

HAY SHIRE COUNCIL  
134 Lachlan Street  
HAY NSW 2711  
Phone: 02 6993 1100  
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QUOTATION NO Q 03/17 (HACC)

for

SUPPLY AND DELIVERY/INDEPENDENT PURCHASE

of

**One (1) 4 Cylinder (Medium) sedan  
HACC vehicle**

Received by the undersigned up until  
4.00pm Friday 23<sup>rd</sup> June 2017.

May 2017

Allen Dwyer  
General Manager

## **CONDITIONS OF QUOTATION**

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### **QUOTE NO 01/17 For supply of one (1) 4 Cylinder sedan**

**Quotations shall close at 4.00pm on Friday 23<sup>rd</sup> June 2017 at the public office of the Hay Shire Council Chambers, 134 Lachlan St, Hay.**

1. The quotation documents shall consist of:
  - the Conditions of Quotation,
  - the General Specification, and
  - the completed Quotation Form(s).
2. The quote shall be submitted on the quotation forms herewith at pages 6 and 7 (each of which is to be signed by the quoter), together with the Conditions of Quotation and the General Specification herewith, each page of which is to be initialled by the quoter. All information called for on the forms shall be inserted in the respective places provided and the words “as required” or similar expressions will not be acceptable in the completion of the forms.
3. Every quotation shall specify the name of the company, address of the registered office of the company and the ABN number.
4. Every quotation shall be enclosed in a sealed envelope addressed to the General Manager, Hay Shire Council and the front of the envelope shall be endorsed with the quotation number, a brief description of the contract and the time and date at which the quotations are to close.
5. Quotations may be lodged by post or by a recognised carrier providing a direct delivery service to the Council, but otherwise shall be lodged in the quotation box at the Council’s office(134 Lachlan Street, Hay) before the time specified for the close of quotations. Any quotation not in the quotation box before the specified closing time shall not be considered unless there is evidence satisfactory to the Council that such quotation:
  - a. was delivered to the Council before the specified closing time; or
  - b. was either posted or despatched by a recognised carrier providing a direct delivery service to the Council’s office in sufficient time to reach the Council under normal circumstances before the specified closing time but was still in course of delivery by post or by the recognised carrier at the specified closing time.
6. Quotations lodged in facsimile or email form before the closing time, will be considered provided a fully endorsed original copy of the submission is received by post at the Shire Office.
7. A prospective quoter may within a reasonable time before the specified closing time request information on any technical point in the quotation documents. Such request shall be submitted in writing and written advice in respect of the request shall be given by the Council with as little delay as possible. Where in the opinion of the Council such advice could have an effect on competing quotations, similar written advice shall be given by the Council to all known prospective quoters.
8. The Council shall not be bound by any verbal advice given or information furnished by any officer of the Council in respect of the contract.
9. The quotation shall remain valid for a period of sixty days from the closing date unless withdrawn by the quoter by notice in writing to the Council.
10. The successful quoter shall be notified in writing of the acceptance of their quotation by the Council. The contract shall come into force on the date of the letter of acceptance.

11. Any unsuccessful quoter shall be notified in writing by the Council. The Council shall not be bound to provide any reasons for any decisions made in respect of the quotation, particularly any information which may be considered to be commercial in confidence.
12. Every notice to be given to a quoter shall be posted to the quoter's address given in the quotation, and such posting shall be deemed to be good service of such notice.
13. The Council may accept the quotation that on a view of all the circumstances appears to be the most advantageous. The Council shall not be bound to accept the lowest or any quotation. The council will not be responsible for, or pay for, expenses or losses which may be incurred by any quoter in the preparation of their quotation.

The Council reserves the right to award the entire quotation, a part or combination of parts of the submitted quotation or to reject all quotations.

14. Any quotation which does not comply in every respect with the requirements of the quotation documents may be rejected at the discretion of the Principal.
15. Provided that a conforming quotation in accordance with the quotation documents is submitted, a quoter may also submit an alternative quotation for consideration. A non-conforming quotation will not be considered unless a conforming quotation is also submitted. An alternative quotation shall be accompanied with all documentation necessary to perform an evaluation.
16. Prior to making any decisions on quotations, the Council may invite all persons who have submitted a quotation to change their submission to take account of a change in the quotation specification.
17. The Council, prior to accepting a quotation, may seek additional information from one (1) or more of the quoters for the purpose of comparing and analysing quotations.
18. Quotation information shall be treated as commercial in confidence. Quoted lump sum amounts shall only be released by the Council on written request from a bona fide quoter.
19. Quotations received shall be assessed in accordance with Hay Shire Council's purchasing policy. A copy of the policy is available for perusal at Council's offices at 134 Lachlan Street, Hay.
20. Any decision by the Council to accept or reject a Quotation shall be final.
21. Quoters found to be canvassing councillors or staff will have their quotation disqualified from any further consideration.

## **GENERAL SPECIFICATIONS**

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1. Prices are to be net with any fleet owner and/or other discounts deducted. Quoted prices are to include all insurances and freight costs.
2. The vehicle is to be new, the latest model with compliance plate dated not earlier than April 2017 and to be delivered ready for use to the Council's office, Lachlan Street, Hay, at the vendors cost.
3. Unless this specification indicates otherwise, the quoted vehicle is to be of a standard equivalent to the vehicle offered for trade-in. If the quoted vehicle is of a higher or lesser standard than the vehicle being offered for trade-in, this fact must be clearly identified in the quotation documents submitted to the Council. See also Clause 18.
4. All necessary fitments to be supplied to satisfy the registration requirements of the Roads and Traffic Authority of NSW. The quoter is to be entirely responsible to register the vehicle for the manufacturer's specified performance.

**NOTE: Registration and plate fee are not to be included in price and a separate account to be rendered. The registration is to be for a period extending to 1st March next after date of delivery.**

5. A quoter may submit a quotation on the basis of currently held stock. Such is to clearly show that the unit is new, the colour of the units held, the compliance plate date and the date on which the quotation price is based.
6. Average, audited, fuel consumption figures are to be supplied for any new vehicle quoted.
7. All appropriate guarantees, warranties, operating manuals, after sales service details, etc are to be supplied with the vehicle.
8. The quoter is to guarantee that full service facilities and all spare parts are immediately available in the Riverina Region of NSW.
9. Colours in which the new vehicle is available are to be specified.
10. The new vehicle sought is primarily to carry out the function of Community Transport.
11. The quotation is to show as appropriate:
  - a. price of new vehicle in accordance with this specification;
  - b. the trade-in price offered for Council's existing vehicle, and
  - c. any no trade discount.
12. The prices submitted shall not be subject to variation and shall remain firm until delivery of the new vehicle to Council.
13. Trade vehicles offered are made on an *as-is* basis. Dealers are responsible to inspect the vehicles prior to the closing date and satisfy themselves of the condition of the vehicle. Arrangements for inspections of trade vehicles to be made with Council's HACC Coordinator Ms Paula Comb, on (02) 69933222. Claims for repairs on the basis that the vehicle has been damaged since the submission of the quotation will not be considered unless the dealer can conclusively prove that the vehicle has been damaged.

14. Details of the vehicle being offered for trade in are as follows:

| Make   | Model       | Reg No | VIN               | Built         | Km        |
|--------|-------------|--------|-------------------|---------------|-----------|
| Toyota | Camry Sedan | CG10JD | 6T1BF3FK90X087521 | March<br>2016 | 60,000 ** |

\*\* as at 23/5/17

15. No claims to reduce the trade-in price based upon delays of delivery from the manufacturer will be considered under any circumstances if the reasons for the delay are beyond the control of the Council.
16. The recorded kilometres of the vehicles offered for trade are accurate to the date detailed in this document. Quoters should note that the vehicles will still be in use during the quotation period and up to the point of changeover for the new vehicle. Quoters shall take into the consideration time delays due to the closing of quotations, assessment of quotations, and delivery of a new vehicle from the manufacturer and factor the likely usage during this period into the trade-in price offered. Any claim for a reduction in trade price due to continued usage will not be accepted.
17. Quoters are advised that the trade vehicle will also be offered for private sale and as a result Council may accept a quotation for a new vehicle without accepting the trade in offer.
18. Clause 3 notwithstanding Council wishes to investigate the potential for fuel efficiency whilst not compromising the general standard of the vehicle and the purpose for which it is to be used. As a consequence Council encourages quotations from vehicle suppliers who may not have traditionally quoted for such replacement vehicles.

QUOTATION FORM – SUPPLY OF 4 Cylinder Sedan

Name of the person, firm or company providing quotation. Please use block letters.

.....ABN.....

Address.....

Contact Person:.....Phone number(s).....

Hereby quote to supply and deliver the following 4 Cylinder Sedan (Equivalent to trade vehicle)

Make: \_\_\_\_\_ Model: \_\_\_\_\_

Manufacture date: \_\_\_\_\_ Service intervals: \_\_\_\_\_ kms

Warranty Period: \_\_\_\_\_ years \_\_\_\_\_ kms

Fuel consumption: \_\_\_\_\_ l/100km (rural driving) \_\_\_\_\_ l/100km (urban driving)

**Engine Size:**

**Transmission:**

**Auto**

**Manual**

**Fuel:**

**Diesel**

**ULP**

**OPTIONS**

(Please include price for options marked with a tick. If options are standard, please indicate).

Air Conditioning

\$ \_\_\_\_\_

Power Steering

\$ \_\_\_\_\_

Climate Control

\$ \_\_\_\_\_

Bucket Seats

\$ \_\_\_\_\_

Bonnet Protector

\$ \_\_\_\_\_

Tonneau Cover

\$ \_\_\_\_\_

Headlight Protectors

\$ \_\_\_\_\_

Central Locking

\$ \_\_\_\_\_

Cruise Control

\$ \_\_\_\_\_

Metallic Paint

\$ \_\_\_\_\_

ABS Brakes

\$ \_\_\_\_\_

Seat Covers

\$ \_\_\_\_\_

Dual Airbags

\$ \_\_\_\_\_

Smartbar/Bull Bar

\$ \_\_\_\_\_

Power Windows (Front)

\$ \_\_\_\_\_

Towbar, ball & Plug

\$ \_\_\_\_\_

Power Mirrors

\$ \_\_\_\_\_

Cargo Barrier

\$ \_\_\_\_\_

Mudflaps (x4)

\$ \_\_\_\_\_

Fire Extinguisher (fitted)

\$ \_\_\_\_\_

|   |                 |
|---|-----------------|
| Base Price (Including GST):                   | \$ _____        |
| Delivery Costs (Including GST)                | \$ _____        |
| Cost of specified options (Including GST)     | \$ _____        |
| Total Cost (Inclusive of GST)                 | \$ _____        |
| Less Trade-in offered                         | \$ _____        |
| <u>Net Cost to Council (Inclusive of GST)</u> | <u>\$ _____</u> |

Expected Delivery Date \_\_\_\_\_

Any additional no-trade discount not included in figures above \$ \_\_\_\_\_

Colours available \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other Details/Comments \_\_\_\_\_

I acknowledge that I have read and understood the Conditions of Quotation and the General Specifications relating to, and returned with, this quotation.

**Signature** \_\_\_\_\_

**Name** \_\_\_\_\_

**Position** \_\_\_\_\_

**Date** \_\_\_\_\_

## QUOTATION FORM – INDEPENDENT PURCHASE OF VEHICLE

Name of person, firm or company providing Quotation

USE BLOCK LETTERS .....

ABN: .....

Contact Person:.....

Address of.....

 Contact .....

 Contact .....

Hereby Quote to purchase the following vehicles:

| Vehicle type | Vehicle Rego | Kilometres traveled | VIN              | Build Date |
|--------------|--------------|---------------------|------------------|------------|
| Toyota Camry | CG10JD       | 60,000              | 6T1BF3FK90X08752 | 3/16       |

Amount offered for independent purchase \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_