



Australian Government



TSRA

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TORRES STRAIT REGIONAL AUTHORITY REQUEST FOR TENDER

TSRA Yard Maintenance & Service

The Torres Strait Regional Authority (TSRA) invites, and will receive up to 4pm 5th May 2025 tenders/quotations from suitably qualified and experienced Yard Maintenance and Service Providers to undertake the following works:

Delivery of Services – 2 services during the wet season, varying from December through to May and the 1 service during the dry season varying from June through to November.

Thursday Island

- **Green Hill Fort**
- **22 Victoria Parade, Gab Titui Cultural Centre**
- **Saila Terrace/Clark Street**
- **56 Douglas Street – Powuppoon Haus (LSMU Building)**
- **71 Waiben Esplanade**
- **7 Chester Street – Common Area**
- **38 Hargrave Street – Common Area**
- **Quetta Lane (right hand side of Driveway)**
- **6 Moa Lane**
- **5 Chester Street**

Horn Island

- **35 Nawie Street – Common Area**
- **14 Nawie Street – Driveway**

If required, Inspections of the premises can be arranged by emailing assets@tsra.gov.au

Tender documentation can be obtained by sending an email to tender@tsra.gov.au with 'TENDER REQUEST – TSRA Yard Maintenance & Services CA-2025-00042' in the subject line or on www.tsra.gov.au – under tenders.

All responses to this tender are to be clearly marked as CONFIDENTIAL "TENDER RESPONSE – TSRA Yard Maintenance & Services CA-2025-0042" by email to tender@tsra.gov.au

Alternatively tenders may be delivered to TSRA Reception (Tender Box) CONFIDENTIAL "TENDER RESPONSE – TSRA Yard Maintenance" Level 1, 46 Victoria Parade, Thursday Island, Qld 4875

The last date for the request of tender documentation, seeking clarification or additional information is **4pm 24th April 2025.**

Tenders must be received by **4pm AEST 5th May 2025.**



REQUEST FOR TENDER

TSRA Yard Maintenance & Service

Contract Number: RFT CA-2025-0042

Corporate Services

Programme Manager:

Leigh Cater

Project Manager:

Kristina Ward

Tender Approval

The information contained in this Request for Tender inclusive of the user requirements is cleared for release.

A handwritten signature in blue ink, appearing to read "Leigh Cater".

Leigh Cater
Programme Manager
Corporate Services

18 March 2025

REQUEST FOR TENDER (RFT)

Reference:

- A. Torres Strait Regional Authority (TSRA) Procurement and Contracting Policy.

Purpose

1. The purpose of this document is call for tenders for the TSRA Yard Maintenance & Services on Thursday Island and Horn Island. Tenderers may submit a tender for individual properties, or all the properties listed in Annexure A.
2. The methodology used in this RFT is also applicable for the call for Expressions of Interest (EOI) and Requests for Quotation (RFQ). The term 'tender' throughout this document is to be interpreted accordingly.

Timing

3. Tenders open at **27th March 2025** and closes at **4pm 5th May 2025**
4. The last date for the request of tender documentation, seeking clarification or additional information is **4pm 24th April 2025**.
5. All timings are Australian Queensland Non-Daylight Saving, (UTC + 10).

Registration

6. Persons intending to submit a tender response are advised to register their intent. It is in the interest of the tenderer to effect the registration as early as possible in the tender period so that they will receive any additional or amplifying information. Registration may be email to tenders@tsra.gov.au including the reference **CA-2025-0042** in the subject line.

Requirement

7. The TSRA requires regular services for TSRA Yard Maintenance & Services on Thursday Island and Horn Island
8. The TSRA requires that the services be provided in accordance with the **Specification of Works** at Annex A.

Communication by Tenderers

9. Communication from tenderers must be in writing and all responses to enquiries will be provided in writing. Questions from tenderers will not be accepted by telephone or other verbal communication. Questions will not be accepted after the cut-off date indicated in 'Timings' above. Tenderers are advised that all responses to questions relating to clarification of the tender document or relating to the services under the tender will be provided in non-attributable format to all persons who have registered their interest in the tender. Questions are to be directed to the contracts officer tenders@tsra.gov.au and must contain the reference '**CA-2025-0042**' in the subject line of the email.

Tender Evaluation

10. The tender will be assessed in accordance with TSRA Tender Evaluation Plan.
11. It is in the interest of the tender to **construct their tender response around the evaluation criteria** which is contained in the Tender Evaluation Plan (Attachment 1).
12. Tenderers are also required to state their agreement to the terms and conditions in the draft Contract (Attachment 2) or to identify any clauses in the draft Contract where a variation would be sought. The nature and reason for the variation is to be included in the tender response.
13. Tenders which are lodged electronically will be accepted as being 'signed' by a duly authorised representative of the tendering organisation provided the name, appointment and contact details (telephone, email address and postal address) of the authorised officer is clearly identifiable. Tenders submitted by other means must contain the signature, name, appointment and contact details (as above) of the tenderer's authorised officer.

Incomplete Responses and Late Tenders

14. Tenders lodged after the closing date specified under 'Timing' above will be managed as late tenders. Late tenders will not be evaluated and if submitted as hard copies will be returned to the tenderer unopened. Tenderers will be advised as soon as possible after the tender closing date if their documentation was not received by the tender closing date. Tenders submitted through Australia Post which are postmarked up to 48 hours before the tender closing date may be accepted if they are received at least 24 hours before the Tender Evaluation Panel is scheduled to meet. Tenders which do not meet this exception are to be treated as late tenders.
15. Tenders which are materially incomplete, in that insufficient information has been provided to complete an evaluation of the tender, will be set aside at the beginning of the Tender Evaluation. Tenders which are 'set aside' are to be classed as non-compliant and are not to be further evaluated. The reason for setting aside an incomplete tender is to be included in the Evaluation Report to the delegate.

Clarification of Tender Responses

16. During the evaluation process, communication between the Commonwealth and tenderers must not be designed to solicit new information from tenderers. Any communication between the Commonwealth and tenderers is to be restricted to clarification of information that would assist the evaluation process, thereby improving the level of confidence attached to the evaluation. Clarifying questions must be approved for release by the Tender Evaluation Panel Chair. When a tenderer's response to a clarifying question foreshadows a change in scope, schedule, quality or cost, the Tender Evaluation Panel will determine whether the information is admissible for evaluation purposes.
17. Any unsolicited information received from tenderers after the tender closing date will be passed to the Chairperson of the Tender Evaluation Panel. If the Chairperson of the Tender Evaluation panel determines that such information is inconsistent with the principles outlined in the procedures for the handling of late tenders as outlined in the Tender Evaluation Plan, the information is to be so endorsed and withheld from the evaluation.
18. Any clarification questions from the Tender Evaluation Panel are to be consolidated into a single request and forwarded to the tenderer by the Tender Evaluation Panel Chair. Requests for clarifying information will be issued by the Tender Evaluation Panel Chair to the relevant applicant in writing.
19. Tenderers will be allowed two business days to respond to matters of clarification.

Lodgement of Tender

20. Tender responses are to be clearly marked as '**TENDER RESPONSE – TSRA Yard Services & Maintenance - CA-2025-0042**'. Electronic lodgement is preferred. Electronic submissions must be compatible with Microsoft Office Suite 2010 or Adobe Reader Portable Document Format (PDF) and lodged as an Email attachment to tender@tsra.gov.au. Alternatively, responses may be lodged either by Australia Post to 'Locked Tender Box, The Torres Strait Regional Authority, PO Box 261, Thursday Island, Queensland, 4875'; or delivered by the Tenderer's representative or courier to the Locked Tender Box located on level one foyer of Torres Haus, 46 Victoria Parade, Thursday Island, Queensland.

Provision of Advice to Tenderers

21. The recommendation of the Tender Evaluation Panel will not be communicated to tenderers until the Evaluation Report has been approved by the delegate. Unsuccessful applicants will be advised by letter.
22. Feedback to unsuccessful tenderers will be offered as a matter of course. Feedback will be limited to advising the name / organisation of the successful applicant, the value of the successful tender and the strengths and weaknesses of the unsuccessful tender. A comparison of the unsuccessful tender to any other tender will not be provided. Feedback will be provided by the Chair of the Tender Evaluation Panel. A record will be kept of all feedback.
23. The successful applicant will be advised by letter and informed that a contract will be forwarded for consideration.

Confidentiality

24. Tenderers should be advised that the TSRA will keep tender information confidential and in the event of a claim under the *Freedom of Information Act 1982* consult with them and claim appropriate exemptions under the Act. TSRA will comply with any court orders to release documents.

Annex

- A Terms of Reference

Attachments:

- A. Tender Evaluation Plan
- B. Draft Contract

TERMS OF REFERENCE - REQUEST FOR TENDER

TSRA Yard Maintenance & Services

The Torres Strait Regional Authority (TSRA) is a Commonwealth statutory body located on Thursday Island, Queensland. The TSRA is involved in a wide range of service delivery functions to the Torres Strait Islander and Aboriginal people living in the Torres Strait region. These are outlined on the TSRA web site at www.tsra.gov.au.

Requirements:

The response to the RFT is to be in the form of a proposal which as a minimum outlines:

1. The qualifications and experience of the Contractor.
2. The qualifications and experience of the nominated personnel who will deliver the services.
3. The timeframes which the contractor proposed to undertake the works
4. The full cost of the works for the individual properties
5. Insurance Cover
6. Declaring if:
 - a. Registered with Supply Nation
 - b. Is a Registered Indigenous Business
 - c. Indigenous Employment workforce percentage
7. Any additional information which the Contractor deems to be relevant to the panels consideration of the proposal.

Additional information about the TSRA, including annual reports and media releases, is available on the TSRA website at www.tsra.gov.au

Tenderers are advised that the TSRA at its sole discretion may shortlist applicants, seek further information from applicants, may proceed to Contract on the basis of any proposal provided or may cancel the procurement.

SPECIFICATION OF WORKS – YARD MAINTENANCE & SERVICES FOR TORRES STRAIT REGIONAL AUTHORITY PROPERTIES LISTED BELOW:

Delivery of Services: 2 services during the wet season, varying from December through to May and the 1 service during the dry season varying from June through to November.

Thursday Island

- **Green Hill Fort**
- **22 Victoria Parade, Gab Titui Cultural Centre**
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1. The successful Tenderer will be required to enter into a Contract with TSRA.
2. The contractor shall be responsible for the closing and locking of all entrance gates after the service is conducted.
3. The Contractor is required to email assets@tsra.gov.au to log or report any issues on-site and or if unavailable to carry out services to re-schedule
4. Service area is up to fence lines on properties
5. The TSRA will not provide any equipment required to carry out the services. All equipment to be used by the Contractor is to comply with the National Health & Safety Act Regulations and must hold the required licenses for equipment used.

The Contractor must perform all of the following duties as part of the service:

- Tree trimming (over hanging)
- Vegetation management (garden bed cleaning/trimming)
- Poisoning of weed
- Debris waste removal
- Grass trimming
- Blowing cement pathways
- Rubbish Removal