

» conditions of quotation

Provides guidelines on Council's process for quotation

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1. Council shall not be bound to accept the lowest or any quotation, or part thereof.
2. Council shall assess all quotations on the principle of best value for public money. This does not automatically mean acceptance of the 'lowest price' but may include whole of life costing and non-price factors such as quality, WHS compliant, experience, delivery time and reliability and availability of after sales service.
3. Canvassing of Councillors and / or Staff by any supplier/prospective supplier shall invalidate that quotation.
4. The supplier shall state a price, whether variations will apply throughout the quotation period, and the basis for calculating the variations.
5. Pricing must include GST.
6. The supplier shall detail any special conditions, not otherwise covered by this specification that shall apply.
7. Submission of quotations by facsimile or electronic means is subject to the following conditions:
8. The quotation by facsimile or E-Quotating means must be received by Council before the deadline.
 - The quotation must be complete and MUST ALSO contain delivery details of the formal quotation documents satisfying Council that they were posted or lodged at a Post Office or recognised delivery agency before the deadline.
 - Council may decline to consider such a quotation if the formal documents are not received within a reasonable time after closing of quotations.
 - Quotations must be addressed to the General Manager, Ballina Shire Council and transmitted to:
 - FACSIMILE: (02) 6686 7035.
9. In all instances it is the supplier's responsibility to ensure that the quotation is delivered to Council **before** the closing time. Council will not consider late quotations. It should be noted that Australia Post's Express Delivery Service is not an overnight service to Ballina and normally takes 2 days.
10. Quotations forwarded by post are to be submitted in sealed envelopes and addressed to:
The General Manager | Ballina Shire Council | PO Box 450, (40 Cherry Street) | Ballina 2478

» Further Information:

Chris Allison, Coordinator Projects and Contracts Ph 6686 4444.

