

REQUEST FOR QUOTE (PF003)

HIRE OF TENNIS COURT FACILITIES

This form is used to request a quote for the supply of goods and/or services. The Customer (purchaser) completes the quote requirements in Section 1 and any questions to enable evaluation in Section 2. The Supplier completes Section 2. Yellow highlighted sections must be completed or deleted.

SECTION 1 - REQUEST FOR QUOTE (for Customer completion)

QUOTE REQUEST ISSUED TO

Supplier name	<<insert>>	Contact Name	<<insert>>
Email/Fax	<<insert>>	Request Date/...../.....

CUSTOMER DETAILS

School / Region / Branch (Customer)	<<insert>>	Contact Officer	<<insert>>
Street Address	<<insert>>	Position	<<insert>>
Postal Address	<<insert>>	Phone	<<insert>>
Email	<<insert>>	Fax	<<insert>>

Offers **MUST** be received via email to the Contact listed above by:

Closing Date:	Friday 20 June 2025	Closing Time:	5:00pm
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QUOTE REQUIREMENTS

Item Description and Quantity	<<Purchaser to describe the requirements OR write 'Refer to Attachment A - Specification'>>		
Support Services	<<Purchaser to detail requirements for warranty, maintenance, support etc. or write 'Refer to Attachment A - Specification'>>		
Delivery Date	From <<Date>>	Delivery Address:	471 Moggill Road, Indooroopilly QLD 4068
	To: <<Date>>		
Evaluation Criteria	Unless detailed within Attachment A – Specification, all quotes will be evaluated to standard evaluation criteria consisting of whole of life costs, conformance to requirements (specifications) and support services.		
Conditions of Offer applicable to this purchase	For all Goods and Services , the Department's Conditions of Offer will apply to the request for quote.		
Conditions of Contract applicable to this purchase	<p>The following Conditions of Contract will apply to the contract formed with the successful Offeror:</p> <p><input checked="" type="checkbox"/> Acceptance and Compliance with, the Agreement to Hire Department of Education Premises – Tennis Court Facilities (v2020) - Part 2 - Standard Conditions;</p> <p><input checked="" type="checkbox"/> Acceptance and Compliance with, the specifications and requirements detailed in RFQ PF003 - SECTION 1 - ATTACHMENT A – SPECIFICATIONS.</p> <p><input checked="" type="checkbox"/> For all Goods and Services, the Working on Department of Education Facilities identifies the responsibilities and obligations of Contractors who undertake any work on the department's sites, including: Bluecard requirements where applicable, work involving asbestos containing material and the Code of Practice for Department of Education Suppliers details the behavioural standards and principles expected of Suppliers.</p> <p>For the purposes of the Contract Conditions, the "Contract Details" or "Details" refers to this document and any Purchase Order issued to the successful supplier.</p>		

It is the responsibility of Offerors to familiarise themselves with the contents of the relevant Conditions of Offer and Conditions of Contract available at <https://ged.qld.gov.au/publications/policies/purchase-terms> or by request on 1300 366 612 or to procurement.PSB@ged.qld.gov.au



SECTION 1 - ATTACHMENT A – SPECIFICATIONS

(for Customer completion)

1. BACKGROUND / SCOPE

Background

<<Insert background for school and tennis court use>>

Scope

The Department of Education (DoE, Department and/or Principal) is seeking suitably qualified person or persons to submit a tender proposal for the Hire Agreement of Indooroopilly State School tennis court.

The Hire Agreement will provide the successful Offeror access to the tennis court and facilities for the provision of community recreational usage and/or instruction outside of school operating hours. The tennis court facilities, situated within the school grounds is utilised by the school during school hours. The tennis facilities will be available from 1st August 2025.

The objective is to:

- encourage greater participation in tennis and utilisation of the courts;
- provide affordable, accessible and sustainable programs and activities that deliver member and community benefits;
- deliver tennis programs and activities that caters for a diverse community;
- responds to members and community tennis needs;
- promote and advertise tennis related programs and services to the community; and
- ensure a well-managed facility that is committed to safety.

Term of Agreement

The initial term of the arrangement will be for 5 months, commencing on the 1 August 2025 to 31 December 2025.

The Department has an option to extend the arrangement for an additional twelve (12) months periods at the Department's sole discretion.

Details of Facilities Included Under the Hire Agreement

Location of the facilities: 471 Moggill Road, Indooroopilly QLD 4068

Facility details:

- 1 court
- Hardcourt tennis court
- Lights
- Tennis clubhouse
- Parking is available on Taringa Parade

Current Usage under Hire Agreement

Usage of the tennis facility under the current hire agreement includes:

- Coaching services outside of school operating hours between 6:00pm and 9:30 pm 5 days per week – Monday to Friday
- Community recreational usage from 8:00am to 9:30pm on Saturdays, Sundays

(Please note the above mention usage is provided as a guide only and is not to be considered as guarantee of ongoing patronage or usage under a newly formed Hire Agreement).

Annual Licencing Fee

- Offerors are requested to offer an annual fee (excluding GST) for the licensing of the tennis court facilities at Indooroopilly State School under the Hire Agreement for consideration.
- The Principal reserves the right to enter into negotiation with the preferred Offeror to seek a Best and Final Offer (BFO). The Principal is under no obligation to accept any alternative offer and any agreement entered into is at the Principals sole discretion.
- The Department reserves the right to enter into negotiations with the preferred Offeror.
- Indooroopilly State School preference is for annual fee greater than <<\$1,000K (AUD)>> be paid to Indooroopilly State School for the licensing of the Indooroopilly State School tennis court.
- The agreed licencing fee is to be paid in full by the Licensee to Indooroopilly State School on commencement of the licence agreement unless otherwise agreed by the Department.
- Incremental payments for the agreed annual licencing fee may be agreed to by the Department. The Agreement to accept incremental payments for the annual licencing fee is at the sole discretion of the Department.
- The Licence Agreement may be extended for an additional twelve (12) month period that can be exercised at the discretion of the Department following negotiations between both parties. The fee for an extended licence agreement would be determined at time of extension negotiations and would be payable by the licensee to Indooroopilly State School at the commencement of the licence agreement extension.

The Department is not obligated to enter into a Hire Agreement for the licensing of the Indooroopilly State School tennis court and facilities will be entered into at the sole discretion of the Department.

2. TECHNICAL / FUNCTIONAL REQUIREMENTS

1. Facility Details

1.1. Name and Location of the Facilities

- Refer to Department of Education Premises Agreement to Hire – Tennis Court Facilities (v2020) (Hire Agreement) Part 1 – Application Form, 'Item 1.Name of School Where Premises is Located' and 'Item 2. Address of School where Premises To Be Used'.

1.2. Facilities/Equipment Licenced

- Refer to Department of Education Premises Agreement to Hire – Tennis Court Facilities (v2020) Part 1 – Application Form, 'Item 17. Our Equipment You Can Use'.

2. Term of Licence

- 2.1. Refer to Department of Education Premises Agreement to Hire – Tennis Court Facilities (v2020) (Hire Agreement) Part 1 – Application Form, Item 11. Commencement Date and Item 12. Termination Date.
- 2.2. The Licensee will have access to the tennis court facilities in specified times for community recreational use and/or instruction. Refer to RFQ PF003 – Section 1 Attachment A Specifications – Clause 1.1 Term of Arrangement.

3. Extensions to Hire Agreement

- 3.1. Refer to RFQ PF003 – Section 1 Attachment A Specifications – Background and Scope – Term of Arrangement.
- 3.2. The fee for the further terms would be determined at the time of extension negotiations and would be payable by the Licensee at the commencement of the Hire Agreement extension.
- 3.3. The Licensee must give written notice to the Department not less than one (1) month before the termination date of the Hire Agreement if the Licensee wishes to commence negotiations for a one (1) year extension, and the Department may issue a further one (1) year term to the Hire Agreement in its absolute discretion.
- 3.4. At/before the termination date of this agreement the Licensee shall leave the Premises in a clean and tidy condition and in the same condition as at the Commencement Date together with any additions or improvements. The school may inspect the premises and the Licensee shall make good any items reasonably required of it to the satisfaction of the school.

4. Regulation, Guidelines and Compliance

- 4.1. The successful Offeror is required to accept and comply with the:
- Agreement to Hire Department of Education Premises – Tennis Court Facilities (v2020) - Part 2 - Standard Conditions; and
 - Acceptance and Compliance with, the specifications and requirements detailed in RFQ PF003 - SECTION 1 - ATTACHMENT A – SPECIFICATIONS.
- 4.2. The successful Offeror will be required to enter into an Agreement (Agreement to Hire Department of Education Premises (v2020)) with the Department of Education for the use of the Indooroopilly State School tennis facilities. The successful Offeror will be required to adhere to all the terms and conditions of the Licensing Agreement.
- 4.3. The Licensee and facility must comply and adhere with the relevant provisions within a number of Acts, legislative requirements and policies, including:
- Work Health & Safety Act 2011 - <https://www.legislation.qld.gov.au/view/html/inforce/2018-07-01/act-2011-018>;
 - Work Health and Safety Regulation 2011 - (Qld) - <https://www.legislation.qld.gov.au/view/html/inforce/2019-01-01/sl-2011-0240>;
 - First Aid - <https://ppr.qed.qld.gov.au/attachment/managing-first-aid-in-the-workplace-procedure.pdf>;
 - The Local Government Act 2009 - <https://www.legislation.qld.gov.au/view/pdf/inforce/current/act-2009-017>;
 - Local laws of the local authority in which the Licensed Premises are situated; and
 - Acts (Commonwealth or State) or by-laws, ordinances or regulations of any authority constituted under such Acts.

5. Licensor Responsibilities

- 5.1. During the term of the Licensing Agreement the Licensee is responsible for:
- Routine cleaning of the tennis court facilities;
 - Cleaning of the premises, including toilets / change sheds, surrounding areas and grounds within the tennis complex fenced area and associated costs in conjunction with Indooroopilly State School as negotiated with the Department;
 - Professional pressure clean of tennis court annually;
 - Ensure rubbish is disposed of regularly;
 - Replacement of light globes within the tennis complex and night lights; and
 - Outgoings for tennis court facilities.

6. Licensee Responsibilities

- 6.1. During the term of the Licensing Agreement the Licensee is responsible for:
- Notifying the Department of any identifiable damage to the tennis courts facilities/equipment;
 - Maintain the premises, including toilets / change sheds, surrounding areas and grounds within the tennis complex fenced area a clean/tidy when in use by the Licensee;
- 6.2. The licensee must not, without the prior written consent of the school:
- damage the premises;
 - alter the premises, install any partitions or equipment or do any building work on the Premises;
 - fence the premises;
 - display any signs or notices on the premises;
 - carry out any earthworks on the premises;
 - remove any plant or equipment from the premises; nor
 - destroy, damage or remove any tree or shrub on the premises.

7. Site Management Costs

7.1. Throughout the licence period the Licensor will be responsible for the cost of the:

- Tennis court security system;
- Insurance of buildings and equipment;
- Replacement/renewal/upgrade of equipment and facilities;
- Replacement/renewal/upgrade of landscaping;
- Repainting;
- Cleaning/tidy up of tennis court facilities after a storm or vandal damage;
- Electricity
- Rates;
- Water; and
- Garbage collection charges.

7.2. Throughout the licence period, the Licensee will be responsible for the cost of:

- Coaching staff;
- Cleaning equipment, chemicals and services when the licensee is conducting cleaning;
- Tennis court facilities grounds / garden maintenance during the periods negotiated with the Department;
- Storage for food items;
- Public Liability insurance and appropriate Work Cover insurance;
- Insurance of portable assets;
- All coaching equipment;
- All cost associated with the telephone within the tennis court facility including but not limited to line rental and call costs;
- Tennis court services promotion / marketing related costs; and
- Repair / replacement of facilities or equipment damaged due to negligence or malicious intent or lost as a result of activities during the license agreement.

8. Ownership of Property

8.1. The State of Queensland through the Department of Education is the owner of the tennis court facility. Any new assets added during the term of this arrangement by the Department and/or other public bodies through public fund raising or gifts become property of the Department for the purposes of this arrangement, and will be added to the tennis court inventory. At the termination of this arrangement, these assets are to be accounted for and returned in good condition to the Department.

8.2. Prior to the commencement of this arrangement, the Licensee will provide a full inventory of all portable assets proposed to be used by them in meeting their obligations under the arrangement. Any new portable assets added by the Licensee during the term of the arrangement will be added to the inventory. On termination of the arrangement, all portable assets on the inventory are to be removed from the site unless agreement has been reached with the Department to purchase or otherwise retain them.

8.3. Subject to the prior agreement and approval of the Department, the Licensee may modify or add additional permanent assets to the tennis court. Any such agreement must specify any additional payment by the Department and the timing of any such payments. Any additional assets are to be constructed in accordance with Department standards and requirements. The additional assets become part of the tennis court facility and will be added to the tennis court inventory.

9. Licensee's Access to the Premises

9.1. The Licensee will be provided with access codes and/or keys for the main entry.

- 9.2. The Licensee is to ensure that there are no more than one (1) set of keys in use by the Licensee at any time. The set of keys are to be returned to the Department at the conclusion of the arrangement. The Licensee will not distribute keys to any person not directly engaged in the delivery of the required services without prior written approval from the Department. The Licensee will reimburse the Department for any costs incurred through the loss or misuse of the keys held by the Licensee.
- 9.3. The Licensee is to ensure that all areas are secure on departure.
- 9.4. As a key service provision provider, the Licensee or their authorised representative is expected to attend centre management meetings and to communicate any decisions made at these meetings to their staff.
- 9.5. Tennis court patrons and staff can access the tennis court via the Taringa Parade pedestrian gate located near the Pool.

10. Premises Availability and Hours of Operation

- 10.1. Availability of the premises and hours of operation may be further negotiated between the Department and the Licensee at the discretion of the Department.
- 10.2. The Department reserves the right to close the premises in the event of an emergency or where it considers such action necessary for the safety of any person or property and may thereafter keep the premises closed until the emergency or danger has been remedied to the satisfaction of the Department.
- 10.3. No compensation for loss of anticipated earnings will be paid to the Licensee in respect of closure of the premises in the event of an emergency or dangerous situation as noted above.
- 10.4. Other than for the reasons noted above, should the premises be made unavailable to the Licensee for a period exceeding seven (7) calendar days due to maintenance, equipment failure or other occurrence (including vandalism) not caused by the negligent act or omission of the Licensee, the Licensee will be entitled to remuneration. To the extent that a monthly fee has been prepaid, the reimbursement will be capped at a maximum of one month's payment fee.
- 10.5. Where the Department requires these times to be varied, any variation shall be communicated in writing by the Department to the Licensee. Any request by the Licensee for access to the premises outside of these hours must be submitted in writing to the Department.
- 10.6. All signage and/or marketing within the centre are required to be appropriate for the premises and will be approved at the discretion of the Managing Director.
- 10.7. The Licensee is responsible for all marketing and promotional activities for services provided.

11. Safety on Site

- 11.1. It is a requirement of this Invitation that the Licensee, their employees, representatives and / or agents comply with Working on Department of Education (DoE) Facilities conditions when entering or performing services at any Department of Education Facility, as well as comply with a number of conditions, which may be amended as required.
- 11.2. It is a requirement of this Invitation that the Licensee, their employees, representatives and/or agents comply with all specific site requirements including Workplace, Health and Safety requirements, and any other such reasonable requirements as instructed by the Department.

12. Security

- 12.1. The Licensee is required to assist with:
- Turning off all internal lights and floodlights prior to leaving the premises;
 - Ensuring that all equipment is neatly and securely locked in the storage room, and the tennis court facility gates are securely locked, prior to leaving the premises; and
 - Ensuring that any security codes passwords or access information is not given to any other person other than the Licensee or their nominated agent. All keys must be returned to the Department on termination of the license.

13. Contact Person / Account Manager

- 13.1. The Licensee is required to appoint one (1) sole Contact / Account Manager, who will be the primary point of contact in relation to all details under this agreement.
- 13.2. Details of primary senior contact are to include:
- Name;
 - Contact phone number; and

- Email address.

14. Performance Management Meetings

- 14.1. The Department reserves the right to initiate meetings with the Licensee to carry out an assessment of compliance against the requirements of the agreement, standards and policies.
- 14.2. The Licensee is required to attend all performance evaluation meetings as determined by the Department throughout the licence at no cost to the Department.
- 14.3. Failure by the Licensee to meet the requirements of the agreement may lead to termination of the contract or negation.

15. Reporting

- 15.1. Reporting may be requested during the licence for review purposes only.
- 15.2. It is a requirement for the Licensee to submit reports where requested for the licence.
- 15.3. The Department could potentially require reports in respect of the:
 - Licensees current insurance certificates;
 - Licensee and staff certifications; and
 - Details of services delivered.
- 15.4. All reports are to be provided within five (5) working days of request at no charge to the Department.
- 15.5. All reports are to be accompanied by the successful Offeror(s) written certification that the information contained in it is correct and current.

16. Marketing and Promotions

- 16.1. The Licensee is responsible for all marketing and promotional activities for operation of the tennis court. The Licensee is required to undertake a program of marketing and promotion of services to attract participation of the local community. Offeror's are required to submit a plan for marketing activities with their response.
- 16.2. All signage and/or marketing for the tennis court are required to be appropriate for a tennis court and will be approved at the discretion of the Department.

17. Other Commercial Activities or Events

- 17.1. The Licensee must apply in writing to the Department for approval to conduct other commercial activities or events prior to commencement of such activities. The Department's approval will be provided in writing within fourteen (14) days of the request, provided that the proposed activities (and any associated vehicle traffic):
 - can be accommodated at the premises;
 - comply with the Department's policies, planning and local laws; and
 - are not disruptive to other activities at the facility.

3. EVALUATION CRITERIA

Demonstrate experience to manage and operate a tennis facility:

Organisational Capability, Qualifications and Experience

- a) Describe your previous experience in operating and managing a tennis facility or evidence through experience to operate and manage a tennis facility;
- b) Provide details of your safety record / or evidence through experience to operate a tennis facility in a safe manner;
- c) Describe the roles of key personnel and relevant experience and qualifications (include CVs of the key personnel); and
- d) Provide details of three (3) references (including the name of each referee, position, organisation and their contact details including phone number and email address), who can provide a supporting statement of the Offeror's ability to comply with the licence agreement requirements.

Business Plan

Submit an effective business plan / proposal within your response that provides evidence of an appropriate, sustainable business approach to promote increased patronage of the tennis court facilities. The Business Plan is to include the following as a minimum:

- Operational:
 - Hours of Operation; and
 - Staffing levels and services provided (i.e. coaching, free time, cleaning etc.).
- Marketing:
 - Advertising Proposals; and
 - Proposals to increase patronage (e.g. promotional packages).
- Financials:
 - Setting fee for monthly service access and commercial services;
 - Collection of fees;
 - Expected revenue from various services;
 - Expected outgoings (e.g. utilities, salaries & stock); and
 - Insurances Liability.
- Risk Management:
 - Staff contingencies;
 - First aid emergency response plan; and
 - Evaluation Plan.

Offeror's are required to detail a financial plan / budget that includes the Offeror's proposed monthly revenue percentage rate and monthly commercial services charge. The financial plan may be included within business plan.

SECTION 2 – SUPPLIER RESPONSE

(for Offeror completion)

Customers must complete all yellow highlighted sections. Offerors must complete all other sections. Extra pages may be attached (and referenced) if necessary. Please answer all questions and return both Section 1 and 2 when submitting your quotation.

Supplier	Name: Indooroopilly State School ABN or ACN: 58705792171			
Supplier Contact Details	Contact Name	Taryn Lowe	Position	Business Manager
	Postal Address	471 Moggill Road, Indooroopilly QLD 4068	Phone	3327 2333
	Email	Tlowe79@eq.edu.au	Fax	n/a
Contract term – if applicable	Start date: 1 August 2025 End date: 31 December 2025			
Does your organisation agree to the following applicable terms and conditions which shall apply to any contract entered into as a result of this request for quote?	If 'NO', give details of each and every aspect where there is not agreement. <i>NOTE: If variations to the applicable conditions of contract are submitted, the Customer reserves the right to reject that Offer and accept an Offer which fully complies with the relevant Conditions of Contract without amendment.</i>			
Acceptance and Compliance with, the Agreement to Hire Department of Education Premises – Tennis Court Facilities (v2020) - Part 2 - Standard Conditions	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A			
Acceptance and Compliance with, the specifications and requirements detailed in SECTION 1 - ATTACHMENT A – SPECIFICATIONS.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A			
For <u>all</u> Goods and Services, the Working on Department of Education Facilities	<input type="checkbox"/> YES <input type="checkbox"/> NO			
Does your offer fully comply with the quote requirements and specifications detailed herein?	<input type="checkbox"/> YES <input type="checkbox"/> NO If "NO", give details of each and every aspect of non-compliance:			
Does your organisation comply with any insurance, blue card and licensing requirements within the quote requirements?	<input type="checkbox"/> YES <input type="checkbox"/> NO If no, give details of non-compliance:			
Will your Offer be valid for 90 days?	<input type="checkbox"/> YES <input type="checkbox"/> NO If no, give details of offer validity :			
Does your Offer include a response to criteria – organisational capability,	<input type="checkbox"/> YES <input type="checkbox"/> NO Response:			

qualifications and experience (response to the four points requested)? <i>Clearly title all attachment s included.</i>
Does your Offer include a response to the business plan and all requirements requested within the criteria?	<input type="checkbox"/> YES <input type="checkbox"/> NO Response: <i>Clearly title all attachment s included.</i>
Advancement of economic, environmental and social objectives The Department is committed to doing business with ethically, environmentally and socially responsible suppliers. What is the Supplier doing to generate social benefits, such as: <ul style="list-style-type: none"> • improving the participation of Social enterprises or Indigenous people in the workforce; • engaging with Social enterprises or Indigenous suppliers; • supporting charitable or social organisations; • implementing corporate policies which address issues such as domestic and family violence? 	
Supplier Comments/Additional information:	

PRODUCTS OR SERVICES OFFERED AND PRICING	SUPPLIER'S RESPONSE			
Description (attach brochures or other documentary evidence of compliance with requirement, if necessary)	Quantity	Unit Price (excl. GST)	GST Payable (per unit)	Total Price (incl. GST)
Licencing Fee for Indooroopilly State School tennis court facilities for a 1 August 2025 to 31 December 2025 with possible 12-month extension period as detailed within Attachment A - Specifications		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
	Delivery / Other Costs			\$
Settlement Discount (if applicable) %Days If no discount is offered, then the Customer's standard payment terms of 30 days shall apply.	\$	\$	\$	
	Total Unit Price (excl. GST)	Total GST Payable	Total Price (incl. GST)	

Delivery / Start Date/...../..... working days from receipt of order.

SUPPLIER AUTHORISATION

This quote is submitted by the Supplier’s authorised representative. By signing, the Supplier is offering to enter into a Contract on the terms set out in this document and the Conditions of Contract listed in Section 1.

...../...../.....
Signature	Name and Position	Date

Privacy Statement - The Department is collecting information from the Offeror, which may include personal information, for the purpose of administering the quotation process and contract. This information may be shared with Queensland Government departments or agencies, Queensland Government Bodies, Non-Government Organisations and/or Commonwealth, States or Territories for the purpose of administering the quotation process and contract or made publicly available in accordance with the requirements of the Queensland Procurement Policy. Personal Information will not be otherwise disclosed to any other third party without consent of the Offeror, except where authorised or required by law.