



**REQUEST FOR TENDER
No. RFT19DK05**

**Compiling, Printing
and Distribution of
Rates Notices, Envelopes
and Inserts**

The Principal is seeking tenders from experienced contractors for the compiling, printing and distribution of rates notices, inserts and envelopes. The Principal requires an option of electronic mail delivery as an additional means of distributing notices. The Contract shall be for a period of twenty four (24) months.

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:

2:00pm, Wednesday 6 March
2019 Australian Western Time

Lodgement:

Preferred lodgement of Tender is by upload electronically through the City's E-tendering portal (**<https://www.tenderlink.com/swancity/>**) Hard copy lodgement will only be accepted by prior written agreement with the Contracts and Procurement Manager who should be contacted by e-mail to **tenders@swan.wa.gov.au** for instructions.

Lowest or any Tender not necessarily accepted. A Tender that is not lodged with the City before the tender deadline will not be considered for evaluation. Tenders lodged by 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**