



REQUEST FOR QUOTATION

PROVISION OF:

ELECTRICAL SERVICES

TERM OF CONTRACT:

01 JUNE 2022 TO 30 MAY 2024
(OPTION TO EXTEND FOR 12 MONTHS)

Request for Quote No: 02-22 PDH

Date issued: 07 February 2022

Requested by: Kevin McMahon, Building Service Supervisor

Portland District Health

141 – 151 Bentinck Street, PORTLAND VIC 3305

Email: corporate.pdh@swarh.vic.gov.au

PH: 03) 5521 0313

CLOSING DATE: 04 March 2022 @ 2PM

Portland District Health (PDH) is a leading Victorian regional hospital, located in Portland, in the Glenelg Shire. PDH provides acute, aged care and community based services to the Portland District community. PDH has an operating budget of around \$24.4m and employs approximately 435 staff (260 EFT).

This Request for Quote (RFQ) is for the provision of ad hoc:

- i. Electrical services

GOOD AND SERVICES

Portland District Health is seeking a suitable qualified and experienced supplier to supply the organisation with the provision of Electrical services.

Please provide a quotation for the following goods/services as detailed below: the submission is to include all relevant documentation as requested.

Scope of the Service

PDH uses a team of in-house trade staff. Initially work requests initiated by PDH will be sent to PDH's maintenance department for rectification. Work requests which may not be able to be attended to by PDH within a reasonable time or are not necessarily aligned to the skill or equipment requirements of PDH and its staff will be forwarded through to the contractor(s).

All contractor staff (including sub-contractors) are expected to be qualified and trained to industry standard(s) for any works it undertakes at PDH sites. The contractor should also possess all appropriate licenses and registrations to ensure that services/good are delivered in accordance with the relevant standards.

Unless otherwise indicated and agreed to, the following category of hours shall apply to the agreement:

- Normal Business Hours: Monday to Friday, 7:30am – 5:00pm and Saturday 9:00am – 1:00pm.
- After Hours: all other times.
- Public Holidays: all gazetted public holidays in Portland.

Work requests

This includes the completion of all site-generated work requests that will not be attended to by PDH directly. Both labour and materials will need to be supplied to complete these work requests. The work request will include details of the works to be undertaken, the location of all works and the expected time frame for attending to the works. The contractor should advise PDH immediately if it will be unable to meet the requirements set out in the works request.

Emergency callouts

Due to the nature of these requests, these requests will normally be directed to the contractor by telephone and followed up by a purchase order within a twenty four hour period (one business day). Emergency callouts will need to be responded to as per the agreed response time.

Project work

Work involved with projects are NOT covered by this agreement. Any project work undertaken will be treated as a separate undertaking and will be quoted prior to work commencing.

Please Note: Portland District Health reserves the right to utilise the services of any contracting company it nominates to carry out/perform these requirements.

PORTLAND DISTRICT HEALTH CONTRACT DETAILS:

Customer

The Customer will be Portland District Health in the contract regarding the supply of goods and / or services.

The Term of the Contract

PDH will notify the successful contractor for the supply of goods and / or services formally by letter. The contract commencement date will be the dated letter. The contract will be for an initial period of two years. This period can be extended by the option period, which can include one x 12-month term. The option period can only be activated by PDH if all the prerequisites set out within Part 2 – Evaluation Criteria have been achieved by the contractor in the initial two year period.

Price Variation

PDH will not consider any price variation application during the contract which is outside of the agreed terms and conditions. The contract price is fixed. No price variation shall be granted retrospectively nor backdated prior to the date of customer approval.

Contractor must provide the following:

1. Public and Product Liability

The contractor must have public and product liability insurance covering themselves and/or their agents for legal liabilities arising out of the goods and/or services for an amount of:

- a) not less than \$10 million for any one occurrence;
- b) unlimited in the aggregate in respect of public liability; and
- c) limited in the annual aggregate to \$10 million in respect of products.

2. Motor Vehicle Third Party

Motor vehicle third party insurance covering legal liability against property damage and bodily injury to, or death of, persons (including bodily injury gap protection) caused by motor vehicles used in connection with the goods and/or services for an amount of not less than \$20 million for any one occurrence and unlimited in the aggregate.

3. Compulsory Third Party

Compulsory third party insurance as required under any statute relating to motor vehicles used in connection with the Products and/or Services.

Warranties

The contractor must give, or ensure PDH has the benefit of, the following warranties, unless stated otherwise in the contractor’s response:

- a. Twelve (12) month period for the new replacement of old defective parts or components; and
- b. Correction of all latent defects throughout any extended warranty of the equipment provided.

PDH Policies and Procedures

The contractor shall comply, and warrants that its employees and agents shall strictly comply, with the Occupational Health and Safety Act 2004, OH&S Regulations and Code of Practice, and PDH’s External Contractors policy and procedure whilst on the PDH site.

The contractor will be responsible for ensuring that appropriate equipment is supplied and utilised by contractor’s staff and agents when providing services to PDH.

Termination

The contract may be terminated by either party, by the giving of three months prior written notice.

Health Purchasing Victoria (HPV)

If Health Purchasing Victoria enters into a state-wide collective agreement in respect of the goods and/or services laid out in this quote then:

- a. PDH reserves the absolute right to obtain the goods and/or services under the State-wide Collective Agreement;
- b. PDH may give notice to the contractor that it wishes to purchase the goods and/or services on the terms and conditions of the State-wide Collective Agreement from a future specified date;
- c. the contract shall end on the date specified by PDH; and
- d. the contractor shall have no claim against PDH or its agents, employees, officers or servants in respect of the contract ending or PDH exercising its rights under this clause.

PRICING STRUCTURE:

Please confirm if you are applying for Electrical Services or both services. Please ensure you provide a response appropriate for each service.

VENDOR DETAILS

a. The identity of the Vendor organisation:	
i. Name of legal entity	
ii. Business name	
iii. Registered address or address of principal place of business	
iv. ABN or ACN	
v. GST registered?	Yes / No
vi. Contact person	
vii. Position title	
viii. Email address	
ix. Telephone number	

b. The contact details of the person PDH will be required to liaise with:	
i. Contact person	
ii. Position title	
iii. Email address	
iv. Telephone number	
c. To ensure PDH that appropriate level of cover is provided in the outcome of an adverse event, provide the following Certificate of Currency for the insurance policies covering:	
i. Public and Product Liability	
ii. Motor Vehicle Third Party	
iii. Compulsory Third Party	

PRICING

The quotation should detail all costs associated with the management and delivery of the services/goods

a. Hourly rates:	
i. Normal rate (Business Hours)	
b. Hourly rates outside business hours:	
ii. Week days	
iii. Weekends	
iv. Public Holidays	
c. Emergency work request rates, fees and charges	
d. Any minimum hourly rate / charge – business hours & after hours	
e. Cost basis for supply of parts	

CONTRACTUAL REQUIREMENTS

a. Proven experience on commercial, industrial and/or residential sites	
b. Contact information for references from two current or past customers	1. 2.
c. Appropriate staffing levels to suit work on commercial, industrial and/or residential sites	
i. Number of staff	
ii. Number of qualified staff based locally	
d. Appropriate qualifications and licences	
e. Response times:	
i. Monday to Friday & Saturday (Business Hours)	
ii. Monday to Friday (After Hours)	
iii. Weekends	
iv. Public Holiday	
v. Emergency call out	
f. Trading Terms	30 days
g. License and registration details (Trades)	

EVALUATION

As part of procurement process for obtaining the required goods and/or services as identified within this quote, PDH will be determining the quality of the goods and/or services on offer, the information provided in the contractor's response, how well the goods and/or services on offer complies with PDH's current and future organisational needs, how well the contractor and/or their agents can support and maintain the goods and/or services on offer, and finally, value for money.

The PDH Quotation Evaluation Team will not consider any quote that does not meet all of the requirements as listed.

SELECTION PROCESS

The key objective of the PDH Quotation Evaluation Team in the evaluation process is to ensure that PDH achieves the best possible outcome when purchasing goods and/or services, for every dollar that is spent, by assessing the costs and benefits of, and the inherent risks, in the quote, rather than simply selecting the lowest offered price. PDH reserves the right to exclude any offers that exceed the allocated budget or would not be commercially viable.

The evaluation assessment will require a consideration of all of the above factors and any other matters that the PDH Quotation Evaluation Team considers relevant. This may result in a panel of service providers being selected.

LOCAL CONTENT

In accordance with the Victorian Industry Participation Policy (VIPPP), the proposed goods and/or services, where possible, are to be manufactured within Australia / New Zealand. For further information, refer to: [http://www.icnvc.org.au/icn_services_and_programs/victorian_industry_participation_policy\(vipp\).html](http://www.icnvc.org.au/icn_services_and_programs/victorian_industry_participation_policy(vipp).html)

COMPLIANCE AND DISCLOSURE

PDH Quotation Evaluation Team will, in its Evaluation Assessment, consider the extent to which the Quote satisfies the following compliance and disclosure requirements. PDH reserves the right to reject any Quote that does not properly address any of the requirements.

Portland District Health Contract

The contractor must confirm whether it will comply with the PDH Contract Terms & Condition. If the contractor will not comply with any clause of the PDH contract, the contractor must set out:

- a) The clause it will not comply with;
- b) The extent of non-compliance, including the alternative clause, if any, or a description of any changes it requires to the PDH contract; and
- c) The reason for non-compliance.

General Conditions / Requirements

The contractor must confirm whether it will comply with the specification and requirements in schedule 1. If the Vendor will not comply with any of these requirements, the Vendor must set out:

- a. The clauses it will not comply with;
- b. The extent of non-compliance, including the alternative clause, if any, or a description of any changes it requires to the requirements; and
- c. The reason for non-compliance.

Conflict of Interest

The contractor must declare and provide details of any actual, potential or perceived conflict of interest.

QUALITIES

The PDH Quotation Evaluation Team will, in its evaluation assessment, consider the extent to which the quote satisfies the following requirements. The following is a sample of requirements on which the evaluation team

will reach its conclusion; it is definitely not extensive or finite. PDH reserves the right to reject any response that does not properly address and satisfy any of its requirements, whether specific or implicit.

- a) Provision of Goods Goods meet minimum requirements of quality, cost and safety, and are sourced and installed (if needed) in a timely manner.
- b) Provision of Services Services meet minimum requirements of quality, cost and safety, and are provided in a timely manner.
- c) Contractor equipment Equipment and tools are the responsibility of the contractor and at and/or tools the contractor's expense.
- d) Clinical Interaction Services are provided in a manner that does not compromise delivery of patient care by clinical staff, or patient comfort.
- e) Pricing Quoted costs reflect value for money and allow for quality of goods and/or services.
- f) Education The contractor's employees will have appropriate qualifications and licences, and will undertake a site Induction with the relevant PDH representative/s. All documentation must be presented to PDH upon request
- g) Occupational Health and Safety The contractor's employees must comply with the Occupational Health and Safety Act 2004, OH&S Regulations and Code of Practice, and PDH's External Contractors policy and procedure whilst on the PDH site.

LODGEMENT OF QUOTATION BY 04 MARCH 2022, 2PM

An electronic copy of the quote proposal can be emailed to Cindy Huppertz at corporate.pdh@swarh.vic.gov.au

Or submit a hard copy by mail:

Attention: Cindy Huppertz
Corporate Services
Portland District Health
141 – 151 Bentinck Street
PORTLAND VIC 3305

CONTACT PERSON

Enquiries can be best dealt with by contacting Kevin McMahon:

Email: corporate.pdh@swarh.vic.gov.au

Phone (03) 5521 0313

The contractor must not contact any other person within Portland District Health in relation to this Request for Quote.

Acknowledgement

The contractor offers to supply the services/goods specified in the Request for Quote at the fees and charges offered; within the period offered and on the terms of the attached proposed terms of trade and any amendments which have been offered.

The Supplier also acknowledges and has completed all schedules attached to this proposal and where appropriate signed.

Contractor / Service Provider’s Name.....

ABN/ACN.....

Address.....

.....P/Code.....

Contact name:.....

Signature.....

Date20....

Email.....

Phone.....

Mobile.....

Fax.....

MINIMUM REQUIREMENTS

The contractor should indicate it's response times to meet the requirements of the contract but should be able to meet the following minimum on-site attendance times (please indicate otherwise if times can't be met)

3.3.1 Response times

- a) Response times for work requests during business hours will be no longer than 36 hours
- b) Response times for work requests outside business hours will be no longer than 3 hours on week days and 3 hours on weekends
- c) Response times for emergency work requests will be no longer than 1 hour.

3.3.2 Hours of service

- a) Monday to Friday
- b) Weekends

3.3.3 Supply of tools

- a) Supply of tools and equipment is the responsibility of the contractor and at the contractor's expense

3.4 PAYMENT

- a) An invoice shall be forwarded for each service provided.
- b) The invoice must be a tax Invoice which shows the following:
 - i. ABN number
 - ii. Business name
 - iii. Date of service
 - iv. Description of works undertaken
 - v. Parts purchased for the works undertaken and the cost of these parts
 - vi. Length of time required to complete works
 - vii. Hourly rate
 - viii. Other costs including travel time
 - ix. Total cost per item
 - x. Invoice total cost
- c) Payment is scheduled to occur no later than thirty (30) days, or a shorter period by mutual agreement with PDH's Building and Infrastructure Manager or their delegate, after the end of the month in which a correctly tendered invoice is received, provided that the service was rendered prior to the receipt of the invoice.

Request for Quote No: 01-22 PDH

Request for Quote Name: Electrical Services

Note to Respondents:

The Victorian State Government's Supplier Code of Conduct is available at the Victorian Government Purchasing Board website: <http://www.procurement.vic.gov.au/Suppliers/Supplier-Code-of-Conduct>. Updates and amendments to the Code will also be made available at this website. Suppliers are to familiarise themselves with the Supplier Code of Conduct and must include the completed Commitment Letter below in their Request for Quote response.

To

Annette Hinchcliffe, Acting Director Corporate Services		
Portland District Health		
03) 5521 0313		

Commitment to the Victorian State Government Supplier Code of Conduct

Request for Quote No: PDH 01-22

Name: Electrical Services

[Supplier name]
[insert address]

[insert date]

[Insert contact officer name]
[insert contact officer address]

COMMITMENT TO THE VICTORIAN STATE GOVERNMENT SUPPLIER CODE OF CONDUCT

1. I acknowledge that:
 - a. the Victorian State Government (**the State**) is committed to ethical, sustainable and socially responsible procurement;
 - b. the State has a Supplier Code of Conduct (**Code**) the Code describes the State's minimum expectations of the conduct of its suppliers in relation to:
 - i. integrity;
 - ii. ethics and conduct;
 - iii. conflicts of interest;
 - iv. gifts, benefits and hospitality;

- v. corporate governance;
- vi. labour and human rights;
- vii. health and safety; and
- viii. environmental management;

- c. the expectations set out in the Code are not intended to reduce, alter or supersede any other obligations which may be imposed by any applicable contract, law, regulation or otherwise;
- d. to ensure that the Code remains current and relevant, it may be amended or updated by the State; and
- e. the Code includes an ongoing expectation that suppliers (including my organisation) will raise concerns or otherwise seek clarification in relation to any aspects of the Code, including any updates or amendments to the Code.

2. On behalf of my organisation I:

- a. confirm that the State's expectations of suppliers as set out in the Code are understood;
- b. provide a commitment that if selected to supply goods and / or services to any State department or public body my organisation will:
 - i. periodically check with reasonable frequency for updates and amendments to the Code; and

aspire to meet the State's expectations of Suppliers as set out in the Code, including as updated or amended by the State.

Signed for and on behalf of the respondent by a director or duly authorised representative of the respondent having the authority to make the declarations set out above and to bind the respondent.

Name: _____ Position: _____

Signature: _____ Date: _____