



LEETON  
SHIRE COUNCIL

**REQUEST FOR TENDER (RFT)**

*LEETON SHIRE COUNCIL*

*Tender for Biosecurity Weed Management*

**LSC 2025-010**

**2 May 2025**

## SUMMARY TABLE

<b>Title:</b>	Biosecurity weed management in accordance with Leeton Shire Council Weeds Action Plan (WAP)
<b>Number:</b>	LSC 2025-010
<b>Issue Date:</b>	2 May 2025
<b>Closing Date:</b>	30 May 2025
<b>Closing Time:</b>	2.00 pm
<b>Tender Lodgement Instructions:</b>	All Tender Submissions must be completed and entered into the Leeton Shire Council Tenderbox, Leeton Shire Council, 23-25 Chelmsford Place, Leeton NSW 2705 or emailed to council@leeton.nsw.gov.au by 2pm on Friday, 30 <sup>th</sup> May 2025
<b>Documents Comprising this RFT:</b>	Volume 1 – Required Information Volume 2 – Specification Volume 3 – Tender response template <i>if applicable</i> Request for Tender Conditions <i>separate attachment</i> Conflict of Interest Declaration <i>separate attachment</i>
<b>RFT Contact Person:</b>	<b>Name:</b> Francois Van Der Berg <b>Position:</b> Manager Planning Building and Health <b>Email:</b> francoisv@leeton.nsw.gov.au <b>Telephone:</b> 02 6953 0911
<b>Scheduled Evaluation Completion Date</b>	6 June 2025
<b>Scheduled Contract Execution Date</b>	June 2025 proposed - TBC

# Volume 1:

## Required Information

### 1. TENDER PROVIDER'S INFORMATION

Using the format below please provide the requested details regarding the Tender Providers.

<b>Company Name and/or trading name:</b>	
<b>ABN:</b>	
<b>Business Type (i.e. company, partnership, sole trader):</b>	
<b>Business Address:</b>	
<b>Website:</b>	
<b>Contact Name:</b>	
<b>Email Address:</b>	
<b>Mobile Phone:</b>	
<b>Office Phone:</b>	

### 2. TENDER PROVIDERS' STATEMENT

Using the wording below, please provide a statement of assurance regarding the Tender by the Tender Provider.

<p>"I certify that this Tender is offered without prior understanding, agreement or connection with any corporation, firm or person submitting a Tender for the same Deliverables and is in all respect fair and without collusion or fraud. I agree to abide by all Conditions of this Tender as set out in <b>Volume 1</b> and certify that I am authorised to sign this Tender for the Tender Provider."</p>	
<b>Tender Providers Name:</b>	
<b>Signature (s):</b> (See below)	
<b>Name (s):</b>	
<b>Date:</b>	

*Signing Instructions: This form should be signed by the Tender Provider.*

- If a company: execute in accordance with the company's constitution and the Corporations Act 2001 (i.e. director and company secretary, unless there is a sole director under the constitution); or Authorised Representative to sign.*
- If a partnership or individual the authorised partner or the individual is to sign.*

### 3. INSURANCE DETAILS

Please provide details of the insurance cover that Council requires the Tender Provider to hold in the table below and attach Certificates of Currency.

Insurance Type	Name of Insurer	Insured Amount	Certificate of Currency Attached
Public Liability			
Product Liability			
Workers' Compensation			
Professional Indemnity			

Please attach Certificates of Currency and other applicable insurances to your tender.

#### 4. RECENT RELEVANT EXPERIENCE AND REFEREES

Using the format below please provide details of 2 previous similar projects completed by the Respondent within the last 3 years and relevant referees, in order to demonstrate and support experience and capability of the Respondent in relation to the Project.

<b>Contract / Project Name</b>	
<b>Client</b>	
<b>Date Completed</b>	
<b>Contract / Project Value</b>	
<b>Project Details</b>	
<b>Referee</b>	
<b>Name</b>	
<b>Position</b>	
<b>Office Phone Number</b>	
<b>Mobile Phone Number</b>	
<b>Email</b>	

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<b>Project Details</b>	
<b>Referee</b>	
<b>Name</b>	
<b>Position</b>	
<b>Office Phone Number</b>	
<b>Mobile Phone Number</b>	
<b>Email</b>	

# Volume 2:

## Specification

Leeton Shire Council is seeking tenders from suitably resourced and qualified Contractors to supply invasive species overseeing, management and control services.

The objective is to ensure compliance with the NSW Biosecurity Act 2015 and support the effective implementation of the council's individual weed action plan.

### Scope of Work

The contracted services will include but are not limited to:

1. Inspections and Compliance:

- Conduct regular property inspections and identify infestations of invasive weed species as per council weed action plan and the NSW Biosecurity Act 2015.
- Provide compliance documentation and liaise with landholders on mitigation actions.

2. Control Measures:

- Implement mechanical, biological, and chemical weed control techniques aligned with local and regional management plans.
- Develop strategies to address herbicide resistance and spray drift prevention.

3. Education and Community Engagement:

- Conduct educational sessions and provide guidance to landowners on their biosecurity duties.
- Develop communication materials tailored to council and landholder needs.

4. Reporting and Recordkeeping:

- Maintain comprehensive records of inspections, control measures, and compliance outcomes.
- Submit reports compliant with state and regional funding requirements.
- Report monthly on works completed, not limited to; inspections, infestations of significance identified, spraying works planned or completed.

5. Coordination with Council:

- Collaborate with Leeton Shire Council on issues to address matters of non-compliance and enforcing biosecurity duties.
- Attendance to all quarterly LLS meetings.

6. Audit Schedule

- Councils can audit and inspect work at any time to ensure that all targets and requirements of the tender are met.
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## Contract Details

Duration: Five (5) years, commencing 1 July 2025 – 30 June 2030

How to lodge your tender:

Please fill out the Weeds Tender Booklet and answer all required questions.

All Tender Submissions must be completed and entered into the Leeton Shire Council Tenderbox, Leeton Shire Council, 23-25 Chelmsford Place, Leeton NSW 2705 or emailed to [council@leeton.nsw.gov.au](mailto:council@leeton.nsw.gov.au) by 2pm on Friday, 30<sup>th</sup> May 2025.

The following weighting will be used to assess tenders:

1. Conformity with tender documents	5%
2. Value for money	50%
3. Technical capability and resources	15%
4. Managerial and Physical Resources	10%
5. Financial capability and resources	10%
6. References	5%
7. Prequalifications, EPA licences, WHS policy, AQF 3 and AQF 4	5%
<b>Total</b>	<b>100%</b>