

SOUTH COAST NATURAL RESOURCE MANAGEMENT INC.



88 Stead Road ALBANY WA 6330

Tel: (08) 9845 8537

Email: info@southcoastnrm.com.au

Web: www.southcoastnrm.com.au

Request for Quotation

(for quotes up to \$50,000)

Request Title: TEC Flora Surveys

Request Number: RFQ - RLPP2-4

Closing Time: 5pm (WS Time)

Closing Date: 16th March 2020

PART 1 - REQUEST CONDITIONS

1. INTRODUCTION

South Coast Natural Resource Management Inc. (South Coast NRM) is an incorporated, community-owned, not-for-profit organisation formed in 1994. Its purpose is to be the peak regional body that brings people, organisations and information together so that the regional community helps drive sustainable natural resources management (NRM) with positive social and economic outcomes and successfully manage the natural resources of the south coast region of Western Australia.

With the help of our partners, we have developed a framework for managing the future of our key natural resources. All regional activity and funding are directed by Southern Prospects 2011-2016, our Regional Strategy for NRM.

South Coast NRM coordinates and administers funding largely provided by the Australian Government and the Government of Western Australia specifically allocated for natural resource management activities. The organisation benefits from strong community, industry and government support for on-ground work organised under the themes of Land, Water, Biodiversity, Cultural Heritage and Coastal and Marine.

With regional offices in Albany and Esperance South Coast NRM employs dedicated staff, whose commitment to the environment helps preserve and protect the unique native flora and fauna, coastline, land and waterways, as well as restoring connections between Indigenous people and country and working with the farming community to assist with sustainable farming practices.

The South Coast region comprises six subregions from Walpole in the west, to east of Esperance, north to Tambellup, Mount Madden and Salmon Gums and out to the three nautical mile State marine boundary.

South Coast NRM is managed by a Board comprised of community nominated representatives and is one of 57 Australian NRM groups committed to the sustainable long-term management of our natural environment.

2. REQUEST CONDITIONS

In preparing its Quote, the Respondent must consider South Coast NRM Contract Conditions (copy sent with this document). Unless specifically detailed, the Respondent, by submitting a Quote, is deemed to have agreed with the Contract Conditions.

South Coast NRM is under no obligation to accept any Quotation.

South Coast NRM reserves the right, to cancel or replace this Request. In this instance, South Coast NRM will advise each Respondent individually.

The Respondent shall not have any recourse against South Coast NRM whatsoever including claims for costs or expenses incurred up to and including the date that the Request or any part of this Request is cancelled.

After the closing time and date South Coast NRM may request additional information in relation to the content of the Quote for the purpose of clarification.

The Respondent must, prior to any acceptance of its Quote by South Coast NRM, disclose any information that is or might be relevant to determining whether an actual, potential or perceived conflict of interest exists in relation to this Request or the performance of a Contract (if awarded) by the Respondent.

The Respondent must not canvas, directly or indirectly, offer a bribe, gift or inducement or enter into any negotiation with any person at South Coast NRM or any person who is involved in the quotation process.

Evidence of Insurance Policies held, in the form of copies of Certificates of Currency, relevant to this Project must be provided by the winning Respondent prior to any payment of funding taking place.

3. SUBMISSION OF OFFER

The quotation must be completed in full and forwarded by mail, or delivered by hand to:

Hannah Bannister
South Coast NRM
88 Stead Road
Albany WA 6330

Or Email to: hannahb@southcoastnrm.com.au

Completed documents must be received at the above address no later than **5pm (WST) on Monday 16th March 2020.**

Quotations lodged after the stipulated closing date and time will be deemed late and may be excluded from consideration unless the Respondent can demonstrate the Quotation was late as a result of South Coast NRM actions.

Emailed quotations must be on the Respondent's business letterhead, or signed by the relevant signatory.

4. SUBMISSION REQUIREMENTS

In addition to the requirements outlined in PART 1 (Request Conditions), the individual/organisation is required to address all of the items listed in PART 2 (Specification).

The respondent's qualitative statement needs to specifically address the Scope of Works and Project Objectives.

Budget (PART 2 Clause 4.) your quotation will need to cover all of the costs associated with the project.

Forms (PART 2 Clause 5) the respondent is required to fill out the necessary forms and return with their submission.

5. CONTACT PERSONS

Different enquiries can be best dealt with by the most appropriate contact, shown below.

GENERAL CONTRACTUAL ENQUIRIES		TECHNICAL ENQUIRIES	
Name:	Chief Financial Officer	Name:	Hannah Bannister
Telephone:	(08) 9845 8537	Telephone:	(08) 9845 8537 (Ext: 526)
E-mail:	joanneh@southcoastnrm.com.au	E-mail:	hannahb@southcoastnrm.com.au

6. SELECTION PROCESS

Background Considerations

South Coast NRM attempts to achieve the best possible outcomes for South Coast NRM and the broader community by following the principles outlined in the WA State Government *Value for Money* policy and the *Open and Effective Competition* policy in the purchase of its goods and services.

South Coast NRM also recognises the need to consider other relevant policies which provide wider benefits to the community, such as the *Buy Local* policy, *Buying wisely to ensure access for people with disabilities* policy; and the *Building Local Industry* policy.

Selection Process:

South Coast NRM:

May not necessarily consider any Respondents whose Quotation is not submitted in accordance with the requirements outlined in this Request for Quotation (unless mishandled by South Coast NRM).

May consider the extent to which the Respondent's Submission satisfies the Scope of Services and/or Description of Goods and Qualitative Requirements. The Qualitative Requirements (excluding any related funding) will be assessed systemically (as a whole in consideration of each other).

May consider, in respect of Value for Money, the extent to which the Respondent's Quotation satisfies the Offered Price.

At South Coast NRM's discretion, surveys for the two TECs may be split between two different contractors (one surveying Kwongkan, the other Saltmarsh).

PART 2 SPECIFICATION

1. PROJECT BACKGROUND

Under the Australian Government's National Landcare Program, South Coast NRM is delivering activities funded through Regional Land Partnerships (RLP) program. This includes a Threatened Ecological Communities (TEC) project, which aims to reduce the threats and improve the condition of two TECs: the Proteaceae dominated Kwongkan shrubland, and Temperate Coastal Saltmarsh. On-ground activities including fencing to exclude stock/access, revegetation, pest control and invasive weed control are designed to improve the condition of both TECs across the four year project (July 2019–June 2023). The desired outcomes are listed below.

*Improve or maintain the condition of 770ha of **Proteaceae dominated Kwongkan shrubland** TEC by implementing 124ha of invasive weed control (initial and follow up), 370ha of integrated pest control (initial and follow-up), 32ha of revegetation, 400ha (initial and follow up) of prioritised disease management and 600ha of access control.*

*Improve or maintain the condition of 17ha of **Temperate Coastal Saltmarsh** by implementing 34ha of invasive weed control (initial and follow up), 30ha of integrated feral animal control (initial and follow-up), 2ha of revegetation and 40ha of access control.*

South Coast NRM is required to demonstrate whether or not these outcomes have been achieved. This will be done by selecting representative sites within the two TECs, and monitoring vegetation condition over the duration of the project on sites where on-ground activities such as fencing or revegetation are being implemented.

2. SCOPE OF SERVICES AND/OR DESCRIPTION OF GOODS

Scope of works:

- Develop a suitable methodology for assessing vegetation condition of two Threatened Ecological Communities (TECs), Coastal Temperate Saltmarsh and Proteaceae dominated Kwongkan shrubland. At minimum, methodology should incorporate (per quadrat/transect) species present, percentage cover (all), percentage cover (native species), percentage cover (weeds), assessment of structure, list threatening processes and an overall condition score.
- Establish a baseline and conduct ongoing vegetation surveys at four (4) representative sites in both autumn and spring 2020–2022, and autumn only in 2023 (7 surveys per site in total). Two sites will be Kwongkan TEC, one near Ravensthorpe and one near Bremer Bay, and two sites will be temperate coastal saltmarsh, between Albany and Wilsons Inlet
- At each site, vegetation condition needs to be monitored over time.
- Provide data to South Coast NRM in an appropriate format.

Objectives

The objectives of this project are:

- Determine whether RLP activities such as fencing, weed control and revegetation have had a measurable impact on the condition of the two TECs in the South Coast region during the project period, through establishment of a baseline and subsequent monitoring. Representative sites will be used.
- Produce a dataset that can be used to demonstrate whether the outcomes have been met.

Methodology or Approach

- The Respondent is expected to outline the methodology prior to commencing surveys, with South Coast NRM having an opportunity review. Methodology should address vegetation condition, using replicated quadrats or transects to collect data. Both treatment and adjacent control areas should be surveyed. Sites will be provided by South Coast NRM.

Timeframe and Reporting

Commencement Date: as soon as practicable after acceptance of quote.

Termination Date: The project is to be completed and delivered to South Coast NRM by 2nd June 2023.

The Project Reporting (delivery of data) is to follow the milestones and dates as set out below – milestones can be submitted prior to these deadlines if the work has been completed;

Milestone 1: Autumn 2020 surveys.	<i>Data delivered to Project Manager by 5th June 2020</i>
Milestone 2: Spring 2020 surveys.	<i>Data delivered to Project Manager by 27th November 2020</i>
Milestone 3: Autumn 2021 surveys.	<i>Data delivered to Project manager by 4th June 2021</i>
Milestone 4: Spring 2021 surveys.	<i>Data delivered to Project manager by 3rd September 2021</i>
Milestone 5: Autumn 2022 surveys.	<i>Data delivered to Project manager by 3rd June 2022</i>
Milestone 6: Spring 2022 surveys.	<i>Data delivered to Project manager by 2nd December 2022</i>
Milestone 7: Autumn 2023 surveys.	<i>Data delivered to Project manager by 29th May 2023</i>

Specific project requirements

This project is supported by South Coast NRM, through funding from the Australian Government's National Landcare Program. All logos of participating funding partners are to be used on documentation produced as part of or as a result of this Contract. Media or other documentation made public as a result of the project may require prior approval from the provider of the funding for this project.

Geographic focus

The Geographic focus of this project will be within the South Coast Management Unit, with sites near Ravensthorpe, Bremer Bay, Albany and Wilson's Inlet. Specific site locations will be provided to the supplier prior to the commencement of work.

3. QUALITATIVE REQUIREMENTS

South Coast NRM will, in its Value for Money assessment, consider the extent to which the Offer satisfies the following Qualitative Requirements. South Coast NRM reserves the right to reject any Quotation that does not properly address and satisfy any of the Qualitative Requirements.

The Qualitative Requirements below will be assessed systemically (as a whole in consideration of each other).

Project Completion - unforeseen circumstances

Please state your capacity to ensure project completion in the event of unforeseen circumstances e.g. personal illness or injury, which may prevent you from carrying out the contract within the agreed timeframe.

Personnel

Provide details of Key Personnel including CVs.

Statements of suitability

A number of statements of suitability for task (as per the task outlined in the Scope of Works section) are required, including:

- a) An overview of the proposed methodology/approach clearly addressing each of the objectives and project requirements;
- b) A brief overview of the individual's/organisation's capacity to perform the Contract – identifying key governance, financial and quality arrangements. (The Respondent should also indicate if they have any other work, tasks or circumstances scheduled for the contract period that may potentially affect the contract);
- c) A description of the individuals/organisations experience and success for similar contracts/services – detailing the goods/service provided, the location and similarities between the previous contract and this Request. Examples of similar work are useful; and
- d) A list of any proposed key delivery personnel, with a brief curriculum vitae for each of them – identifying the contract/project manager and the technical specialist(s).

4. OFFERED PRICE AND PRICING REQUIREMENTS

The Respondent is required to provide a schedule of rates detailing an hourly charge, travel rates and accommodation charges (if applicable).

- If the Offered Price is consideration for a taxable supply under the GST Act, the Offered Price will be deemed to be *inclusive* of all GST applicable to the taxable supply at the rate in force for the time being.

5 FORMS

See attached Forms 1 and 2

Forms 1 and 2 must be completed and returned with the submitted Quotation.

PART 3 DEFINITIONS

1. DEFINITIONS

Contract means a Standard Contract, or Letter of Agreement contract, resulting from this Request for Quotation.

Contract Conditions means South Coast NRM Contract Conditions.

GST and taxable supply have the same meaning as in the GST Act.

Offered Price means the price, or the price determined by applying the formula or method, specified in the Offer.

Personnel include any employees, agents and subcontractors of the Respondent, and any employees or agents of subcontractors, engaged in relation to the supply of the Goods and/or Services.

Related funding means an additional funding source(s), usually funding direct or operating costs, that can enhance the principle objectives of the contract. This includes but is not limited to: Cooperative ventures; investors; benefactors, employee matching grants, seed grants etc. In-kind contributions are also included where the contribution will directly reduce the normal cost of such an activity.

Respondent means any person who submits a Quotation.

Specification means the specification for the Goods and/or Services.