



- 1. The Project**
**VICTORY LUTHERAN COLLEGE
THE HUDSON CENTRE**
- 2. The Contract**
Fixed lump sum not subject to rise and fall:
AS 4905 – 2002 Minor Works Contract Conditions
- 3. Conditions of Contract**
Contract Administration: (**Rob Pickett Design**) in attendance as Administrator.
- 4. Tenders**
The Proprietor reserves the right to reject the lowest or any tender or an otherwise conforming Tender.
- 5. Tender Documents**
All documents will be provided electronically through dropbox.
- 6. Alternative Proposals**
No alternatives may be considered.
- 7. Permission to Visit the Site**
Tenderers may visit the site.
PLEASE PHONE Kelvin Boehringer 0431 482 656 to organise a time
- 8. Schedule**
Submit a statement of the number of working days required from start to finish date of the contract, with the expected Occupancy date noted.
- 9. Tender Enquiries**
All Enquiries during the tender period should be directed to :
Mr Euan Pickett phone 02 6021 1355
 Email euan@rpdesign.com.au
- 10. Tender Documents**
The tender documents include the "These Conditions", Tender Form, Specification, Drawings, Schedules and any other documents issued by Rob Pickett Design for the purpose of tendering (available at point of issue of documents).
No explanation or amendment to the tender documents shall be recognised unless in the form of written addendum issued by Rob Pickett Design.
- 11. Discrepancies, Errors and Omissions in Tender Documents**
If a Tenderer finds any discrepancy, error or omission in the tender documents, notify Rob Pickett Design, in writing, 5 days before the date and time for closing of tenders.
- 12. Validity Period**
Tenders are to be valid for a period of 45 days after the close of Tenders.
- 13. Acceptance of Tender**
A tender shall not be deemed to have been accepted unless and until a Letter of Acceptance is posted to the Tenderer or is sent by email, or is left at, the address stated in the tender form for service of notices.

Incredible Ideas Pty Ltd
T/as Rob Pickett Design
ABN 72 003 725 246

14. Tenderer to Inform themselves and Subcontractors

The Tenderer is deemed to have :

- A. Examined the tender documents, the site and its surroundings and other information made available.
- B. Examined information relevant to the risks, contingencies, and other circumstances having an effect on his tender and which is obtainable by the making of enquiries.
- C. Satisfied himself as to the correctness and sufficiency of his tender and that his tender covers the cost of complying with the obligations of the tender documents.
- D. Advised suppliers and sub-contractors of the requirements of the Preliminary and trade sections of the Specifications.
- E. Enquire as to the working conditions at the Site and be able to comply with the restrictions that will be imposed, as listed below, but not restricted to the following:
 - 1. Keep the access gate locked at all times outside the normal working hours.
 - 2. The Builder will be responsible for Building Site Security.
 - 3. Provide a barricade across the internal roadway to demarcate the building area.
 - 4. No animals allowed on-site.
 - 5. Foul language or loutish behaviour will not be tolerated.
 - 6. Restricted work hours limited to 7am to 6pm Monday to Friday, 8am to 4pm Saturday.

16. Quality Assurance

Comply with the following:

Submission at time of tender of a copy of the firm's general quality management system including quality manual, technical procedures, sample forms used in the quality management system and quality checklists if used. If the firm has had a third party certification audit prepared by a registered lead assessor within the last two years, a copy of such audit will be accepted in lieu of the required submission.

17. Submission of Tender

- A. Submit tender only on the tender form provided.
- B. Include an address for service of notices for the purpose of this tender and subsequent contact.
- C. Sign the tender form.
- D. The Tender shall be for the whole of the work described in the tender documents.
- E. Do not alter or add to tender documents except as required by these General Conditions of Tendering.
- F. The time within which the Tenderer undertakes to complete the works must be stated in Building

18. Lodgement of Tenders

- A. Lodge Tender via email to ewan@rpdesign.com.au by the date and time for closing of tenders. Once you have submitted the tender, please call the office 0260211355 to confirm tender has been received
- B. **Tenders Close 4:00 pm THURSDAY 10TH JULY 2025.**

19. Informal Tenders (Non-conforming Tenders)

Tenders which do not comply with the requirements of, or which contain provisions not required or allowed by the tender documents, will be declared informal. Non-conforming tenders include those with omissions, conditions or alternative solutions.

20. Trade Names

Trade or proprietary names, brands, catalogue or reference numbers are specified in the tender documents. A successful tenderer may offer for approval by Rob Pickett Design, material or equipment of similar characteristics or type, quality, appearance, finish, method or construction and performance, after the Letter of Acceptance of tender has been issued. The submitted tender price must not include any substituted trade name products. These are only to be assessed and approved after the tender.

21. Pre-requisites to Acceptance

- A. Notwithstanding other requirements of the tender documents, the Proprietor or Designer may require a Tenderer to submit additional information to allow further consideration of his tender.
- B. Should the Tenderer fail to submit the information so required by the date and time stipulated by the Proprietor or Architect the tender may be treated as informal.

22. Documents to be Lodged

Notwithstanding any other conditions of Tendering, the following documents are to be completed and lodged with the Tender.

- A. **TRADE BREAKDOWN IN MONETARY TERMS BRIEF CONSTRUCTION SCHEDULE:**
- B. **SUB-CONTRACTORS AND SUPPLIERS SCHEDULE.**
- C. **SCHEDULE OF TRADE RATES (include excavation & random fill).**
- D. **EXPECTED COMMENCEMENT DATE AND COMPLETION DATE.**

23. Tender Analysis

Tender shall be evaluated on documentation lodged with Tenders based on the following:

Evaluation Criteria and Weightings Chart	Weighting
Previous Performance	5%
Similar Projects/Role Similar Size/Complexity References	
Technical Compliance	5%
Exhibits an understanding of the project Package complies to instructions Quality of documents indicates care and attention to detail	
Resources & Capacity	10%
Team Organisation Key Personnel & Experience Current Commitments Locally based	
Programming	30%
Ability to perform to program Programmer is part of team Time frame to complete project	
Fee Proposal	50%
Project cost	
TOTAL	100%