



**REQUEST FOR TENDER
NO. RFT19JB02**

**REFURBISHMENT OF
THE CITY OF SWAN
OPERATIONS CENTRE**

The Principal is seeking Tenders for the refurbishment of the City of Swan Operations Centre, located in Middle Swan. Works include electrical and security upgrades, as well as ceiling and roof replacements.

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 27th February 2019, Australian Western Time

Briefing/Site Inspection:

Attendance at this meeting is mandatory. Tenderers are required to attend a briefing and site inspection at 11:30am, Monday 11th February 2019. The location of the meeting is City of Swan Operations Centre, Cnr Bishop Road, Great Northern Highway, Middle Swan. The briefing and site inspection 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** no later than 4:00pm, Friday 8th February 2019. A register of attendees will be maintained for the briefing and site inspection. Tenderers must register under the company name of which they intend to submit their offer under, in order for their offer to be considered. Failure to attend this briefing and site inspection will render the Respondent ineligible to respond.

Lodgement:

Preferred lodgement of Tender is by upload electronically through the City's E-tendering portal (**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**