



Request for Quotation

Cootamundra-Gundagai Regional Council is seeking quotations for 1 (one) Utility Vehicle as described in the below specification.

Instructions: The Respondent must complete all relevant sections. Failure to sign statement below by authorised representative will render bid invalid. Respondents are cautioned to carefully read any and all instructions and the terms and conditions on any of the attached sheets.

Failure to adhere to these instructions and terms and conditions may result in rejection of the bid.

RFQ Title RFQ2026/12 - 1 (one) Utility Vehicle

RFQ Number RFQ2026/12

Issue Date 30 September 2025

RFQ Closing Time and Lodgement Details	
RFQ Closing Date:	14 October 2025
RFQ Closing Time:	2.00 pm
RFQ Lodgement Instructions:	All responses must be lodged via Vendor Panel and include completed forms as per pages 3-6 of this document. Failure to do so will make the RFQ non-conforming and not be assessed.

Council Contact & Enquiries

Via Vendor Panel Only

RFQ Instructions – All Quotations are subject to the following requirements where indicated

- Quotations are to conform with the Specification
- All attachments must be completed and returned from page 3-6
- Quotations must detail manufacturer's name and model number of each item offered
- Quotations must provide detailed manufacture specifications and complete descriptive literature on each item offered
- Responses **MUST** be submitted in **one** PDF document only

Delivery and registration

1. The price submitted will include delivery to Cootamundra-Gundagai Regional Councils depot, Hovell Street Cootamundra and include the provision of the vehicles first scheduled service.

Transport for NSW – Requirements

All vehicles must meet all Transport for NSW (TfNSW) requirements. Any manufactured equipment i.e. modifications must be fitted with the necessary engineer's compliance plates.

Worksafe – Requirements

1. Council's operators and at least one of Councils maintenance staff are to be trained in the safe operating procedures of the vehicle/s and all their associated equipment.
2. The training will also include but not be limited to pre-start checks and daily maintenance.
3. A complete risk assessment for the vehicle/s is to be completed and provided to Council upon delivery. The risk assessment is to be incorporated into the training.

Warranty

Details of all warranties are to be submitted with response. All terms and conditions must be clearly stated and include detail of any non-genuine equipment fitted along with any extended warranty that may be available.

Manuals

All vehicles shall be supplied with the following manuals on delivery:

1. One workshop manual, complete with electronic, engine and transmission details including systems operation and disassembly and assembly
2. One spare parts manual
3. Two operators manuals

Delivery

The anticipated delivery timeframe is to be clearly shown in response

Australian Content

The response should clearly set out the Australian content represented in the trucks offered

Quotation Evaluation

Council will seek to obtain best value for money in any purchasing activity. Some items that will be considered in evaluating responses are price, operation, mechanical assessment, product support, supply and delivery date and WH&S. Note this list is not exhaustive.

Trade-in

N/A

Detail to Include in Quotation

Price (specify lump sum or per unit & include GST)

Discounts/Incentives

Product availability and delivery Conditions

Any other relevant details/conditions relating to the supply of goods

Warranties/Guarantees offered on goods

Specification

Council is seeking quotations on 1 (one) Utility Vehicle as described below. **Please complete and return the following four (4) pages with your response.**

	Requirement	Standard? Y/N	If No, cost inc GST
1.	Single cab		
2.	Turbo diesel		
3.	Automatic transmission		
4.	4 x 4		
5.	White in colour		
6.	Steel tray		
7.	Heavy-duty seat covers		
8.	Floor mats		
9.	Tow bar 50mm with 7 pin flat plug		
10.	Rego to common expiry 1 st October		

Bidder Information	
Company Name	
ABN	
Business Address	
City / Town	
State	
Post Code	
Office Phone	
Office Fax	
Email Address	
Website	
Respondents contact details	
Name	
Mobile Phone	
Office Phone	
Email Address	

Bid Statement

"I certify that this bid is made without prior understanding, agreement or connection with any corporation, firm or person submitting a bid for the same materials, supplies, or equipment, and is in all respect fair and without collusion or fraud. I agree to abide by all conditions of this bid, and certify that I am authorised to sign this bid for the bidder."

Respondents Authorised Representative Name:	
Date:	
Quotation total (including GST):	
Authorised representatives signature:	

Quotation form –Utility Vehicle

Truck Make	
Truck Model	
Year of Manufacture	

All prices shall include GST	
Excavator	\$
Trade-in price	\$
No trade-in price	\$
Price firm for	_____ days / _____ weeks

[illegible]

Delivery time from date of order:

Warranty	
Engine make and model	
Engine capacity	
Engine power	
Engine Torque	
No. of cylinders	
ADR compliant level	
Gearbox	
No of speeds:	n/a
Power Flywheel (SAE Net)	
No of cylinders:	
_____ KW @ _____ RPM	
Tyre sizes and Ply rating:	
DIFFERENTIALS -	
Axles:	
Capacity:	
SUSPENSION -	
Front:	
Rear:	
Australian Content %	

Customer References (quoted model only)			
Owner	No. Owned	Contact name	Contact number