a process of feedback and review.



## 5. TIMEFRAME

Applications will close 11am Tuesday, 30 April 2024.

Works should commence immediately with a draft package of works presented by 31 August 2024.

## 6. BUDGET

The Budget estimate for this project is \$30,000 to \$40,000 ex GST.

## 7. SELECTION CRITERIA

Quotations will be assessed according to the following criteria:

- Value for money
- Performance capability - Contractor's previous performance and ability to undertake the works including referee checks and/or their understanding of the project
- Methodology - Timeframe for Completion of works
- Local Employment

Gilgandra Shire Council has a local purchasing policy.

## 8. CONDITIONS OF QUOTATION

These conditions of Quotation will form part of the contract.

### Definitions:

In these Conditions of Quotation and the Specification, the words "Council" and "Owner" and "Principal" means Gilgandra Shire Council or any of its duly authorised Officers.

"Approved" means approved by Council.

"Conforming Quotation" means a Quotation that complies with the Conditions of Quotation set out in this document.

"Contract" means the contract that will be formed between Council and the Successful consultant in accordance with the Conditions of Quotation set out in this document.

"Consultant" means the company that has been contracted by Council to carry out the Quotation works.

"Employees" means employees employed by the Consultant.

"Interested Consultant" means those Consultant interested in submitting a written quotation for the works as detailed within this Quotation Documentation and Specification.

"Non-Conforming Quotation" means a Quotation which:

- (1) Does not comply with one (1) or more of the requirements specified in the

Conditions of Quotation set out in this document; or

- (2) Contains any notation, condition or other indication that the Applicant is not willing to perform the Contract in strict accordance with the terms of the Contract.

“Quotation” means a quotation lodged in response to this Quotation Document.

“Applicant” means someone who has or intends to lodge a quotation to Council in response to this Quotation Document.

“Successful Consultant” means the Consultant that has been successful with their quotation, prior to the contract being signed.

### **8.1 Nature of Quotation**

A Lump Sum Quotation, exclusive of GST, is required for the carrying out of the works described in this Quotation Documentation.

### **8.2 Enquiries**

All enquiries in relation to this quotation should be directed to the Tenderlink Forum. Answers to these enquiries will be posted on the Tenderlink Forum and circulated via email to all consultants.

### **8.3 Sufficiency of Quotation**

Interested consultants shall be deemed to have satisfied themselves before submitting their Quotation as to the correctness and sufficiency of their Quotation, the nature of the contract and specification, the form and nature of the work, the materials required, the means of access, and in general shall themselves obtain all necessary information as to the risks, contingencies and other circumstances which may affect or influence their quotation.

### **8.4 Quotation Validity Period**

The Quotation shall remain fixed, valid, and open for acceptance by Council for a period of 90 days from the Quotation closing date.

Council has no obligation to accept the lowest or any quotation.

The successful Consultant and Council may agree to extend the validity period by agreement in writing.

### **8.5 Submission of Quotations**

Quotations must be completed on the Quotation Form and Schedules supplied and submitted via the Tenderlink website prior to the closing time of **11:00am on Tuesday, 30 April 2024**. Late quotations will not be accepted.

Please note that all documents must be fully submitted by this time so applicants should allow sufficient time to upload documents.

### **8.6 Acceptance of Quotation**

Subject to Council’s right to decline or accept any of the quotations received, Council will accept the Quotation which, having regard to all circumstances, appears to be the most advantageous.

The lowest or any Quotation will not necessarily be accepted. A Quotation shall not be deemed to be accepted unless and until notice of such acceptance is handed to the Contractor or is posted/emailed to them at the address appearing on their Quotation.

### **8.7 Non-Conforming Quotations**

If an application wishes to submit a Non-Conforming Quotation, they must submit a:

- Conforming Quotation; and
- Copy of the Non-Conforming Quotation in marked up form which identifies all departures from the Conforming Quotation.

Council may, at its absolute discretion, consider a Non-Conforming Quotation however is not obliged to do so.

### **8.8 Contract (Agreement and Conditions)**

The Contract to be entered into will be a Standard Consultancy Works Contract prepared by Gilgandra Shire Council. The successful Consultant will be notified in writing within seven (7) days of the Consortia decision. The successful Consultant shall, within fourteen (14) days of such notification, enter into and sign the Articles of Agreement included in the Contract. Copies of this Contract may be inspected at the offices of Council, 15 Warren Road, Gilgandra during normal business hours.

In the event of no Quotation having been accepted within ninety (90) days after closing of quotations, the quoted prices shall hold only with the consent of the Contractors.

Should the successful contractor fail to sign the Contract within fourteen (14) days of notice of acceptance of their Quotation and commence work on the date specified, Council may award the contract to another party.

### **8.9 Variations to the Contract**

Gilgandra Shire Council shall have the full power to increase or decrease the extent of the work specified or to require the substitution of alternative materials or classes of work from those specified. The necessary adjustment (if any) to be made to the Contract price as a result of any such variation shall be determined by agreement between Gilgandra Shire Council and the Contractor, or, in the absence of such agreement, by Gilgandra Shire Council and confirmed in writing.

### **8.10 Contract Administration**

This Contract will be administered by Gilgandra Shire Council. For the purposes of this contract, Gilgandra Shire Council will be regarded as the "Principal".

### **8.11 Referees**

All interested contractors shall provide a list of three (3) referees. Referees will be contacted during business hours to verify that the contractor has completed contracts of a similar nature, to a high quality standard and in a timely manner.

### **8.12 Probity**

GSC is committed to ensuring that competition for the provision of the goods/services is fair and open. For interested Contractors this means that:

- a) all evaluation and selection processes will be conducted in accordance with the processes set out in this Specification;

- b) assessment of quotations will be conducted consistently and objectively;
- c) each interested Contractor will have access to the same information about the quotation;
- d) information provided in a quotation submission will be secure, and all confidential information treated as such; and
- e) all actual, potential or perceived conflicts of interest will be addressed.

### **8.13 Insurances**

The Contractor shall be registered on 'Vault Contractor' – a self-service portal for contractors to add or edit their WHS, QA, Environmental and insurance details.

The "Vault Contractor" system is only for managing insurance. Council's procurement and other policies still apply.

All registration and insurance documents to be supplied to the Vault Contractor portal prior to Contractor commencing work.

All contractors who are engaged by Gilgandra Shire Council are required to be registered with "Vault Contractor" before the commencement of any work for Council.



**GILGANDRA REGION YOUTH STRATEGY 2024**

**QUOTATIONS CLOSE 11AM ON TUESDAY, 30 April 2024**

I/We the undersigned, submit the following quotation for *Gilgandra Region Youth Strategy 2024*:

|                    |           |                      |
|--------------------|-----------|----------------------|
| <b>TOTAL PRICE</b> | <b>\$</b> | <b>GST Exclusive</b> |
|--------------------|-----------|----------------------|

|   |                |
|---|----------------|
| <b>Please confirm total Quotation price in words:</b> |                |
|   | <b>dollars</b> |
|   | <b>Cents</b>   |

**Please tick:**

- I/we have read, understand and agree to abide by the Tender Documentation.
- I/we would be able to complete all works by 31 July 2024
- I/we confirm that I/we have read and are aware of Gilgandra Shire Council's Statement of Business Ethics contained in this Specification
- I/we confirm that I/we have noted Council's requirements and confirm that I/we have not colluded with other persons submitting quotations in preparing this proposal

|   |  |
|---|--|
| <b>Name of Contractor:<br/>(please print)</b> |  |
|---|--|





**REFEREES:** I/we provide details of three previous projects as follows:

| No. | Client | Contact Number | Details of Work | Value of Work (\$) |
|-----|--------|----------------|-----------------|--------------------|
| 1.  |        |                |                 |                    |
| 2.  |        |                |                 |                    |
| 3.  |        |                |                 |                    |

Please submit this form via the Tenderlink website: [www.tenderlink.com/gilgandra](http://www.tenderlink.com/gilgandra)

|   |  |
|---|--|
| <b>Name of Contractor:<br/>(please print)</b> |  |
| <b>Trading as:</b>                            |  |
| <b>Address:</b>                               |  |
| <b>ABN/ACN:</b>                               |  |
| <b>Email:</b>                                 |  |
| <b>Phone:</b>                                 |  |
| <b>Signed:</b>                                |  |
| <b>Date:</b>                                  |  |