City of Kalgoorlie Boulder

Request for Tender

Supply of Chlorine Blocks 200g/25kg TCICA Tablets

RFT27006

Closing Date: **15 September 2026 @ 2 PM WST**

Part 1

1. Information to Tenderers
2. Conditions of Tendering

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1 Information for Tenderers

The City of Kalgoorlie-Boulder, often referred to as the "Golden Heart of the West", stands as a beacon in the vast expanse of Western Australia's iconic Goldfield's region. With a townsite located 590km east of Perth and with a population nearing 30,000 people, the city provides crucial transportation links, including the Goldfields Highway, Trans-Australian Railway and the Kalgoorlie-Boulder Domestic Airport. Additionally, the city is strategically placed to bolster one of Australia's most resource-rich zones. Home to the Super Pit, amongst the largest open-cut gold mines on the globe, not only signifies its historic mining dominance but also showcases the City's continuous evolution and ambition.

1.1 Invitation to Tender

The City invites suitably qualified suppliers to tender for the supply and delivery of trichloroisocyanuric acid (TCICA) chlorine tablets for use in wastewater treatment operations. Supply will be ordered on an as-required basis through purchase orders issued during the contract term.

A more detailed brief of the requirements is set out in the Part 2 – Specification of this RFT

1.2 Tendering Method

This Contract shall comply with the Local Government (Functions and General) Regulations 1996 Part 4 Division 2 Section 3.57 r.11 'Open Tendering'. The Principal invites through public advertisement without restriction on the numbers of tenders sought.

1.3 Tender Documents

This Request for Tender is comprised of the following parts:

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

Part 2 – Specification and/or plans/drawings (read and keep this part).

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

Part 4 – Returnable Schedules (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.

1.3.1 Document Access and Availability

All Request for Tender (RFT) documents are available to the public free of charge upon publication.

1.3.1.1 Direct Website Download (no account required)

Tender packages can be downloaded from the City's official website at Open Tenders » City of Kalgoorlie-Boulder after completing the Expressions of Interest Form.

1.3.1.2 Electronic Portal

Tenderers may also view documents via the City's e-tendering portal https://portal.tenderlink.com/ckb

1.3.1.3 Tender Addenda

Any updates to the tender documents will be made available in both the website and e-tendering portal during the tender publication period.

1.4 Contact Officer

Tenderers should **not** seek information from any person(s) or rely on any information provided by any person(s) on behalf of the City other than through the method of communication stated below.

For enquiries in relation to the Tender Process, Council's contact officer is below, please contact only through email:

Contact Officer	Procurement and Contracts Officer
Email:	procurement@ckb.wa.gov.au

1.4.1 Clarifications and Enquiries

To ensure full compliance while accommodating non-Tenderlink users, the process is streamlined so that all communications flow through a single, controlled point of contact, and states manual form of distribution.

1.4.1.1 Primary Submission channel (Tenderlink)

All enquiries relating to the requirements of this tender during the publication period must be submitted in the **ONLINE FORUM** for this RFT at: https://portal.tenderlink.com/ckb

1.4.1.2 Alternative Submission channel

Prospective tenderers who cannot access Tenderlink may submit written enquiries to procurement@ckb.wa.gov.au

1.4.1.3 Equal Information Distribution

To ensure equal treatment and procedural fairness.

- All questions submitted via email will be posted anonymously on the Tenderlink forum along with the Principal's official response.
- All questions and formal responses issued on Tenderlink will simultaneously be emailed to all prospective Tenderers who downloaded RFT from the City's website.

1.5 Tender Lodgement Requirements

Tenders must be lodged before the Closing Date and Time specified in the table below.
The following methods are available for lodging Tenders;

TENDER CLOSING DATE AND TIME ***LODGEMENT OPTIONS AND REQUIREMENTS***	
Closing Date and Time:	*2 pm (AWST) on 15 September 2026*
E-Tender Lodgement Instructions: ***(preferred method)***	*Electronic lodgement in the electronic Tender box, located in Council's e-Tendering website;* ***https://portal.tenderlink.com/ckb*** *Should you experience any technical difficulties please contact Tenderlink support –*

	Help Desk 1800 233 533 *Email: support@tenderlink.com* *When submitting a Tender via Tenderlink, Tenderers will need to ensure enough time is allowed for the Tender to upload.* *Tenders **must** be submitted in the form of Adobe PDF files, unless an alternative is specified in the tender documentation.*
Lodgement Instructions for Hardcopy Tenders Lodged Directly into The Physical Tender Box	*Tenders submitted via the City's Tender Box should be placed in a sealed envelope and marked with the RFT title and number.* *Lodgement to the physical tender box requires the Tender to be delivered* ***By hand** and placed in the Tender Box located in the reception area at the City of Kalgoorlie-Boulder Administration Offices, 577 Hannan Street, Kalgoorlie during business hours.* ***Or*** ***By post** to The Tender Box, City of Kalgoorlie-Boulder, P O Box 2042, Boulder WA 6432.* ***Tenders sent by fax or electronic mail will not be accepted**.*

1.6 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 City of Kalgoorlie-Boulder, 577 Hannan Street, Kalgoorlie WA 6430.

1.7 Tender Briefing/Site Inspection

Not Used

2 Conditions of Tendering

2.1 Definitions

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

Addenda:	*means any other special correspondence issued to Tenderers by the Principal.*
Alternative Tender:	*means a Tender offering to supply Goods and/or Services of a different type or in a different manner to that specified in the RFT*
Conditions of Tendering:	*means the rules governing the content and submission of tenders*
Conforming Tender:	*means a Tender that complies with all sections of this RFT.*
Contact Officer:	*means the person(s) authorised to provide information and respond to queries in relation to this RFT on behalf of the Principal.*
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:	*means the binding agreement formed by acceptance of the Tender by Principal on the terms and conditions set out or referred to in Part3 of this RFT.*
Council:	*means the Council of the Local Government area issuing this request for tender (the "Principal") and where the context permits, includes its authorised delegates;*
Deadline:	*means 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 in Part 3.*
Offer:	*means a proposal to enter into a legally binding contract with Council*.
Principal:	*means the City of Kalgoorlie-Boulder*.
Regulation:	*means the Local Government (Functions and General) Regulations 1996 Part 4*
Request for Tender/RFT:	*means the Principal's documentation requesting submissions for the provision of Goods and/or Services from suitably qualified contractors*
Selection Criteria:	*means the critical component of the **Request for Tender (RFT)** and are used to evaluate and compare submissions fairly and transparently.*

Special Conditions:	*means "Special Conditions of Contract" or "Supplementary Conditions". are used to address **project-specific requirements** that go beyond the standard terms.*
Specification:	*means the description of the Goods and Services contained in Part 2 of this RFT;*
Tender Submission:	*means the offer to provide Goods and/or Services lodged by a Tenderer with the Principal in response to the RFT.*
Tenderer:	*means the entity replying to this RFT who upon becoming a Successful Tenderer will be the Contractor, Supplier or Consultant as applicable and as defined under the Contract.*
Tender Returnable Schedules:	*means the schedules including any attachments required to be completed and returned to the Principal which together form the Tender.*
Tender Document:	*means all the following: The Conditions of Tendering, General Conditions of Contract its Annexures, Special Conditions of Contract and the Specification, Returnable Schedules and any other specified documents.*
WHS:	*means the Work Health and Safety Act 2020 and applicable regulations*

2.2 Introduction

The Conditions of Tendering have been prepared in accordance with the obligations of the Principal contained in the Local Government (Functions and General) Regulations 1996 Part 4 Division 2 Section 3.57 r.11 when tenders must be publicly invited.

Tenderers and Principal shall comply with the requirements of the WA Local Government Act 1995 and high ethical standards in tendering, in particular, attention is drawn to the obligations of Tenderers in preparing and submitting their Tender for this RFT.

In the preparation and submission of the tender and without limiting the Tenderer's obligations, the Tenderer shall:

- Carefully read all parts of this RFT.
- Ensure you understand fully the Council's requirements.
- submit a tender which includes all Schedules including the Tenderer's Returnable Schedule and any other declaration required filled in and signed, together with any other documents, information and details necessary to make the tender complete;
- not submit a tender without a firm intention to proceed;
- not engage in any form of collusive practice;
- not directly or indirectly canvass support from an elected member or employee of the City of Kalgoorlie-Boulder at any time.

2.3 Canvassing of Officials

Any Tenderer who, to solicit support for their Tender or otherwise seek to influence the outcome of the Tender process:

- offers any inducement, fee or reward to any member, officer or Councillor of the Principal or any person acting as an advisor to the Principal; or
- canvasses or attempts to intimidate any of the persons referred to in the above paragraph,

will be disqualified from any further involvement in this RFT process (without prejudice to any other civil remedies available to the Principal and without prejudice to any criminal liability which such conduct by a Tenderer may attract).

2.4 Confidentiality

Any information disclosed or obtained from either Council or the Tenderer about this tender must be kept strictly confidential except in the situations where disclosure is:

- necessary in the process of assessing tenders, or where Council discloses all or part to any of its advisers and consultants or where Council publishes in its business papers, tender prices and other details of the tender as may be required and permitted by law.
- under compulsion of law or it is already public knowledge, or with the written consent of Council

2.5 Collusive Tendering

Any participation in or condoning of a collusive activity by a Tenderer shall lead to the immediate disqualification of the Tenderer or of all Tenderers involved. Any Tenderer involved may be barred from tendering for any further contracts with Council. A collusive activity includes but is not limited to:

- any agreement as to who the successful Tenderer should be;
- any meeting of Tenderers to discuss their tenders prior to the submission to Council, unless Council is present at that meeting(s);
- any exchange of information between Tenderers about their tenders;
- any agreement for the payment of money or a reward or benefit for unsuccessful Tenderers by the successful Tenderer;
- any agreement or collaboration of Tenderers to fix prices, rates of payment of industry association fees or conditions of contract;
- the submission of a “cover tender”, being a tender submitted as genuine, but which has been deliberately priced in order not to win the contract.

2.6 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 or be advised that no Tender was accepted.

2.7 How to Prepare Your Tender Responses

a) Carefully read all parts of this document;

b) Ensure you understand fully the Council's requirements;

c) Complete and return the Offer (Part 4) in all respects and include all returnable schedules;

d) Make sure you have signed the Offer form and responded to all of the Selection Criteria; and

e) Lodge your Tender before the Deadline.

2.8 Prequalification Requirements

*Not used. **

2.9 Rejection of Tenders

A Tender 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; or

c) It may be rejected if it fails to comply with any other requirements of the Request.

2.10 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.

2.11 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.

2.12 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.

2.13 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.

2.14 Conforming Tenders

To submit a conforming Tender, the Tenderer must:

a) Meet all Mandatory Criteria;

b) Complete the Tender Returnable Schedules in accordance with the instructions contained in this RFT under Part 4;

c) Submit ALL Tender Returnable Schedules under Part 4; and

d) Declare and detail any departures, clarifications or assumptions that have been made in the preparation of the Tender including with respect to the requirements of the Specification or proposed Contract.

2.15 Non-Conforming Tenders

A non-conforming Tender is one that does not comply with all requirements of Conforming Tenders. Where a non-conforming Tender is submitted, the Principal may at its sole discretion consider it other than where this conflicts with the tendering requirements under Local Government (Functions & General) Regulation 1996.

2.16 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 as invalid.

Any printed "General Conditions of Contract" in a Tenderer's submission will not be binding on the Principal in the event of a Contract being awarded unless the Tender is marked as an Alternative Tender.

2.17 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 having an effect on 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 into 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.

2.18 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.

2.19 Risk Assessment

The Principal may have access to and give consideration to:

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;

so as to assess that Tender and may consider such materials as tools in the Tender assessment process.

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.

2.20 Selection Criteria

The Contract may be awarded to a 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.

2.21 Compliance Criteria

These criteria are detailed within Part 4 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.

2.22 Qualitative Criteria

In determining the most advantageous Tender, the Evaluation Panel will score individually each Tenderer against the qualitative criteria as detailed within Part 4 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.

It is essential that Tenderers 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 tender evaluation process or a low score.

2.23 Value Considerations

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

Criteria	Weighting
Tendered Price	80%

2.24 Regional Price Reference

Tenderers for the contract may be afforded a preference in accordance with Regulation 24(A-G) of the Local Government (Functions and General) Regulations and the Principal's CORP-AP-005 REGIONAL PRICE PREFERENCE POLICY-(attached).

2.25 Evaluation Process

This is a Request for Tender.

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

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 (e.g. 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.

2.26 Price Basis

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

Unless otherwise indicated prices tendered must include delivery, unloading, packing, marking and all applicable levies, duties, taxes and charges. Any charge not stated in the Tender, as being additional will not be allowed as a charge for any transaction under any resultant Contract.

2.27 Ownership of Tenders

All documents, materials, articles and information submitted by the Tenderer as part of or in support of the Tender will be 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.

2.28 Identity of the Tenderer

The identity of the Tenderer and the Contractor is fundamental to the Principal. The Tenderer will be the person, persons, corporation or corporations named as the Tenderer in Part 4 and whose execution appears on the Offer Form in Part 4 of this Request. Upon acceptance of the Tender, the Tenderer will become the Contractor.

2.29 Costs of Tendering

All costs associated with tender preparation and submission shall be borne by the Tenderer.

2.30 In House Tenders

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