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| REQUEST FOR TENDER  |

Operating the Flinders Discovery Centre Kiosk

Contract No.: 103.2022.13

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| PART 1 – PREAMBLE  |
| Flinders Shire Council invites tenders from suitably qualified tenderers for Flinders Discovery Centre Kiosk Operator.  |
| PART 2 – GENERAL INFORMATION |
| 1. Contract details:
 | 103.2022.13 – Operating the Flinders Discovery Centre Kiosk  |
| 1. Communications by Tenderers:
 | Communications regarding the Procurement Process must be submitted to [**www.vendorpanel.com.au**](http://www.vendorpanel.com.au) no later than 4 calendar days prior to the time stated in Item 4  |
| 1. Briefing or site inspection:
 | Details | Maximum attendees | Mandatory  | RSVP  |
| By appointment only. | N/A | [ ]  Yes [x]  No | RSVP to engineeringofficer@flinders.qld.gov.au by Friday 13 January 2023 |
| 1. Submission of Tender
 | Tenders must be submitted at [**www.vendorpanel.com.au**](http://www.vendorpanel.com.au) by no later than 2 pm on Friday 27 January 2023.  |
| 1. Evaluation Criteria
 | Evaluation Criteria | Weighting (%) (Optional) |
| **Rental Offer*** Rental offer price for the operation of the Flinders Discovery Centre Kiosk (Schedule D)
 | 25% |
| **Business Proposal*** The description of the method of service must outline the business model and financial sustainability of the proposal (Schedule E)
 | 25% |
| **Key Personnel*** Description of the personnel nominated to undertake the services as described in the leasing agreement. Please submit any evidence of accreditations.
 | 25% |
| **Local Employment Generation*** Response to Local Employment Generation and benefits to the local economy
 | 25% |
| 1. Tenders should not be longer than:
 | No page limit applies to tender (including all attachments, annexures, supplements, parts, schedules or appendices) |
| 1. Tenders to be valid for:
 | 90 calendar days after the time stated in Item 4 (as extended if at all, pursuant to the Procurement Process Conditions) |
| 1. Complaints:
 | Complaints regarding Procurement Process to be directed to: Hari Boppudi at ceo@flinders.qld.gov.au |
| **PART 3 – PROCUREMENT PROCESS CONDITIONS**  |
| The Procurement Process is governed by, and this Request for Tender is to be read in conjunction with, the Procurement Process Conditions attached to or provided with this request for tender and identified as 103.2022.13 – Procurment Process Conditions.  |
| **PART 4 – SCOPE** |
| The Scope is described in the document(s) attached to or provided with this Request for Tender identified as Part 4 – Scope.  |
| **PART 5 – RESPONSE SCHEDULES** |
| The Tender must be submitted in the form provided in the response schedules attached to or provided with this request for tender and identified as 103.2022.13 – Response Schedule. Response must be returned via VendorPanel in PDF format.  |
| **PART 6 – CONTRACT**  |
| The Tender documentation contains draft lease agreement is available at Attachment 1 – Lease terms sheet and Attachment 2 – Lease. Once the preferred operator has been recommended by Council, a formal agreement meeting will take place on the particulars of the agreement.  |