

## INVITATION FOR REQUEST FOR QUOTATION

### TITLE OF RFQ: SUPPLY OF LINEN

**BDH REF: BDH 01/18**

You are hereby invited by Boort District Health (BDH) to submit a RFQ the above goods.

Any contract awarded following your submission will commence on the date of acceptance and is subject to the conditions in the RFQ document.

### RFQ Timetable

Activity	Date
Invitation issued	Tuesday 19 <sup>th</sup> December 2017
Compulsory Site Inspection	Not Required
End of period for questions or requests for information (section 4.2)	Tuesday 9 <sup>th</sup> January 2018
<b>Closing Time</b> (section 5.2)	3:00 pm AEST, Friday 12 <sup>th</sup> January 2018
Intended completion of evaluation of RFQ's	Wednesday 17 <sup>th</sup> January 2018
Intended execution of agreement(s)	Friday 19 <sup>th</sup> January 2018

You are required to return one original and two paper copies plus 1 one complete copy on virus free USB in **editable** Microsoft Office 2007 (or later) format is to be supplied of the tender and clearly marked as such.

No RFQ's will be accepted by email or fax

RFQ must be returned to the address below in accordance with the instructions to Tenders in particular item 4, 7.1, to

Tender Box

BDH – 01/18 Supply of Linen

Boort District Health

31 Kiniry Street

PO Box 2

BOORT VIC 3537

Whilst Tenders are preparing their response, questions will inevitably arise. It is requested that all queries be referred in writing to Julie Walton, Systems, Procurement and Projects Manager, email: [julie.walton@bdh.vic.gov.au](mailto:julie.walton@bdh.vic.gov.au) at the above address.

In order to allow BDH time to offer appropriate answers, Tenders must submit any queries in writing to Julie Walton by the date specified in the table above.

If BDH considers any questions or request for clarification to be of material significance both the query and the response will be posted on the BDH website at <http://bdh.vic.gov.au/about/procurement.html> in

an anonymous form. It is the responsibility of the tenderers party to check this website periodically before the tender return date to check for any updates and to incorporate these updates into its tender submission.

**RFQ requests requiring clarification**

19.12.2017 - Nil