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# Avon Midland Peri-Urban Partnership

(Formerly known as the Avon Regional Organisation of Councils)

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## Request for Quotation

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<b>Request for Quotation:</b>	<i>Avon Midland Peri-Urban Partnership Waste Facilities &amp; Resource Recovery Plan</i>
<b>Deadline:</b>	<i>4pm on Monday 2 February 2026</i>
<b>Address for Delivery:</b>	<i>C/- Shire of Toodyay 15 Fiennes St, Toodyay WA 6566 Email submissions to <a href="mailto:aroc@toodyay.wa.gov.au">aroc@toodyay.wa.gov.au</a> will be acceptable.</i>
<b>RFQ Number:</b>	<i>AMP-UP01</i>

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## 1 Conditions of Responding

### 1.1 Contract Requirements in Brief

*To develop a strategic waste facilities and resource recovery plan for the Avon Midland Peri-Urban Partnership (AMP-UP), to service the future needs of communities in the Shires of Goomalling, Northam, Toodyay, Victoria Plains and York.*

#### Definitions

Below is a summary of some of the important defined terms used in this Request:

<b>Contractor:</b>	Means the person or persons, corporation, or corporations whose Response is accepted by the Principal, and includes the executors or administrators, successors and assignments of such person or persons, corporation, or corporations.
<b>Deadline:</b>	The Deadline shown on the front cover of this Request for lodgement of your Submission.
<b>General Conditions of Contract:</b>	Means the General Conditions of Contract for the <i>Avon Regional Organisation of Council's waste facilities and resource recovery plan provided or nominated</i> in Part Three.
<b>Offer:</b>	Your Offer to be selected to supply the Requirements.
<b>Principal:</b>	<i>Avon Midland Peri-Urban Partnership</i>
<b>Response:</b>	Completed Offer, response to Selection Criteria and Attachments.
<b>Requirement:</b>	The Goods and/or Services requested by the Principal.
<b>Request or RFQ or Request for Quotation:</b>	This document.

### 1.2 Contact Persons

Respondents should not rely on any information provided by any person other than the person listed below:

<b>Name:</b>	<i>Kelly-Anne Murray</i>
<b>Telephone:</b>	<i>0486 034 314</i>
<b>Email:</b>	<a href="mailto:aroc@toodyay.wa.gov.au">aroc@toodyay.wa.gov.au</a>

### **1.3 Selection Criteria**

The Contract may be awarded to a Sole Respondent who best demonstrates the ability to provide quality products and or services at a competitive price. The quoted prices will be assessed together with the qualitative and compliance criteria to determine the most advantageous outcome to the principal.

The Principal has adopted the best value for money approach to this Request. This means that, although price is considered, the Response containing the lowest price will not necessarily be accepted, nor will the offer rank the highest on the Qualitative Criteria.

A scoring system will be usual as part of the assessment of the Qualitative Criteria. Unless otherwise stated, a Response which provides all the information requested will be assessed as satisfactory.

The extent to which the Respondent demonstrates greater satisfaction of each of these criteria will result in a greater score. The aggregate score of each Response will be used as one of the factors in the final assessment of the Qualitative Criteria and in the overall assessment of value for money.

### **1.4 Compliance Criteria**

These criteria are detailed within Part Four of this document and will not be point scored. Each Response will be assessed on a Yes/No basis as to whether the criterion is satisfactorily met. An assessment of “No” against any criterion may eliminate the Submission from consideration.

### **1.5 Qualitative Criteria**

In determining the most advantageous Response, the Evaluation Panel will score each Response against the Qualitative Criteria as detailed within Part Four of this document. Each criterion will be weighted to indicate the relative degree of importance that the Principal places on the technical aspects of the goods or services being purchased.

Note: It is essential that Respondents address each Qualitative Criterion.

Information that you provide addressing each Qualitative Criterion will be point scored by the Evaluation Panel.

Failure to provide the specified information may result in elimination from the evaluation process or a low score.

### **1.6 Value Considerations**

*Clause A: Weighted Price Criteria*

## Part 1 READ AND KEEP THIS PART

The Weighted Price method is used where price is considered to be crucial to the outcome of the contract. The price is then assessed with quality. Include any items that may affect any pricing outcomes (eg Regional Price Preference Policy).

Criteria	Weighting
Quoted Price	40%

### 1.6.1 Price Basis

#### *Option A: Fixed Prices*

All prices for Goods/Services offered under this Request are to be fixed for the term of the Contract. Quoted prices must include Goods and Services Tax (GST).

Any charge not stated in the Response, as being additional will not be allowed as a charge for any transaction under any resultant Contract.

### 1.7 Principal's Policies That May Affect Selection

The following policies may affect this selection:

*Shire of Toodyay Purchasing Policy*

### 1.8 Lodgement of Response and Delivery Method

The Response must be lodged by the Deadline. The Deadline for this Request for Quote is **Monday 2 February 2026 at 4pm Australian Western Standard Time.**

The Response is to be:

- placed in a sealed envelope clearly endorsed with the RFQ number and title as shown on the front cover of this Request; and
- sent to the AMP-UP Executive Officer, via the Shire of Toodyay, 15 Fiennes St, Toodyay WA 6566.
- Electronic mail Submissions *will* be accepted via [aroc@toodyay.wa.gov.au](mailto:aroc@toodyay.wa.gov.au)

Respondents must ensure that they have provided three signed copies of their Submission; one to be marked "ORIGINAL" and unbound and clipped (not stapled) and the other(s) to be marked "COPY" and bound. All pages must be numbered consecutively, and the Submission must include an index. Any brochures or pamphlets must be attached to both the original and the copies.

### 1.9 Rejection of Responses

A Response will be rejected without consideration of its merits in the event that:

- a) it is not submitted before the Deadline; or
- b) it is not submitted at the place specified in the Request for Quotation; or
- c) it may be rejected if it fails to comply with any other requirements of the Request for Quote; or
- d) the Respondent does not submit an Offer form that has been completed and signed together with all the required Attachments.

No web links or hyperlinks will be considered as part of any submission.

### **1.10 Acceptance of Responses**

Unless otherwise stated in this Request, Responses may be for all or part of the Requirements and may be accepted by the Principal either wholly or in part. The Principal is not bound to accept the lowest Response and may reject any or all Responses submitted.

### **1.11 Response Validity Period**

All Responses will remain valid and open for acceptance for a minimum period of ninety (90) days from the Deadline.

### **1.12 Precedence of documents**

In the event of there being any conflict or inconsistency between the Terms and Conditions herein and those in the General Conditions of Contract, the Terms and Conditions appearing in this Request will have precedence.

### **1.13 Alterations**

The Respondent must not alter or add to the Request documents unless required by these General Conditions of Responding.

The Principal will issue an addendum to all registered Respondents where matters of significance make it necessary to amend the issued Request for Quote documents before the Deadline.

### **1.14 Ownership of Responses**

All documents, materials, articles and information submitted by the Respondent as part of or in support of a Response shall become upon submission the absolute property of the Principal and will not be returned to the Respondent at the conclusion of the Response Process PROVIDED that the Respondent shall be entitled to retain copyright and other intellectual property rights therein, unless otherwise provided by the Contract.

### **1.15 Canvassing of Officers**

If a Respondent, whether personally or by agent, canvasses any of the Principal's Commissioners or Councillors (as the case may be) or Officers with a view to influencing the acceptance of any Respondent, then regardless of such canvassing having any influence on the acceptance of such Submission, the Principal may at its discretion omit the Respondent from consideration.

### **1.16 Identity of the Respondent**

The identity of the Respondent and Contractor is fundamental to the Principal. The Respondent shall be the person, persons, corporation, or corporations named as the Respondent in Part 3 of this Request. Upon acceptance of the Response, the Respondent will become the Contractor.

## 2 Specification

### **Purpose**

To develop a strategic Waste Facilities and Resource Recovery Plan for the Avon Midland Peri-Urban Partnership (AMP-UP), to service the future needs of communities in the Shires of Goomalling, Northam, Toodyay, Victoria Plains and York.

### **Project Background and Justification**

The Avon Midland Peri-Urban Partnership (AMP-UP) is a voluntary organisation of regional councils, including the local government Shires of Goomalling, Northam, Toodyay, Victoria Plains, and York. The Avon Valley region is home to approximately 22,000 people, comprising 28% of the population of the greater Wheatbelt region (76,000) in WA.

The Avon region faces evolving challenges and opportunities in waste management and resource recovery. These include limited landfill capacity, high transport costs, environmental concerns, changing regulatory landscapes, and the growing imperative for sustainable resource recovery. A fragmented approach to waste management across the region can lead to inefficiencies, missed economic opportunities, and suboptimal environmental outcomes.

The purpose of this project is to develop a robust, actionable, and regionally collaborative Waste Facilities and Resource Recovery Plan that ensures long-term waste management resilience for the local governments in the Avon region.

This project is justified by the need to:

- Develop a unified, strategic, and long-term vision for waste management and resource recovery across the Avon region.
- Identify and assess existing waste infrastructure and resource recovery capabilities, including utilisation of other landfills.
- Explore and evaluate innovative technologies and best practices for waste diversion and value creation.
- Comply with current and anticipated state and federal waste management policies and targets.
- Optimise financial and environmental outcomes through regional collaboration and shared infrastructure.
- Provide a clear roadmap for future investment and operational improvements.

### **Project Objectives:**

Upon completion, the project will have achieved the following outcomes:

- **Assessment:** Conducted a comprehensive assessment of current waste generation rates, composition, and existing waste infrastructure (e.g., landfills, transfer stations, recycling facilities) within the Avon region.
- **Gap Analysis:** Identified critical gaps and inefficiencies in the current waste management and resource recovery systems.
- **Options Analysis:** Researched and evaluated a range of feasible waste treatment technologies, resource recovery options, and collection systems suitable for the region's specific characteristics, including utilisation of existing landfills or waste disposal options.
- **Stakeholder Engagement:** Facilitated meaningful engagement with all relevant local governments, community groups, industry stakeholders, and regulatory bodies to gather input and build consensus.
- **Strategic Recommendations:** Developed a set of strategic recommendations for future waste facilities, resource recovery initiatives, and associated infrastructure development, including potential regional collaboration models within the region and/or with neighbouring shires.
- **Implementation Roadmap:** Outlined a phased implementation roadmap, including key actions, responsibilities, indicative timelines, and potential funding mechanisms.
- **Policy Alignment:** Ensured the plan aligns with and supports broader state and national waste management strategies and targets.

## 2.1 Scope of Work

### Scope Definition (In-Scope)

The project scope *includes* the following:

- **Geographic Focus:** All local government areas within the designated "Avon region and neighbouring regions."
- **Waste Streams:** Analysis of municipal solid waste (MSW), commercial and industrial (C&I) waste, and construction and demolition (C&D) waste generated within the region. Specific focus on organics, recyclables, and residual waste.
- **Current State Analysis:** Data collection, analysis, and reporting on current waste generation, diversion rates, and existing infrastructure.
- **Future Projections:** Forecasting of waste generation trends for the next 10-20 years.
- **Technology Assessment:** Review of proven and emerging waste treatment and resource recovery technologies.
- **Infrastructure Planning:** Recommendations for the optimal location, design, and capacity of future waste facilities (e.g., new transfer stations, material recovery facilities, organics processing plants).
- **Collection Systems:** Review and recommendations for optimising waste collection systems (e.g., kerbside, drop-off centres).
- **Financial Modelling (High-Level):** Preliminary assessment of the economic viability and cost-benefit of proposed options.
- **Regulatory Compliance:** Ensuring all recommendations adhere to relevant environmental regulations and licensing requirements.

- **Community Engagement Strategy:** Development of a strategy for communicating the plan and its benefits to the community.
- **Draft and Final Plan Document:** Production of a comprehensive written plan document.
- **Presentation of Results:** A presentation of the results to AMP-UP members.

### **Scope of Exclusions (Out-of-Scope)**

The project scope *does not include* the following:

- **Detailed Engineering Design:** The plan will not include detailed engineering designs or specifications for new facilities.
- **Specific Site Acquisitions:** The plan will identify potential areas but will not involve the acquisition of land for new facilities.
- **Detailed Financial Modelling:** While high-level financial considerations will be included, detailed financial modelling, business cases, or funding applications for specific projects are out of scope.
- **Hazardous Waste:** Detailed management strategies for hazardous waste streams (e.g., clinical waste, asbestos) are excluded, though their safe disposal pathways will be acknowledged.
- **Agricultural Waste:** Large-scale agricultural waste streams are generally out of scope unless they significantly intersect with C&I or MSW streams.
- **Implementation of Recommendations:** The project concludes with the delivery of the plan; its implementation is a separate phase.
- **Procurement Processes:** The project will not manage the procurement of services or infrastructure outlined in the plan.

### **Key Deliverables**

The primary deliverables of this project will include:

- **Inception Report:** Detailing project methodology, work plan, and initial findings.
- **Current State Assessment Report:** Comprehensive analysis of existing waste management practices and infrastructure.
- **Options Analysis Report:** Evaluation of various waste treatment and resource recovery technologies and models.
- **Stakeholder Engagement Summary Report:** Documentation of engagement activities and key feedback.
- **Draft Waste Facilities and Resource Recovery Plan:** A comprehensive document for review by stakeholders.
- **Final Waste Facilities and Resource Recovery Plan:** The approved, polished, and actionable plan document.
- **Presentation to Stakeholders:** A summary presentation of the final plan.

## **Stakeholders**

Key stakeholders involved in this project include:

- **Project Steering Committee:** Representatives from participating local governments.
- **Local Governments:** Councils, waste management officers, environmental health officers.
- **Community:** Residents, community groups, environmental advocates.
- **Industry:** Waste management operators, recyclers, material processors.
- **Regulatory Bodies:** State environmental protection agencies, waste authorities.
- **Regional Development Bodies:** Relevant regional organisations.

## **Assumptions**

The project will proceed based on the following assumptions:

- **Data Availability:** Necessary waste data (tonnages, composition, existing contracts) will be made available by participating local governments in a timely manner.
- **Stakeholder Cooperation:** All identified stakeholders will actively participate in engagement activities and provide constructive feedback.
- **Funding:** Sufficient budget and resources are allocated for the completion of the project.
- **Regulatory Stability:** No major unforeseen changes in waste management legislation or policy occur during the project duration.
- **Access to Sites:** Access to existing waste facilities for site visits and assessments will be granted.

## **Constraints**

The project is subject to the following constraints:

- **Budget:** The project must be completed within the allocated budget.
- **Timeline:** The project must adhere to the agreed-upon timeline for completion.
- **Data Quality:** The quality and completeness of available data may impact the depth of analysis.
- **Political Will:** The success of implementation will depend on the political will and commitment of participating local governments.

## **Risks**

Potential risks that could impact the project include:

- **Data Gaps:** Insufficient or unreliable data leading to less accurate projections or recommendations.
- **Lack of Stakeholder Buy-in:** Difficulty in achieving consensus among diverse local governments and stakeholders.

- **Regulatory Changes:** Unexpected changes in legislation impacting the viability of proposed solutions.
- **Resource Limitations:** Insufficient human resources or expertise within the project team or among stakeholders.
- **Public Opposition:** Strong community opposition to proposed facility locations or technologies.

### **Success Criteria**

The project will be deemed successful if:

- The Final Waste Facilities and Resource Recovery Plan is formally endorsed by participating AMP-UP members.
- The plan provides clear, actionable, and economically viable recommendations for long-term waste management.
- The plan identifies opportunities for increased resource recovery and waste diversion.
- Stakeholders' express satisfaction with the engagement process and the final plan.
- The project is completed within the agreed budget and timeline.

### **High-Level Timeline**

- Phase 1: Inception & Data Collection
- Phase 2: Current State & Gap Analysis
- Phase 3: Options Analysis & Stakeholder Engagement
- Phase 4: Plan Development & Review
- Phase 5: Finalisation & Endorsement

### **High-Level Budget Considerations**

The project budget will cover:

- Consultancy fees.
- Data collection and analysis tools/software.
- Stakeholder engagement activities (e.g., workshops, venue hire, catering).
- Report production and printing.
- Travel and accommodation (if required for site visits or meetings).

### **Governance and Reporting**

- A Project Steering Committee, comprising representatives from AMP-UP member local governments, will oversee the project.
- Regular progress reports will be submitted to the Steering Committee.
- Key decision points will require formal approval from the Steering Committee.

### **3    General Conditions of Contract**

*AS4122 for Consultants*

## **4 Respondent's Offer**

### **4.1 Offer Form**

The Executive Officer  
Avon Midland Peri-Urban Partnership  
C/- Shire of Toodyay  
15 Fiennes St  
TOODYAY WA 6566

I/We (Registered Entity Name): \_\_\_\_\_  
(BLOCK LETTERS)

of: \_\_\_\_\_  
(REGISTERED STREET ADDRESS)

ABN \_\_\_\_\_ ACN (if any) \_\_\_\_\_

Telephone No: \_\_\_\_\_ Facsimile No: \_\_\_\_\_

E-mail: \_\_\_\_\_

**In response to Request for Quotation (RFQ) AMP-UP01 Avon Regional Organisation of Council's Waste Facilities & Resource Recovery Plan**

I/We agree that I am/We are bound by and will comply with this Request and its associated schedules, attachments, all in accordance with the Conditions contained in this Request signed and completed.

The responded price is valid up to ninety (90) calendar days from the date of the RFQ closing.

I/We agree that there will be no cost payable by the Principal towards the preparation or submission of this Response irrespective of its outcome.

The consideration is as provided under the schedule of rates of prices in the prescribed format and submitted with this RFQ.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Signature of authorised signatory of Respondent: \_\_\_\_\_

Name of authorised signatory (BLOCK LETTERS): \_\_\_\_\_

Position: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Authorised signatory Postal address: \_\_\_\_\_

Email Address: \_\_\_\_\_

## 4.2 Selection Criteria

### 4.2.1 Compliance Criteria

Please select with a “Yes” or “No” whether you have complied with the following compliance criteria:

Description of Compliance Criteria	
a) Respondents are to provide acknowledgment that your organisation has submitted in accordance with the Conditions of this RFQ including completion of the Offer Form and provision of your pricing submitted in the format required by the Principal.	Yes / No
b) Compliance with the Specification contained in the Request.	Yes / No
c) Compliance with the Quality Assurance requirement for this Request.	Yes / No
d) Compliance with the Delivery Date.	Yes / No
e) Risk Assessment Respondents must address the following information in an attachment and label it “ <b>Risk Assessment</b> ”:	Yes / No
<ul style="list-style-type: none"> <li>i) <i>An outline of your organisational structure inclusive of any branches and number of personnel.</i></li> <li>ii <i>If companies are involved, attach their current ASC company extracts search including latest annual return.</i></li> <li>iii) <i>Provide the organisations directors/company owners and any other positions held with other organisations.</i></li> <li>iv) <i>Provide a summary of the number of years your organisation has been in business.</i></li> <li>v) <i>Attach details of your referees. You should give examples of work provided for your referees where possible.</i></li> <li>vi) <i>Are you acting as an agent for another party? If Yes, attach details (including name and address) of your principal.</i></li> </ul>	Yes / No

**Part 4 COMPLETE AND RETURN THIS PART**

<p>vii) <i>Are you acting as a trustee of a trust? If Yes, give the name of the trust and include a copy of the trust deed (and any related documents); and if there is no trust deed, provide the names and addresses of beneficiaries.</i></p> <p>viii) <i>Do you intend to subcontract any of the Requirements? If Yes provide details of the subcontractor(s) including; the name, address and the number of people employed; and the Requirements that will be subcontracted.</i></p> <p>ix) <i>Will any actual or potential conflict of interest in the performance of your obligations under the Contract exist if you are awarded the Contract, or are any such conflicts of interest likely to arise during the Contract? If Yes, please supply in an attachment details of any actual or potential conflict of interest and the way in which any conflict will be dealt with.</i></p> <p>x) <i>Are you presently able to pay all your debts in full as and when they fall due?</i></p> <p>xi) <i>Are you currently engaged in litigation as a result of which you may be liable for \$50,000 or more? If Yes, please provide details.</i></p> <p>xii) <i>In order to demonstrate your financial ability to undertake this contract, include a profit and loss statement and the latest financial return for you and each of the other proposed contracting entities, together with a list of financial referees from your bank and/or accountant.</i></p>	<p>Yes / No</p>
<p>The insurance requirements for this Request for Quotation are stipulated in Part 3 of the RFQ. Respondents are to supply evidence of their insurance coverage including, insurer, expiry date, value, and type of insurance. If a Respondent holds “umbrella Insurance,” please ensure a breakdown of the required insurances are provided. A copy of the Certificate of Currency is to be provided to the Principal within seven days of acceptance.</p>	

#### 4.2.2 Qualitative Criteria

Before responding to the following Qualitative Criteria, Respondents must note the following:

- a) All information relevant to your answers to each criterion are to be contained within your Response;
- b) Respondents are to assume that the Evaluation Panel has no previous knowledge of your organisation, its activities or experience;
- c) Respondents are to provide full details for any claims, statements or examples used to address the Qualitative Criteria; and
- d) Respondents are to address each issue outlined within a Qualitative Criterion.

<b>A. Relevant Experience</b> Describe your experience in completing/supplying similar Requirements. Respondents must, as a minimum, address the following information in an attachment and label it <b>“Relevant Experience”</b>	<b>Weighting</b>  <b>20%</b>	
<ol style="list-style-type: none"> <li>a) <i>Provide details of similar work.</i></li> <li>b) <i>Provide scope of the Respondent's involvement including details of outcomes.</i></li> <li>c) <i>Demonstrate sound judgement and discretion.</i></li> <li>d) <i>Provide details of issues that arose during the project and how these were managed.</i></li> <li>e) <i>Demonstrate competency and proven track record of achieving outcomes.</i></li> </ol>	<b>“Relevant Experience”</b>	<b>Tick if attached</b>  <input type="checkbox"/>

<b>B. Key Personnel Skills and Experience</b> Respondents should provide as a minimum information of proposed personnel to be allocated to this project, such as:	<b>Weighting</b>  <b>15%</b>	
<ol style="list-style-type: none"> <li>a) <i>Their role in the performance of the Contract.</i></li> <li>b) <i>Curriculum vitae.</i></li> <li>c) <i>Membership to any professional or business associations.</i></li> </ol>	<b>“Key Personnel”</b>	<b>Tick if attached</b>  <input type="checkbox"/>

**Part 4 COMPLETE AND RETURN THIS PART**

<p>d) <i>Qualifications, with particular emphasis on experience of personnel in projects of a similar requirement.</i></p> <p>e) <i>Any additional information.</i></p>		
<p>Supply any other relevant details in an attachment and label it “<b>Key Personnel Skills and Experience.</b>”</p>		

<p><b>C. Respondent’s Resources</b></p> <p>Respondents should demonstrate their ability to supply and sustain the necessary:</p>	<p><b>Weighting</b></p> <p><b>5%</b></p>	
<p>a) <i>Any contingency measures or backup of resources including personnel (where applicable).</i></p>	<p><b>“Respondent’s Resources”</b></p>	<p><b>Tick if attached</b></p> <p><input type="checkbox"/></p>
<p>As a minimum, Respondents should provide a current commitment schedule in an attachment and label it “<b>Respondent’s Resources.</b>”</p>		
<p><b>D. Demonstrated Understanding</b></p> <p>Respondents should detail the process they intend to use to achieve the Requirements of the Specification.</p> <p>Areas you may wish to cover include:</p>	<p><b>Weighting</b></p> <p><b>20%</b></p>	
<p>a) <i>Demonstrated understanding of the Scope of Work.</i></p> <p>b) <i>The process for the delivery of the Goods/Services.</i></p> <p>c) <i>A project schedule/timeline (where applicable).</i></p>	<p><b>“Demonstrated Understanding”</b></p>	<p><b>Tick if attached</b></p> <p><input type="checkbox"/></p>
<p>Supply details and provide an outline of your proposed methodology in an attachment labelled “<b>Demonstrated Understanding.</b>”</p>		

### 4.3 Price Information

Respondents must complete the following “Price Schedule.” Before completing the Price Schedule, Respondents should ensure they have read this entire Request for Quotation.

<b>Part 4      COMPLETE AND RETURN THIS PART</b>
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**4.3.1   Price Basis**

Are you prepared to offer a fixed price?
--

<b>Yes / No</b>
-----------------

**4.3.2   Price Schedule**

Are you prepared to determine price as a lump sum for services?
---

<b>Yes / No</b>
-----------------