



TENDER NO 2025-03-01 – SUPPLY OF TRADE SERVICES

TENDER DOCUMENT

1. Air conditioning	2. Asbestos removal
3. Building general	4. Concreters
5. Cabinet makers	6. Carpenters
7. Carpet cleaners	8. Building Supervisor
9. Cleaning internal / external	10. Cleaning (specialist)
11. Data and communications	12. Doors
13. Electrician-Trade	14. Electrical
15. Electrical testing	16. Emergency generator sets
17. Tree lopping	18. Fencing. Residential and Industrial.
19. Fall restraint systems	20. Fire, life and safety
21. Flooring	22. General Yard Maintenance
23. Glazing	24. HVAC
25. Instrumentation	26. Locksmiths
27. Metal fabrication and welding	28. Painting
29. Paving	30. Pest control
31. Plumbing	32. Pool services
33. Refrigeration	34. Roofing
35. Rollers, doors and shutters	36. Security screens
37. Security systems	38. Sign writers
39. Shade sails and pool covers	40. Tiling
41. Waste removal	42. Waterproofing/sealing
43. Casual labour	44. Automotive Air condition
45. Diesel or Automotive mechanic	46. Freight services

TENDERS CLOSE: 5pm, Tuesday 29 April 2025

LODGEMENT:

tenders@nparc.qld.gov.au

or

Council Shire Office
180 Adidi Street (PO Box 200)
Bamaga QLD 4876

1. Introduction

The following list represents the categories of trades and services sought by the Principal. For the avoidance of doubt:

- The list includes, for each category, examples of the goods and services that the Principal would expect the Tenderer to be able to supply within the category: and
- The goods and services which the Tenderer is expected to supply within a category should include, without limitation, the examples specified for the category.

The categories are based on the supply of goods and services for building repairs and maintenance, new installations and minor project works.

The Tenderer should complete its Tender Response on an hourly rate basis with materials charged in addition. Qualification of charges (if any) should be detailed in the Tender Response of the Tenderer. Tenderer to also complete WH&S systems Questionnaire to submit with rates.

2. Conditions of Tendering

2.1. Notice for Tenders and Quotations

Tenders will not be opened publicly.

2.2. Lodgment of Tenders

Tenders' submissions shall be lodged in accordance with this Clause, to be received no later than the date and time stated in the 'Advertisement of Tender'.

Tender submissions may be lodged through one of the following means:

- Hardcopy: submissions are to be placed in a sealed envelope noting tender number, marked 'confidential', addressed to NPARC Chief Executive Officer and delivered to Council Shire Office, 180 Adidi Street (PO Box 200), Bamaga QLD 4876
- Email: tenders@nparc.qld.gov.au

Any tender not received before the specified closing date and time will not be considered unless Council is satisfied that, in the ordinary course of post or delivery, the tender would have been received at the place of lodgment by the closing date and time. The onus of proving timeliness is on the Tenderer.

Tenderers cannot submit more than one tender price for the same category of work or service.

Copies of mandatory documentation applicable to the category must be included with tender submission. These include QBCC licenses, relevant trade qualifications, Electrical & Refrigeration Contractors license, Registered Business certificate and other licenses.

Failure to supply mandatory documentation will result in a non-conforming tender.

NPARC reserves the right to consider any non-conforming tender if Council determines in its absolute discretion that it is for the benefit of NPARC to do so. This clause does not include the consideration of late tenders. Verbal tenders will not be considered.

2.3. Selection Criteria

Contractor services will not be hired on price alone. Section 2.4 provides a summary of the weighted criteria used to assess tenders.

The outcome of the tender assessment will determine the priority order for hire of individual trade services. However, the hire of any trade services will be at the absolute discretion of the Executive Manager of Operations to determine the most efficient delivery method of the works program.

Trade services performance will be continually assessed for the duration of the contract period. Poor performance in non-price criteria may affect the original assessment priority order throughout the contract period.

2.4. Assessment Criteria

Price Criteria:

- a. Unit Price – 40%

Non-Price Criteria:

- a. Past Performance – 30%
- b. Capability to Deliver – 20%
- c. Enhancement of the capability of local business and industry – 10%
(local means that the business has been operating locally for a minimum of 12 months and resides within the Council boundary)

Non-conformance – not considered

A late tender is considered non-conforming and will not be considered in the assessment procedure.

2.5. Form of Contract

Tenders shall be in the form of a Schedule of Rates contract. If any section of the Schedule of Rates is not applicable to the tender “n/a” is written in that section.

Tenderers may include supporting statements at their discretion and are invited to submit alternate tenders should they be able to demonstrate a cost saving for council. Should tenderers submit an alternate tender, a complying tender must also be submitted also.

This Schedule of Rates contract is not subject to Rise and Fall.

Tenders must be legible and shall be in either black or blue ink or be type written.

All dimensions and units in reference to measurements in tenders shall be in metric units.

Tender documents shall be returned to the tenderer on request, however it is a condition of tender that the Council has the right, free of charge, to photocopy tender documents for audit purposes and to retain such copies. The tenderer may also request to be advised where, in accordance with this clause, the copy is held.

The tenderer shall set out in the Schedule of Rates, the rates at which he/she is prepared to hire each item of trade service offered during the Contract period.

The *Supply of Trade Services* Pre-Qualified Supplier Register will be valid for three years, from the close of tender until 30 June 2028, with an opportunity to review rates annually. Suppliers will also be asked to provide updated Certificates of Currency (CoC) for all relevant insurances.

All rates submitted must be in Australian Dollars and inclusive of GST.

2.6. Standard of Works Performed for NPARC

All trade services and works performed for NPARC are to comply with all relevant QBCC, BCA, and all other statutory requirements, including codes and regulations.

2.7. Tender Validity Period

All tenders submitted shall remain valid for a period of 60 days after the close of tenders, unless accepted by Council earlier.

Once a tender has been accepted by letter of acceptance from Council, the rates provided in the tender remains valid for the nominated tender period.

3. Trade Services Categories

7.1 Air-Conditioning – Repairs, maintenance and installation, of E.G. Room Air conditioners (RAC's), Split's, Packages, Chillers, Air Handling Units (AHU's), Cooling Towers, Exhaust and Ventilation Systems; *see also BMS*

7.2 Asbestos Removal – Removal and disposal of asbestos

7.3 Building General – General building works

7.4 Concreters – General concrete works

7.5 Cabinet Makers – Modifying and building furniture

7.6 Carpenters – Repairs, alterations, maintenance, construction, plaster board (Gyprock) works

7.7 Carpet Cleaners – Cleansing and sanitation of carpet

7.8 Building Supervisor – Supervise staff/apprentices ensuring WHS and quality is maintained, scoping works, liaising with Subcontractors and Vendors, Quoting & Procurement of materials, assisting with design and ensuring building codes are maintained.

7.9 Cleaning Internal / External – *Internal*; window cleaning, blind cleaning, walls/ceilings / *External*; Building, graffiti removal, gutter cleaning

7.10 Cleaning (Specialist) – Ductwork, kitchen exhaust hoods

7.11 Data and Communications – Cat 5/6 cabling, Fibre Optic cabling, telephone

7.12 Doors – Automatic doors, sliding doors, glass doors

7.13 Electrical General – General Electrical Works

7.14 Electrical Industrial – Switchboard Manufacturing; PLC Installation / Programming; Industrial Wiring and Controls

7.15 Electrical Testing – Testing of electrical installations and equipment: Residual Current Devices, Test and Tag, Thermoscan, Electronic system Management, Testing and Calibration

7.16 Emergency Generator Sets – Services, Test, Maintain, Install

7.17 Tree Lopping – Tree Pruning and removal including stumps

7.18 Fencing – Metal and Timber, construction, Repairs and Maintenance, Temporary

7.19 Fall Restraint Systems -Temporary Railings, Anchor Points, Scaffolding

7.20 Fire, Life and Safety – Repairs/maintenance/testing/installation of: Detectors, FIP/EWIS, Emergency Lighting, Booster Systems, Sprinkler systems, Extinguishers, Hose Reels, MCP's

7.21 Flooring – lay/repair/alterations of vinyl, wooden floor, ceramic tiles, carpet, laminate, cork, polishing of floors

7.22 General Yard Maintenance – Rubbish removal, garden trimming, lawn mowing

7.23 Glazing – Install, replace, tinting

7.24 HVAC – All heating, Ventilation and Air-Conditioning: *See Air-Conditioning*

7.25 Instrumentation – Telemetry, Instrumentation general

7.26 Locksmiths – Service of Principal's Master System, new installations, re-keying, electronic management system

7.27 Metal Fabrication and Welding – General requirements, metal pre-finishing, metal coating, structural steel, light steel framing, roofing, cladding, doors and hatches, partitions, metal fixtures

7.28 Painting – General

7.29 Paving – General

7.30 Pest Control – Internal and external pest treatments, vermin, snake removal

7.31 Plumbing – Repairs, Maintenance and Installation of general plumbing works, drainage Irrigation, Gas Fitting, hot water systems, air-lines

7.32 Pool Services – Installation, Repairs and Maintenance of

7.33 Refrigeration – Ice Machines, fridges, freezers, cold rooms; *See also Air-Conditioning*

7.34 Roofing – Installation, Repairs and Maintenance, Upgrade of

7.35 Roller Doors and Shutters – Supply and Installation, Repairs and Maintenance of

7.36 Security Screens – Supply and Installation, Repairs and Maintenance of

7.37 Security Systems – Supply and Installation, Repairs and Maintenance of

7.38 Sign Writers – Design, Manufacture, Repairs and Maintenance

7.39 Shade Sails and Pool Covers – Supply and Installation, Repairs and Maintenance of

7.40 Tiling – General

7.41 Waste Removal – Septic Tanks; Grease Traps

7.42 Waterproofing/Sealing – General

7.43 Casual Labour – General

7.44 Automotive Air Condition Repair – Diagnose and repair Automotive AC systems

7.45 Diesel or Automotive Mechanic – Inspect, Repair and Maintain Light Vehicles and Heavy Plant

7.46 Freight Services – Supply of freight services to the NPA and within the NPA region

4. QBCC Contractor Licences

- All trades shall hold appropriate trade contractor licences
- All subtrade contractors must be directly (i.e immediately and at all times) supervised by a licensed trade contractor

5. Insurance

- All trade contractors shall hold and maintain the scheduled amount of public indemnity and works insurance to cover the full scope of the works undertaken
- The Principal shall be identified as an interested party on all insurances
- Certificates of currency shall be produced on request

6. Workplace Health & Safety

- Tenderers to complete WH&S Questionnaire for submission with Tender
- All trade contractors shall hold and maintain appropriate site WH&S equipment
- Before commencing any works for NPARC, all trade contractors are to report to NPARC Workplace Health & Safety representative for induction
- All high-risk work shall have SWMS for all activities
- All high-risk work shall be only undertaken by suitable qualified persons
- PPE shall be available on site at all times
- All trade contractors shall maintain access to emergency services in case of an accident

7. Payment

Payment for establishment and disestablishment of equipment must be included into the hourly rate. No establishment or disestablishment will be paid under this contract.

The Contractor shall maintain a detailed record of work completed daily, including hour meter readings and odometer readings (where applicable), in duplicate and shall have such record of work certified by the works supervisor and the end of each working day, and by the Principal or Principal's representative at the completion of each working period.

Failure to maintain concise and accurate records and supply hour readings and/or odometer readings (where applicable) may result in delayed payment, or a minimum default payment.

The Contractor shall submit to the Principal or Principal's representative the signed originals of his work record, and photographs whenever requested in support of his claim for payment. The Contractor is to invoice Council one invoice per service per period. The invoices must show the nominated invoicing period, correct job description and type and hours of plant hired for each job worked (if applicable). Daily sheets must not display unit rates and shall only show unit quantity worked and job number.

Payment for completed work will be made by Electronic Funds Transfer (EFT) only. NPARC will not issue cheque or 'cash in hand' payments. The payments will take place on a fortnightly basis on the alternate week of Council's costing period. The Contractor is required to supply a valid Tax Invoice within (5) five days of the end of the plant hire costing period. Payment will be made within (8) eight working days of the end of the costing period. The invoice **MUST** be sent to Creditors@nparc.qld.gov.au to ensure payment of the invoice within the eight working days.

*Week One – Friday

1. Your Invoice must reflect hours only on the working days prior to and including this day

**Week Two – Wednesday

1. You must provide Council with an Invoice no later than this day, with the appropriate "NPARC Daily Operator Checklist and Report Sheet" attached
2. The billing period on the Invoice will only reflect the days as per *
3. **Invoices not received by this day may delay your payment and incur penalties**

***Week Three – Friday

1. Payment of Invoice will be settled on this day if all requirements are met

Failure to supply a **valid Tax Invoice** or supplying an incorrect invoice will result in delayed payment. Refer to Annexure A - Sample Tax Invoice.

ANNEXURE A – SAMPLE TAX INVOICE

SAMPLE TAX INVOICE

[your Company Name]

[your ABN]

[your Street Address]

TAX INVOICE

DATE:

INVOICE # [100]

Bill To:

Accounts Payable
NPARC
PO Box 200
Bamaga QLD 4876

For:

[Project or service description]

Description	Hours	Rate	Amount
NPARC Daily Operator Checklist and Report Sheet No:			
GST			
TOTAL (incl GST)			

ANNEXURE B – TENDER ADVERTISEMENT

Register of Pre-qualified Suppliers



Northern Peninsula Area Regional Council (NPARC) is inviting tender submissions from businesses and individuals seeking to be placed on Council's Register of Pre-qualified Suppliers for Supply of Trade Services and Plant Machinery Hire (Civil & Building Works), including:

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Plant Machinery Hire (Civil & Building Works) – Contract No. 2025-03-02

Including:	
01. Open Body Haulage Trucks	07. Bulldozer
02a. Water Truck – Semi Tanker & Dog	08. Backhoe
02b. Water Truck – 8-Wheeler	09a. Compaction Roller – Steel Drum/Sheepsfoot
02c. Water Truck – 6-Wheeler	09b. Compaction Roller – Pneumatic Tyred
03. Grader	10. Elevating Work Platform
04. Excavator	11. Generators
05. Front End Loader	12. Miscellaneous
06. Low Loader	

Interested companies, individuals, and existing Pre-Qualified Suppliers are invited to complete a Schedule for one, multiple, or all of the listed categories in the supplier registers and return it with the completed Tender Response. Existing suppliers must re-tender to be considered for inclusion in the 2025 registers.

Tenderers shall submit their Tender Response via email to tenders@nparc.qld.gov.au by close of business, 5pm Tuesday 29 April 2025.

Tender documents are available to download via Council's website [www.nparc.qld.gov.au/Council/Information/Tenders and Expressions of Interest](http://www.nparc.qld.gov.au/Council/Information/Tenders%20and%20Expressions%20of%20Interest). Further information can be obtained by contacting Council's Operations Department via email to tenders@nparc.qld.gov.au.

Lew Rojahn
ACTING CHIEF EXECUTIVE OFFICER