

FAQs - Tender for gifting of City of Subiaco buses

1. What organisations will be eligible to apply?

The city's Tender process will be targeted at locally based not-for-profit and charitable organisations and/or schools/ associations that support the local community.

2. Will an organisation be able to apply for more than one bus?

Yes. The panel will determine the best proposal/s based on the selection criteria.

3. What is the process if you are interested in submitting proposals for one bus, either bus or both buses?

Respondents will be requested to complete a schedule like the one below and should ensure that they clearly mark their separate proposals for use of one or both buses. Failure to do so may render the Tender invalid.

Option Number	Bus/es being Quoted for	Option being Quoted for – tick only one box	Proposal/s attached
Option 1	One bus - Bus A only	<input type="checkbox"/>	Yes / No <input type="checkbox"/> <input type="checkbox"/>
Option 2	One bus - Bus B only	<input type="checkbox"/>	Yes / No <input type="checkbox"/> <input type="checkbox"/>
Option 3	One bus - Bus A or B – no preference	<input type="checkbox"/>	Yes / No <input type="checkbox"/> <input type="checkbox"/>
Option 4	Two buses only –Bus A and Bus B	<input type="checkbox"/>	Yes / No <input type="checkbox"/> <input type="checkbox"/>
Option 5	Either two buses or Bus A only	<input type="checkbox"/>	Yes / No <input type="checkbox"/> <input type="checkbox"/>
Option 6	Either two buses or Bus B only	<input type="checkbox"/>	Yes / No <input type="checkbox"/> <input type="checkbox"/>
Option 7	Either two buses or either Bus A or Bus B	<input type="checkbox"/>	Yes / No <input type="checkbox"/> <input type="checkbox"/>

4. What type of projects will be considered eligible?

The City of Subiaco will consider gifting the bus/es to an organisation/s which will use it/them to deliver programs, projects, events or activities that align with the city's vision as outlined in the Strategic Community Plan and meet the city's compliance and qualitative selection criteria specified in the Tender document.

5. When will the buses be available for the successful Tenderer

It is expected the buses will be gifted to the successful Tenderer/s within the first three months of 2018.

6. Will there be costs involved in getting the buses?

Yes. The costs will vary according to a number of factors particular to your organisation and the intended use. Please consider the following costs when considering your Tender application:

Licence

Standard C class licence (normal car licence) is currently required for the current seat configuration.

If the removed seats (which have been kept in storage and will be included with the bus/es) are reinstated the licence category required to drive the bus will change. The costs for reinstatement and for any subsequent licence upgrades will need to be considered.

Drivers of the bus/es may also require an F endorsement for their drivers licence dependent on the proposed use for the bus/es. This allows the driver to transport people on a fee for service basis. Information can be found at <http://www.transport.wa.gov.au/licensing/become-a-bus-or-charter-vehicle-driver.asp>. There are a number of fees associated with this.

Registration

Concessional registration is valid to July 2018. This may need to be upgraded to non-concessional (and additional fees of approximately \$500 per annum paid by the successful Tenderer/s) dependent on the status of the organisation that is successful in being gifted the bus/es.

Transfer Fees

The estimated vehicle licence duty (transfer fee) is payable by the successful Tenderer to the Department of Transport and is based on the value of the vehicles. It is likely to be \$570 - \$625.

7. Will the City of Subiaco contribute to any costs involved in the successful Tenderer/s taking possession of the bus/buses?

No. The City will ensure the buses have been serviced and are ready for collection but all costs related to taking ownership of the bus/es must be borne by the successful Tenderer/s.

8. Where and when can I see the Tender document?

The Tender document is available to view and download up to the submission deadline on the City's Tender Portal at www.Tenderlink.com/subiaco

9. Do you need to intend submitting a Tender to go on the Tenderlink portal or can you just have a look?

Anyone can look at the portal. A log-in is required but anyone can set this up. Just follow the prompts to view the bus Tender document.

10. When is the deadline for Tender submissions?

Tender submissions close at 2pm on Wednesday 1 November.

11. Is there a preferred way to lodge a Tender?

Tenders can be submitted in a number of ways as per below:

- a. via the City's Website - www.subiaco.wa.gov.au/Your-council/Tenders
- b. via City's Tender Portal – www.Tenderlink.com/subiaco
- c. hand delivered to the City – 241 Rokeby Rd, Subiaco 6008 (Place directly in Tender box in front foyer)
- d. posted to the City – PO Box 270 Subiaco WA 6904.

12. Do organisations have to do a bus inspection?

Yes. Any organisation that submits a Tender may have their Tender declared invalid if they have not had a bus site inspection prior to submitting their Tender. Failure to allow sufficient time for arranging an inspection is not grounds to have this condition waived.

13. How will Tenders be evaluated?

A panel will evaluate all compliant Tenders with reference to a range of qualitative criteria as per the table below:

Description of Qualitative Criteria	Weighting												
<p>Key Selection Criteria below and under Scope of work:</p> <table border="1"> <thead> <tr> <th>Criterion</th> <th>Weighting</th> </tr> </thead> <tbody> <tr> <td>a) Promotes wellbeing and a sense of belonging to Subiaco's community</td> <td>15%</td> </tr> <tr> <td>b) Offers positive benefits to the Subiaco community</td> <td>15%</td> </tr> <tr> <td>c) Potential to either impact a large group of the Subiaco community OR make a large impact to a small group of the Subiaco community</td> <td>4%</td> </tr> <tr> <td>d) Has demonstrated community support</td> <td>4%</td> </tr> <tr> <td>e) Provides an opportunity for the city to develop relationships with its community and/or its community groups</td> <td>2%</td> </tr> </tbody> </table>	Criterion	Weighting	a) Promotes wellbeing and a sense of belonging to Subiaco's community	15%	b) Offers positive benefits to the Subiaco community	15%	c) Potential to either impact a large group of the Subiaco community OR make a large impact to a small group of the Subiaco community	4%	d) Has demonstrated community support	4%	e) Provides an opportunity for the city to develop relationships with its community and/or its community groups	2%	40%
Criterion	Weighting												
a) Promotes wellbeing and a sense of belonging to Subiaco's community	15%												
b) Offers positive benefits to the Subiaco community	15%												
c) Potential to either impact a large group of the Subiaco community OR make a large impact to a small group of the Subiaco community	4%												
d) Has demonstrated community support	4%												
e) Provides an opportunity for the city to develop relationships with its community and/or its community groups	2%												
Aligns with the city's Strategic Community Plan 2017-2027	20%												
Relevant experience in delivering similar proposals	10%												
Skills and experience of key personnel	10%												
Is sustainable over a period of two years	5%												
Demonstrated understanding of the requirements of the proposal	5%												
Aligns with the city's Disability Access and Inclusion Plan (DAIP) strategies.	5%												
Evaluation of environmental performance as detailed in the completed environmental questionnaire - organisation or product environmental performance.	5%												

14. Where can I see the city's Strategic Community Plan mentioned in the Tender document?

It is available on the city's website listed under Important Documents [here](#)

15. Where can I see a copy of the city's Disability Access and Inclusion Plan (DAIP) strategies mentioned in the Tender document?

The plan is available on the city's website listed under Important Documents [here](#)

16. Why does the Tenderer have to show that their proposal is sustainable over two years?

It is a community expectation that the gifted bus/buses will be used for the purpose/s proposed in the Tender/s. Addressing the question of the sustainability of the proposal requires the Tenderer to consider whether they will in fact be in a position to deliver the proposed use over two years and whether they have organisational commitment for that timeframe.

17. Where can I see the environmental questionnaire?

It is in the Tender document available on the city's Tender Portal at www.Tenderlink.com/subiaco

18. What are the details of the buses being gifted?

The bus details are outlined in the table below. However a bus site inspection is also required for your organisation to be satisfied that the bus/buses being Tendered for meet your organisational requirements.

Vehicle	<u>BUS A</u>	<u>BUS B</u>
	2010 Toyota HIACE Commuter bus 1DLF814 LV176	2010 Toyota HIACE Commuter bus 1DLF728 LV175
Estimated value	\$20,000	\$22,000
Km travelled	51,257kms	12,205kms
Fuel	Unleaded petrol	Unleaded petrol
Licence required	Standard C class licence (normal car licence). If the removed seats (which will be provided with the bus) are re-instated the licence category required to drive the bus will change. Drivers of the bus/es may also require an F endorsement for their drivers licence. This allows the driver to transport people on a fee for service basis. Information can be found at http://www.transport.wa.gov.au/licensing/become-a-bus-or-charter-vehicle-driver.asp . There are fees associated with this.	Standard C class licence (normal car licence) If the removed seats (which will be provided with the bus) are re-instated the licence category required to drive the bus will change Drivers of the bus/es may also require an F endorsement for their drivers licence. This allows the driver to transport people on a fee for service basis. Information can be found at http://www.transport.wa.gov.au/licensing/become-a-bus-or-charter-vehicle-driver.asp . There are fees associated with this.

Current seating arrangement	2 front seat, 10 rear seat	2 front seat, 6 rear seat
Additional features	<p>Vehicle has been modified (three seats removed) to be able to be driven by standard C class licence. Seats have been kept in storage and can be included but if the successful Tenderer wishes to have them reinstalled at their expense at a later stage, the licence required to drive the vehicle will change.</p> <p>All City of Subiaco branding has been professionally removed.</p>	<p>Motorised wheelchair lift.</p> <p>Vehicle has been modified (seven seats removed) to be able to be driven by standard C class licence. Seats have been kept in storage and can be included but if the successful Tenderer wishes to have them reinstalled at their expense at a later stage, the licence required to drive the vehicle will change.</p> <p>All City of Subiaco branding has been professionally removed.</p>
Registration	Concessional only to July 2018. This may need to be upgraded to non-concessional (and additional fees of approximately \$500 paid by the successful Tenderer) dependent on the status of the organisation that is successful in being gifted the bus/es.	Concessional only to July 2018. This may need to be upgraded to non-concessional (and additional fees of approximately \$500 paid by the successful Tenderer) dependent on the status of the organisation that is successful in being gifted the bus/es.
Service history	Up to date full log book service history available	Up to date full log book service history available
Transfer of vehicle	Bus will become the property of the successful Tenderer when Transfer documents are successfully processed at the closure of the Tender Validity Period. Within 14 days of gifting the vehicle, the registration Transfer must occur by both parties.	Bus will become the property of the successful Tenderer when Transfer documents are successfully processed at the closure of the Tender Validity Period. Within 14 days of gifting the vehicle, the registration Transfer must occur by both parties.
Estimated vehicle licence duty payable by successful Tenderer to Department of transport	\$570	\$625
Collection of vehicle	TBC subject to successful Transfer process	TBC subject to successful Transfer process

19. Who can I contact if I need more information?

If you have read the Tender document and the FAQs and have some unanswered questions, please contact the staff below according to the nature of your enquiry:

Specifications of buses and to arrange mandatory inspection of buses prior to submitting a Tender

Name: Mark Williams

Telephone: (08) 9387 0941

E-mail: markw@subiaco.wa.gov.au

Contract and general Tender enquiries

Name: Natasha Blackley or Josie Mc Alees

Telephone: (08) 9237 9201

E-mail: procurement@subiaco.wa.gov.au

Proposed uses for buses

Name: Lynne Ward

Telephone: (08) 9237 9242

E-mail: lynnew@subiaco.wa.gov.au