



Project Management Services



CONTENTS

1	About Balranald Shire	3
2	Quality Control.....	3
3	Introduction	4
3.1	The Quotation Scope	4
3.2	The Quotation Process.....	4
4	Specification.....	4
4.1	Introduction	4
4.2	Scope of Work.....	4
4.3	Objectives	5
4.4	Specific Requirements of the Quotation.....	5
4.4.1	Deliverables.....	5
4.4.2	Inclusions	5
4.5	Indicative Project Timeline:	6
5	Definitions of Quotation	6
6	Conditions of Quotation	7
6.1	Lodging Your Quotation	7
6.2	Closing Date	7
6.3	Validity Period.....	7
6.4	Late Quotations	7
6.5	Acceptance of Quotations	7
6.6	Clarification of the Request for Quotation	7
6.7	Response to Inquiries Made to Council	7
6.8	Pricing	7
6.9	Delivery of Goods/Services	8
6.10	Variation of Quotation.....	8
6.11	Alternative Quotations	8
6.12	Withdrawal of Quotations	8
7	Conditions of Agreement.....	8
7.1	Contents of Quotation	8
7.2	Changes to this Request for Quotation.....	9
7.3	Conditions for Participation	9
7.4	Invoicing and Payment.....	9
7.5	No Joint Respondents	9



7.6	Insurance.....	9
7.7	Council's Right of Rejection	9
7.8	Termination of Agreement by Council.....	10
7.9	Termination by the Respondent	10



1 ABOUT BALRANALD SHIRE

Balranald Shire is a local government area in the Riverina area of western New South Wales, on the Sturt Highway. It is the location of World Heritage listed Mungo National Park and the Willandra Lakes region. Balranald Shire is also known for the five iconic rivers that meander through the Shire being the Murrumbidgee, Murray, Wakool, Edward and Lachlan rivers.

Part of Yanga National Park is also located in the Balranald Shire and is in close proximity to the township of Balranald.

Balranald Shire includes the towns of Balranald and Euston. Other localities include Kyalite, Hatfield, Penarie, Clare and Oxley.

2 QUALITY CONTROL

QUALITY CONTROL	
Council References	
Original Release Date	July 2026
Closing Date and Time	Friday, 31 July 2026
Contact Officer	Raju Ranjit
Contact Officer Title	Manager of Technical and Project Services
Contact Officer Phone Number	03 5020 1300
Company	Balranald Shire Council
Council Phone Number	03 5020 1300
Alternative Contact Officer	Terry Dodds
Alternative Contact Officer Title	Chief Executive Officer
Alternative Contact Officer Phone Number	03 5020 1300



3 INTRODUCTION

3.1 The Quotation Scope

This is an open invitation to quote for Project Management Services for Balranald Shire Council. Respondents will be required to demonstrate in their Quotation that they have the necessary resources, skills, experience, qualifications, financial capacity, insurances, licenses and accreditations etc. to fulfil the quotation requirements.

The Respondent warrants and represents that it will, prior to submission of quotation, obtain any further information and documentation relevant to the services, contingencies and other circumstances influencing its quotation.

3.2 The Quotation Process

Please read carefully the Conditions for Quotation. It is the responsibility of the Respondent to complete the Quotation Offer Form and include Respondent Attachments.

The documentation issued for the purpose of this Request for Quotation includes:

- Specification Requirements;
- Conditions of Quotation;
- Conditions of Agreement;
- Quotation Offer Form

4 SPECIFICATION

4.1 Introduction

At the present time, Council's project management work is undertaken both in-house by Council Officers and external providers.

Council is seeking to establish a panel of suitable project management providers to undertake to represent Council in a range of projects as outlined in Section 4.2.

4.2 Scope of Work

To support Council to deliver high-impact projects that benefit the community by:

- Project Preparation
 - Assist Council staff with feasibility studies, develop project plans etc to enable evaluation of a proposed project
 - Assist Council staff prepare funding applications



- Project Implementation
 - Coordinating resources and third parties/vendors for the flawless execution of projects
 - Ensuring that all projects are delivered on-time, within scope and within budget
 - Developing project scopes and objectives, involving all relevant stakeholders and ensuring technical feasibility
 - Preparation of Request for Tender and Request for Quotation documents in accordance with Council's obligations under Section 55 of the *Local Government Act 1993 (NSW)*, Part 7 of the *Local Government (General) Regulation 2021 (NSW)*, Council's Procurement Policy and other requirement for which Council has provided written notice.
 - Contract Management of the Tender as the authorising officer on behalf of Council
 - Ensuring resource availability and allocation
 - Developing detailed project plans to track progress
 - Using appropriate verification techniques to manage changes in project scope, schedule and costs
 - Measuring project performance using appropriate systems, tools and techniques
 - Reporting and escalating to Council management as needed
 - Managing the relationship with Council and all stakeholders
 - Performing risk management to minimise project risks
 - Establishing and maintaining relationships with third parties/vendors
 - Creating and maintaining comprehensive project documentation
 - Assisting with the timely and accurate acquittal of grants

Council undertakes a broad range of functions and projects may be related to (but not limited to) any of the following:

- Roads
- Parks, ovals and other open spaces
- Buildings, including cultural and heritage facilities
- Airport
- Waste
- Cemetery

The majority of projects will be within the Balranald Shire but Council may, from time to time, be responsible for the delivery of joint projects with neighbouring Councils.

4.3 Specific Requirements of the Quotation

4.3.1 Deliverables

- a) Refer to Scope of Work in Section 4.2 (above)
- b) Once the panel is selected Council will utilise a provider from the panel as and when required. Council makes no representations, express or implied, as to the volume of trade that might reasonably be expected by the Contractor in the conduct of the Agreement. The value of works allocated will be dependent on the successful providers(s) specialist area of activity and in special circumstances it may be considered necessary to use a provider not on the panel. Council reserves the right to use alternative provider if it is deemed necessary.



4.3.2 Inclusions

The written Proposals must include details of, but not necessarily be restricted to:

- a) An outline of the provider including its:
 - i. Structure;
 - ii. Principals and/or partners; and
 - iii. Specialties.
- b) The providers Australian Business Number and GST status.
- c) Resumes of the persons who would be principally dealing with and responsible for the Council's project work.
- d) Details of the experience of the provider and, in particular, of these persons who will principally deal with the Council's work particularly in the categories of work referred to in Section 4.2.
- e) The person who would be responsible for the Council's account, the method and regularity of billing, and the detailing of billing statements.
- f) Estimates of the provider's response times to new Council instructions and for carrying out work referred to in Section 4.2.
- g) A list of major clients of the provider, with particular reference to local government authorities, together with the names of suitable client contact persons.
- h) Details of the basis and amount of all fees (GST and exclusive) and costs to be made by the provider (indicative schedule of rates) in relation to:
 - i. The categories of work set out in Section 4.2;
 - ii. Work outside of that set out in Section 4.2;
 - iii. Telephone advice on both urgent and general matters of a general minor nature not requiring any correspondence or further advice;
 - iv. The cost of disbursements such as travel expenses.
- i) The period of time for which the fees and costs will be valid and details of any other possible fees and costs to be charged. Where fees and/or costs will or may increase, you must specify particular details of the basis for the adjustments to fees and/or costs.
- j) Details of licences and insurance coverage held.

5 DEFINITIONS OF QUOTATION

In this Request for Quotation, the following terms shall have the following meanings:

'Business Day' shall mean Monday to Friday excluding public holidays in New South Wales.

'Closing Date and Time' shall mean the deadline for the close of quotations.

'Conditions for Participation' shall mean the conditions for participation set out in the Request for Quotation.

'Contact Officer' shall mean the relevant contact person of the Request for Quotation.

'Council' shall mean Balranald Shire Council.

'Information' shall mean the information contained within or accompanying the Request for Quotation which is made available to the Respondent in accordance with the Quotation Process.



'Specification' shall mean the statement of requirements that the Principal requests the Respondent to provide if selected.

'Respondent' shall mean any person, firm, company or organisation providing a quotation to Balranald Shire Council.

'Quotation' shall mean a submission made to Council in response to, and in accordance with the Request for Quotation.

'Quotation Process' shall mean the process for inviting, receiving and evaluation of a Quotation and determining and notifying the Respondents of the outcome of the process.

6 CONDITIONS OF QUOTATION

6.1 Lodging Your Quotation

Quotations must be submitted on the Quotation Offer Form and include Respondent Attachments.

6.2 Closing Date

Quotations shall be received up until 12Noon AEDST on Friday, 7 February 2025.

Lodgement must be made via the VendorPanel Portal.

The judgement of Council as to the time a Quotation has been lodged will be final.

6.3 Validity Period

Quotations shall remain valid for acceptance within a minimum of ninety (90) days from the Closing Date of Quotation.

6.4 Late Quotations

Council will, in the absence of mitigating circumstances, reject any Quotation not received by the Closing Date and Time. Lodgement of Quotations by the Closing Date and Time is entirely the responsibility of the Respondent.

Council will be the sole determinator whether a quotation was lodged beyond the closing date and time, or whether mitigating circumstances apply.

6.5 Acceptance of Quotations

For the purpose Request for Quotation, the Date of Acceptance of the successful Quotation shall be the date upon which Council notifies the successful Respondent in writing.

6.6 Clarification of the Request for Quotation

If the Respondent has any doubt as to the meaning of any part of the Request for Quotation or the scope of the Request for Quotation or the scope of the goods/services, then the Respondent should seek to clarify any point of doubt or difficulty with Council before submitting the Quotation. For this purpose contact should be made with the Contact Officer.

6.7 Response to Inquiries Made to Council

Council reserves the right to provide the answer to any query made to Council to all persons who have registered interest in the Request for Quotation without disclosing the source of the query.



6.8 Pricing

Unless otherwise specified, prices must:

- a) Be inclusive of Goods and Services Tax (GST) and any other taxes and duties, with the GST and other tax and duty components included;
- b) Unless otherwise indicated, must include, without limitation, delivery, site allowances, unloading, packing, marking all applicable levies and duties, taxes and charges. Any charge not stated in the Quotation, as being additional will not be allowed as a charge for any transaction under any resultant Agreement;
- c) Be available for acceptance by the Principal for a period of ninety (90) days from the closing date;
- d) Not vary according to the mode of payment; and
- e) Consider the liability, indemnity and other relevant provisions regarding risk.

6.9 Delivery of Goods/Services

Delivery instructions are noted in the Specifications requirements in Section 4 (above) and shall be confirmed at the time of an official Council order being placed with the successful Respondent.

6.10 Variation of Quotation

At any time prior to the Closing Date and Time, Council may accept a variation to a submitted Respondent Quotation, subject to the following:

- a) By providing Council with further information by way of explanation or clarification; or
- b) By correcting a mistake or anomaly.

Such a variation may be made either:

- a) At the request of Council; or
- b) With the consent of Council at the request of the Respondent, but only if, in the circumstances, it appears to Council reasonable to allow the Respondent to provide the information or correct the mistake or anomaly.

If a Quotation is varied in accordance with this clause, Council will notify in writing all other Respondents who's Quotations have the same or similar characteristics as the varied Quotation and provided them with the opportunity of varying their Quotation in a similar way.

Council will not consider a variation of a Quotation made under this clause if the variation would substantially alter the original Quotation.

6.11 Alternative Quotations

The Respondent is requested to submit one Quotation conforming to the requirements of the Request for Quotation. One or more alternative Quotations each marked 'Alternative Quotation' may be submitted and shall be considered, provided each has a statement attached describing clearly any departure from the requirements of the Quotation specifications.

6.12 Withdrawal of Quotations

Respondents may withdraw their Quotation at any time after expiration of the ninety (90) day validity period, provided the Respondent has not been notified in writing of the acceptance of the Quotation.



7 CONDITIONS OF AGREEMENT

7.1 Contents of Quotation

The Respondent must complete and sign the Quotation Offer Form and include all Respondent Attachments which form mandatory parts of the Request for Quotation.

All of the Request for Quotation shall be deemed to form part of the Agreement.

7.2 Changes to this Request for Quotation

Council reserves the right to revise or amend any of the Request for Quotation prior to the Closing Date and Time. Revisions and amendments, if any, will be issued to persons who have requested a copy of the Quotation using the requester's email address provided at the time of request.

7.3 Conditions for Participation

The Conditions for Participation are minimum standards that Council expects all Respondents to meet in order to participate in the Quotation process. Council reserves the right to exclude a Quotation that fails to meet the Conditions for Participation.

Council expects all Respondents and Contractors to Council to conduct their business with Council in an ethical manner and be aware that they may be subject to public scrutiny by such bodies as the Independent Commission Against Corruption.

Canvassing of Councillors and Council staff (other than Council's nominated contact staff member/s) at any stage up to and including the acceptance of Quotation may automatically disqualify the applicant.

Council shall provide all information that it considers necessary for the preparation of a Quotation. Verbal advice given by any Councillor or Officer of the Council shall not be considered in the preparation of a Quotation.

7.4 Invoicing and Payment

Council shall be granted a thirty (30) day account.

The Respondent/Contractor shall be responsible for providing the official Council purchase order reference number on each tax invoice.

Payment by Council is subject to:

- a) A valid tax invoice made out to Balranald Shire Council;
- b) Electronically delivered to Council via email address council@balranald.nsw.gov.au (prior to the due date for that payment).

Payment will be made electronically into your nominated bank account based on a thirty (30) day payment cycle.

7.5 No Joint Respondents

Council will not consider Quotations which are submitted by Joint-Respondents.

Council will only accept Quotations from a consortium if the consortium agrees to enter into an agreement with Council under the name of a single entity, in which the entity must provide a single supplier.

7.6 Insurance

The successful Respondent must hold current insurance policies in accordance with the requirements of the Request for Quotation, including (without limitation) public liability insurance and workers compensation insurance.



7.7 Council's Right of Rejection

Council is not obliged to accept the lowest or any Quotation and reserves the right to accept any Quotation either in whole or in part or parts.

The decision of Council in relation to a Quotation will be final and not subject to challenge, dispute, explanation or further correspondence.

7.8 Termination of Agreement by Council

Council reserves the right to terminate whole or part of the Agreement should:

- a) The supplied goods/services prove to be unacceptable quality. Determination of acceptability will be at the sole discretion of Council.
- b) The supplier fails to adhere to relevant Council policies and plans or obey reasonable directions from Balranald Shire Council.
- c) The supplier fails to deliver goods according to specifications in the Request for Quotation.

The Respondents only entitlement to payment shall be:

- a) The amount of the costs covering goods/services received up to the date of termination notice less any previous payments; and
- b) The Respondent shall lodge a claim with Council for full and final payment.

If the Respondent becomes bankrupt, insolvent or enters into a scheme or arrangement with its creditors, Council may terminate this Agreement by written termination notice addressed to the Respondent.

7.9 Termination by the Respondent

If the Respondent becomes insolvent or enters into a scheme of arrangement with its creditors, the Respondent should forthwith terminate this Agreement by written notice addressed to Council.

The Respondent may terminate the Agreement by written termination notice addressed to the General Manager, should Council:

- a) Fail to pay the Respondent in accordance with the Agreement; or
- b) Commits a substantial breach of the Agreement.

Quotation Offer Form

1. The Principal has invited Request for Quotation for Project Management Services
2. The Respondent wishes to submit a Quotation on and subject to this Request for Quotation.
3. This Quotation Offer Form is intended to take effect as a part of the Agreement.

Quotation

The Respondent hereby submits its Quotation on and subject to the Request for Quotation, including the Conditions of Quotation and Conditions of Agreement. The Respondent submits with this Quotation Offer Form the following completed attachments to support its Quotation:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Formation of Agreement

The Respondent agrees that, upon service by the Principal of a Notice of Acceptance, an Agreement shall be formed between the parties on and subject to:

1. This Quotation Offer Form;
2. The Specification set out in Section 4 of the Request for Quotation;
3. The Conditions of Quotation set out in Section 6 of the Request for Quotation;
4. The Conditions of Agreement set out in Section 7 of the Request for Quotation; and
5. The Respondent Attachments provided to support this Request for Quotation.

Privacy Notification

- By completing and submitting this Quotation Offer Form and attaching any related information or documentation, the Respondent will be providing the Principal with 'personal information' within the meaning of the *Privacy and Personal Information Protection Act 1998*.
- The purpose of the Principal collecting the personal information is to assist the Principal; to identify, access and evaluate the Quotation and to notify the Respondent of any matters required under Part 7 of the *Local Government (General) Regulation 2005*.
- If the personal information requested in this Quotation Offer Form and the Attachments is not provided, the Principal may be unable to identify, consider or evaluate the Quotation.
- If you are the successful Respondent, some of the personal information provided, such as your name and successful tender price, may be disclosed to unsuccessful Respondents.
- The personal information may also be included in business papers for Council meetings. Unless the relevant part of the meeting is closed to the public, Council is required to make business papers available for inspection by the public.
- The Principal may make any personal information provided available for public inspection in accordance with the *Local Government Act 1993* or the *Government Information (Public Access) Act 2009*.
- The Respondent may apply for access or amendment to personal information held by the Principal. The Respondent may also make a request that the Principal suppress your personal

information from being made publicly available. The Principal will consider any such application in accordance with the relevant legislation.

Date: _____

Between (Principal): Balranald Shire Council
 70 Market Street
 BALRANALD NSW 2880

AND

Name of person, firm or company providing quotation (Respondent): (USE BLOCK LETTERS)

of Address: _____

Telephone: _____

Email: _____

If the Respondent is a company, the full names of all Directors must be stated here:

Name of Respondent (Entity): _____

Trading Name (Business Name): _____

Business Type (Sole Trader/Partnership/Registered Company, etc.):

Business Address: _____

Mailing Address (if different from above): _____

Australian Business Number (ABN): _____

Australian Company Number (ACN): _____

Registration or Licence Number: _____

Contact Person: _____

Contact Person Telephone Number: _____

Contact Person Email Address: _____

Compliance Requirements

Respondents must provide evidence of the following compliance requirements and complete the schedule below:

Respondents Compliance Selection Criteria	YES	NO	Attached
Ability to meet critical time requirements			
WH&S management including verified documentation of safety performance			
Equal Employment Opportunity Policy			
Quality Management System ISO 9001 compliance			
Environmental Management Policy			
Compliance with any other statutory requirements			
Statement outlining financial capability			
Compliance with required insurances			
Qualitative Selection Criteria			
Management and technical staff resources			
Capability and methodology			
Relevant experience			
References			
Checklist			
Quotation Offer Form			
Respondents Attachments			
Bank Details			
Bank/Branch:			
Account Name:			
BSB No:		Account No:	
Office Use Only			
Receiving Officer – Position:			
Signature:		Date:	
Date Maintenance Processed:		Maintenance Processed By:	
Creditor Number:		NAR Number:	

Schedule of Rates

Personnel	Role	Hourly Rate

Reimbursable expenses

Item

Estimated cost

Authorised by:

Name:

Position:

Signature:

Date: