



SHIRE OF KONDININ

Request for Tender

Request for Tender:	<i>Provision of Medical Services to the Shire of Kondinin</i>
Deadline:	<i>4.00 pm 5th September 2025</i>
Address for Delivery:	<i>12 Gordon Street Kondinin WA 6367 PO Box 7 Kondinin WA 6367 Email to ceo@kondinin.wa.gov.au Electronic and Mailed tenders will be accepted.</i>
RFT Number:	<i>RFT 01 - 25/26</i>

Table of Contents

Contents

1	Conditions of Tendering	4
1.1	Definitions	4
1.2	Tender Documents	5
1.3	How to Prepare Your Tender	5
1.4	Contact Persons	5
1.5	Requests for Clarification	5
1.6	Lodgement of Tenders and Delivery Method	6
1.7	Rejection of Tenders	6
1.8	Late Tenders	7
1.9	Acceptance of Tenders	7
1.10	Disclosure of Contract Information	7
1.11	Tender Validity Period	7
1.12	Precedence of Documents	7
1.13	Alternative Tenders	7
1.14	Tenderers to Inform Themselves	8
1.15	Alterations	8
1.16	Risk Assessment	8
1.17	Evaluation Process	9
1.18	Selection Criteria	9
1.19	Compliance Criteria	10
1.20	Qualitative Criteria	10
1.21	Price Basis	11
1.22	Ownership of Tenders	11
1.23	Canvassing of Officials	11
1.24	Costs of Tendering	11
1.25	Tender Opening	11
1.26	In House Tenders	11
2	Statement of Requirements	12
2.1	Background Information	12
2.2	Definitions	12
2.3	Scope of Work	12
3	Tenderer's Offer	14
3.1	Form of Tender	14
3.2	Qualitative Criteria	15
3.2.1	Compliance Criteria	15

Table of Contents

3.3	Price Information	16
3.3.1	Price Basis.....	16
3.3.2	Price Schedule.....	16

1 Conditions of Tendering

1.1 Definitions

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

Attachments:	The documents you attach as part of your Tender. Basic Order: Purchase Order Shire: The Shire of Kondinin Customer / Principal: In this case Shire of Kondinin
Contractor:	Means the person or persons, corporation or corporations whose Tender is accepted by the principal, including the executors or administrators, successors and assignments of such person or persons, corporation or corporations.
Contract:	Legal Binding Agreement between
Deadline:	The deadline for lodgement of your Tender as detailed on the front cover of this Request.
General Conditions of Contract:	Means the General Conditions of Contract for supply of Medical Services to the Shire of Kondinin.
Offer:	Your offer to supply the Requirements.
Principal:	Shire of Kondinin.
Request OR RTF OR Request for Tender	This document.
Requirement:	The supply of Medical Services to the Shire of Kondinin as requested by the principal.
Selection Criteria:	The Criteria used by the principal in evaluating your Tender.
Special Conditions:	The additional contractual terms.
Specification:	The Statement of Requirements that the principal requests you to provide if selected.
Tender:	Completed Offer form, Response to the Selection Criteria and Attachments.
Tenderer:	Someone who has or intends to submit an Offer to the Principal.
Tender Open Period:	The time between advertising the Request and the Deadline.

1.2 Tender Documents

This Request for Tender is comprised of the following parts:

Part 1 – Conditions of Tendering (*read and keep this part*).

Part 2 – Statement of Requirement includes Specification and any plans/drawings (*read and keep this part*).

Part 3 – General Conditions of Contract (*read and keep this part*).

Part 4 – Special Conditions of Contract (*read and keep this part*).

Part 5 – Tenderer's Offer (*complete and return this part*).

Separate Documents

- a) Addenda and any other special correspondence issued to Tenderers by the principal.
- b) Any other policy or document referred to but not attached to the Request.

1.3 How to Prepare Your Tender

- a) Carefully read all parts of this document.
- b) Ensure you understand the Requirements.
- c) Complete and return the Offer (Part 3) in all respects and include all Attachments.
- d) Make sure you have signed the Offer form and responded to all the Selection Criteria; and
- e) Lodge your Tender before the Deadline.

1.4 Contact Persons

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

Name:	<i>Bruce Wright</i>
Telephone:	<i>Shire of Kondinin 08 98891006</i> <i>Mobile 0429 891 006</i>
Email:	<i>ceo@kondinin.wa.gov.au</i>

1.5 Requests for Clarification

Tenderers may submit a request for clarification on any part of the RFT documents prior to lodgement of their Tender.

1.6 Lodgement of Tenders and Delivery Method

The tender must be lodged by the Deadline. The Deadline for this request is 5th September 2025.

The Tender is to be:

- a) Placed in a sealed envelope clearly endorsed with the tender number and title as shown on the front cover of this Request; and
- b) Delivered by hand and placed in the Tender Box at Shire of Kondinin 11 Gordon Street Kondinin WA 6367 (by the Tenderer or the Tenderer's private agent) or sent through the mail to the Chief Executive Officer Shire of Kondinin PO Box 7 Kondinin WA 6367.

Electronic mail Tenders will be accepted email to ceo@kondinin.wa.gov.au

All pages must be numbered consecutively, and the Tender must include an index. Any brochures or pamphlets must be attached to both the original and the copies.

- a) Where electronic submission of Tender has commenced prior to the Deadline and is not completed successfully by the Deadline, the Tender will not be accepted and will be deemed to be a late Tender.
- b) Tenderers acknowledge that although the principal has implemented security measures, the principal does not warrant that unauthorised access to information and data transmitted via the Internet will not occur.
- c) Tenderers acknowledge that:
 - a. Lodgement of their Tender on time and in accordance with these Conditions of Tender is entirely their responsibility; and
 - b. The Principal will not be liable for any loss, damage, costs or expenses incurred by Tenderers or any other person if, for any reason, a Tender or any other material or communication relevant to this Request is not received on time, is corrupted or altered or otherwise is not received as sent, cannot be read or decrypted, or has its security or integrity compromised.

1.7 Rejection of Tenders

A Tender will be rejected without consideration of its merits if:

- a) It is not submitted before the Deadline; or
- b) It is not submitted at the place specified in the Request; or
- c) It may be rejected if it fails to comply with any other requirements of the Request.

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

1.8 Late Tenders

Tenders received:

- a) After the Deadline; or
- b) In a place other than that stipulated in this Request.

will not be accepted for evaluation.

1.9 Acceptance of Tenders

Unless otherwise stated in this Request, Tenders 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 Tender and may reject any or all Tenders submitted.

1.10 Disclosure of Contract Information

Documents and other information relevant to the contract may be disclosed when required by law under the Freedom of Information Act 1992 or under a Court order.

All Tenderers will be given particulars of the successful Tenderer(s) be advised that no Tender was accepted.

1.11 Tender Validity Period

All Tenders will remain valid and open for acceptance for a minimum period of ninety (90) days from the Deadline or forty-five (45) days from the principal's resolution for determining the Tender, whichever is the later unless extended on mutual agreement between the Principal and the Tenderer in writing.

1.12 Precedence of Documents

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

1.13 Alternative Tenders

All Alternative Tenders must be accompanied by a conforming Tender.

Tenders submitted as Alternative Tenders or made subject to conditions other than the General and Special Conditions of Contract must in all cases be clearly marked "**Alternative Tender**".

The principal may in its absolute discretion reject any Alternative Tender.

Any printed "General Conditions of Contract" contained within a Tender will not be binding on the principal in the event of a Contract being awarded unless the Tender is marked as an Alternative Tender.

1.14 Tenderers to Inform Themselves

Tenderers will be deemed to have:

- a) examined the Request and any other information available in writing to Tenderers for the purpose of tendering.
- b) examined all further information relevant to the risks, contingencies, and other circumstances influencing their Tender which is obtainable by the making of reasonable enquires.
- c) satisfied themselves as to the correctness and sufficiency of their Tenders including tendered prices which will be deemed to cover the cost of complying with all the Conditions of Tendering and of all matters and things necessary for the due and proper performance and completion of the work described therein.
- d) acknowledged that the principal may enter negotiations with a chosen Tenderer and that negotiations are to be carried out in good faith; and
- e) satisfied themselves they have a full set of the Request documents and all relevant attachments.

1.15 Alterations

The Tenderer must not alter or add to the Request documents unless required by these Conditions of Tendering.

The principal will issue an addendum to all registered Tenderers where matters of significance make it necessary to amend or supplement the issued Request documents before the Deadline.

1.16 Risk Assessment

The principal may have access to and consider:

- a) any risk assessment undertaken by any credit rating agency.
- b) any financial analytical assessment undertaken by any agency; and
- c) any information produced by the Bank, financial institution, or accountant of a Tenderer.

Tenderers may be required to undertake to provide to the principal (or its nominated agent) upon request all such information as the principal reasonably requires satisfying itself that Tenderers are financially viable and have the financial capability to provide the Services for which they are submitting and meet their obligations under any proposed Contract. The principal reserves the right to engage (at its own cost) an independent financial assessor as a nominated agent to conduct financial assessments under conditions of strict confidentiality. For this assessment to be completed, a representative from the nominated agent may contact you concerning the financial information that you are required to provide.

The financial assessment is specifically for use by the principal for the purpose of assessing Tenderers and will be treated as strictly confidential.

1.17 Evaluation Process

This is a Request for Tender.

Your Tender will be evaluated using information provided in your Tender.

The following evaluation methodology will be used in respect of this Request:

- a) Tenders are checked for completeness and compliance. Tenders that do not contain all information requested (e.g. completed Offer form and Attachments) may be excluded from evaluation.
- b) Tenders are assessed against the Selection Criteria. Contract costs are evaluated (eg tendered prices) and other relevant whole of life costs are considered.
- c) The most suitable Tenderers may be short listed and may also be required to clarify their Tender, make a presentation, demonstrate the product/solution offered and/or open premises for inspection. Referees may also be contacted prior to the selection of the successful Tenderer.

A Contract may then be awarded to the Tenderer whose Tender is considered the most advantageous Tender to the Principal.

1.18 Selection Criteria

The Contract may be awarded to a respondents Tenderer(s) who best demonstrates the ability to provide quality products and/or services at a competitive price. The tendered prices will be assessed together with qualitative and compliance criteria to determine the most advantageous outcome to the principal.

The principal has adopted a best value for money approach to this Request. This means that, although price is considered, the Tender containing the lowest price will not necessarily be accepted, nor will the Tender rank the highest on the qualitative criteria.

A scoring system will be used as part of the assessment of the qualitative criteria. Unless otherwise stated, a Tender that provides all the information requested will be assessed as satisfactory. The extent to which a Tender demonstrates greater satisfaction of each of these criteria will result in a greater score. The aggregate score of each Tender 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.

1.19 Compliance Criteria

These criteria are detailed within 3.2.1 of this document and will not be point scored. Each Tender 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 Tender from consideration.

1.20 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 Submission.
- (b) Respondents are to assume that the Evaluation Panel has no previous knowledge of their 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.

<p>(A) Relevant Experience in providing medical services in a Rural environment.</p> <p>Your response must detail the following:</p> <ul style="list-style-type: none">(a) Details of similar professional experience.(b) Demonstrate competency and proven track record of achieving outcomes.(c) Qualifications and professional memberships of key staff(d) Contact details of at least 2 referees(e) Demonstrated ability and experience in medical support services in hospital or aged care facility environment.	<p>Weighting: 60%</p>
<p>(B) Price</p> <p>(a) Respondents must complete the Schedule of Prices at 4.4</p>	<p>Weighting: 40%</p>

1.21 Price Basis

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

1.22 Ownership of Tenders

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

1.23 Canvassing of Officials

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

1.24 Costs of Tendering

The principal will not be liable for payment to the Tenderer for any costs, losses or expenses incurred by the Tenderer in preparing their Offer.

1.25 Tender Opening

Tenders will be opened in the principal's offices, following the advertised Deadline. All Tenderers and members of the public may attend or be represented at the opening of Tenders.

The names of the persons who submitted the Tender by the due Deadline will be read out at the Tender Opening. No discussions will be entered into between Tenderers and the Principal's officers present or otherwise, concerning the Tenders submitted.

The Tender Opening will be held on or as soon as practicable after the Deadline at Shire of Kondinin 11 Gordon Street Kondinin WA 6367

1.26 In House Tenders

The principal does not intend to submit an In-House Tender.

2 Statement of Requirements

2.1 Background Information

An opportunity has arisen for a General Practitioner or organisation to establish and grow their business at the Kondinin and Hyden Medical Centres. The Kondinin Medical Centre is a modern facility currently operated by the Shire of Kondinin. The Hyden Medical Centre is within the Western Australia Country Health Service (WACHS) facility.

Kondinin and Hyden are vibrant and welcoming towns 278 kilometres from Perth, WA. The town has evolved from its traditional rural history and today plays a key role within the Wheatbelt in cereal cropping, cattle and sheep production, agricultural innovation, and mining as well as support from industries such as engineering, auto works and tourism. The Shire of Kondinin is home to over 873 residents, is well serviced and is in a beautiful location. The town represents the perfect opportunity for an established medical service or General Practitioner to build a successful business. The population growth rate is 4.14%. The Shire of Kondinin has an ageing population, with a low unemployment rate of 2.8%.

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

Contractor's Representative:	Means any Officer or person duly authorised by the Contractor, in writing, to act on their behalf for the purpose of the Contract;
Principal's Representative	Means any Officer of person duly authorised by the principal, in writing, to act on their behalf for the purpose of the Contract;
Works or Services:	Means the Services, which the Contractor is required to provide to the Principal and the Contractor under the Contract;

The Shire of Kondinin is offering a contract up to five-years with an option for a further five years in return for the provision of a General Practitioner and associated medical services to the Kondinin community. The Shire of Kondinin has agreed to provide a package of benefits including:

- Provision of Medical Centres at Kondinin (Shire Owned) and Hyden (Lease with WACHS)
- Provision of equipment including IT systems.
- Provision of well-located 4 x 2 house in Kondinin including gardening services.
- Provision of Motor Vehicle.

The Shire of Kondinin currently manages the Kondinin Medical Services but is willing to hand over the day-to-day operations of the service.

A Contract for the Provision of Services will be negotiated with the successful Tenderer and will include an acknowledgement that the Shire of Kondinin expects high quality medical services to be delivered to the residents of the Shire of Kondinin.

The contractor including any medical practitioners sub-contracted to the contractor, must be registered under the Health Practitioner Regulation National Law (WA) Act to practice as a medical practitioner, or hold a provisional registration under the Act that permits the Medical Service Practitioner to provide the medical services and shall in the performance of its obligations under the Contract, at all times, duly perform and fulfil the requirements under any statutes of the Commonwealth of Australia, or of the State of Western Australia, or any local laws, ordinances, or regulations of any authority constituted under such statutes. The Medical Services Provider must, during the Term, provide the medical services to the reasonable satisfaction of the principal and must:

- Provide all aspects of general practice services and management of the medical centres.
- Undertake emergency call outs and service patients regularly at the Kondinin Hospital.
- Provide an in-person, on-site General Practitioner service for at least 6 hours, five days per week for a minimum of 50 weeks per annum with a minimum of two days per week at the Hyden Medical Centre.
- Engage a locum General Practitioner during any period of leave of 14 days or more taken by the General Practitioner.
- All reasonable precautions are to be taken to prevent pollution or contamination at the Medical Centre.
- The Medical Service Provider shall have sufficient understanding of the English language and of relevant technical terminology to be able to read, converse and receive instructions in English.
- Police clearance may be required if requested by the principal
- Comply with all aspects of the Work Health and Safety Act 2025 (WA)

3 Tenderer's Offer

3.1 Form of Tender

The Chief Executive Officer
Shire of Kondinin
11 Gordon Street
Kondinin WA 6367

I/We (Registered Entity Name): _____
(BLOCK LETTERS)

of: _____
(REGISTERED STREET ADDRESS)

ABN _____ ACN (if any) _____

Telephone No: _____ Facsimile No: _____

E-mail: _____

In response to RFT 01 – 25/26

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 of Tendering contained in this Request signed and completed.

The tendered price is valid up to ninety (90) calendar days from the date of the Tender closing or forty-five (45) days from the Council's resolution for determining the Tender, whichever is the later unless extended on mutual agreement between the Principal and the Tenderer in writing.

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

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

Dated this _____ day of _____ 20____

Signature of authorised signatory of Tenderer: _____

Name of authorised signatory (BLOCK LETTERS): _____

Position: _____

Telephone Number: _____

Authorised signatory Postal address: _____

Email Address: _____

3.2 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 Submission.
- b) Respondents are to assume that the Evaluation Panel has no previous knowledge of their 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.

<p>Relevant Experience in providing medical services in a rural environment. Your response must detail the following:</p> <ol style="list-style-type: none"> a) Details of similar professional experience. b) Demonstrate competency and proven track record of achieving outcomes. c) Qualifications and professional memberships of key staff d) Contact details of at least 2 referees e) Demonstrated ability and experience in medical support services in hospital or aged care facility environment. 	60 %
<p>Price</p> <ol style="list-style-type: none"> a) Respondents must complete the Schedule of Prices at 4.4 	40%

3.2.1 Compliance Criteria

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

Description of Compliance Criteria	
a) Tenderers are to provide acknowledgment that your organisation has submitted in accordance with the Conditions of Tender including completion of the Offer Form and provision of your pricing submitted in the format required by the principal.	Yes / No
a) Compliance with the Specification contained in the Request.	Yes / No
b) Compliance with attendance at any mandatory Tender briefing or site inspection.	Yes / No

Part 5 COMPLETE AND RETURN THIS PART

c) Compliance with the Quality Assurance requirement for this Request.	Yes / No
d) Compliance with the Delivery Date.	Yes / No

3.3 Price Information

Tenderers must complete the following "Price Schedule". Before completing the Price Schedule, Tenderers should ensure they have read this entire Request.

3.3.1 Price Basis

Are you prepared to offer a fixed price?	Yes / No
--	-----------------

3.3.2 Price Schedule

Component	Detail	\$ Annual cost excluding GST
Annual Fee	Amount payable by Shire of Kondinin, Includes fees for delivery of services such as practice management and operating costs of the Medical Centre	
Any other subsidy or payment (please detail)		
Cash Total		

Annual Increase: %

*All Prices shall be Exclusive of GST

RESPONDENT'S SIGNATURE:

PRINT NAME:

Date:

WITNESS SIGNATURE:

PRINT NAME:

Date: