

Request for Tender Response

To Be Completed by Respondent

RFx Title Keswick Estate Real Estate Services

RFx Number CD25/3992

Issue Date: Friday 30 May 2025

Closing Time: 2.00pm

Closing Date: Monday 30 June 2025

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Tender Name: Keswick Estate Real Estate Services

Tender No. CD25/3992

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INTRODUCTION

1. Background

- 1.1. This document is part of a series of three documents relating to a request for tender for Keswick Estate real estate services:

No.	Name of Document
1	CD25/3992 - Request for Tender – Keswick Estate Real Estate Services (RFT)
2	CD25/3992 - Request for Tender Response – Keswick Estate Real Estate Services (RFT Response Document)
3	Dubbo Regional Council Conditions of Responding (Conditions Document)

- 1.2. This RFT Response Document must be read in conjunction with the RFT and the Conditions Document. References to capitalised terms which are not defined in this RFT Response Document, but are defined in the RFT, will have the same meaning as that in the RFT.
- 1.3. As outlined in the RFT, Council is seeking submissions for a twelve-month Agreement in relation to the sale of the Unsold Lots.
- 1.4. The information provided in this RFT Response Document will be used in the assessment of the RFT. Questions have been framed to ensure responses are relevant to the selection criteria. Please provide attachments where necessary, clearly labelled and cross-referenced. Refer to the “Checklist for Submission” on page 11 of the RFT for a detailed list of all required attachments for a complying submission.
- 1.5. References to “you” or “your” in this RFT Response Document means the respondent, and all responses given will be taken to be responses of the respondent.
- 1.6. All questions in the RFT Response Document are mandatory and must be answered in order to be considered a complying submission.

RESPONDENT DETAILS

2. Respondent identification details

2.1. Respondent details

Contents supplied by supplier / company	Response
Company legal entity name	

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Company trading name	
ABN	
Registered office address	
Postal address	
Respondent's name	
Respondent's position	
Respondent's contact number	

2.2. Details of ownership

- 2.2.1. If you are a company, please attach a recent ASIC search which describes details of ownership. If you are a partnership, please provide a list of partners and details of the partnership financial arrangements.

ANSWER

2.3. Current legal proceedings

- 2.3.1. Are you or any of your directors or close associates currently, or have you, or have your directors or close associates been at any time within the last five years, the subject of any or any pending:

- (a) legal proceedings, including winding up or bankruptcy proceedings
- (b) insolvency administrations or investigations
- (c) investigations by ICAC or any other public body, including findings of dishonest, unfair and unconscionable conduct?

YES/ NO

- 2.3.2. If "YES" Please supply full details below:

ANSWER

MANDATORY CRITERIA

3. Mandatory Criteria

Respondents must address/provide evidence of meeting each of the mandatory criteria in order to progress to evaluation stage.

3.1. Mandatory Criteria Table

Mandatory Criteria		
Mandatory Requirements of Tender	Requirement Met Select YES or NO	Evidence <i>Provide comments and references to an attachment to this submission</i>
Tender must be submitted by the closing date within the RFT period	YES / NO	
Completion of all questions and schedules in this RFT Response Document	YES / NO	
Provision of certificate of currency for the following insurance policies: (a) public liability insurance for a minimum of \$20,000,000 for any single event; (b) professional indemnity insurance; and (c) workers' compensation insurance.	YES / NO	
Provide a copy of: (a) at least one Class 1 real estate agent licence for a real estate agent who is the licensee-in-charge, or in the employ of the respondent; and (b) all Class 2 real estate agent licence/s for all real estate agent/s who are proposed to be involved in the sale of the Unsold Lots.	YES / NO	

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<p>The respondent accepts the terms contained in:</p> <p>(a) the RFT; and</p> <p>(b) the Conditions Document,</p> <p>or, if there are any proposed departures as stipulated in Section 8 of this RFT Response Document, the respondent agrees to accept those terms of the RFT, the Conditions Document and any proposed departures as accepted by Council (if any).</p> <p><i>Please note: if departures are not forwarded as part of your response, Council may choose not to not evaluate the submission</i></p>	<p>YES / NO</p>	
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NON-PRICE CRITERIA

4. Advertising and Marketing Proposal

4.1. Proposed advertising and marketing proposal

Please outline proposed advertising and marketing proposal, including:

- (a) each type and medium of advertising/ marketing activity;
- (b) frequency of each proposed advertising/ marketing activity;
- (c) target market for each type of advertisement/ marketing activity; and
- (d) rationale for the proposed advertising/ marketing activity.

Please provide details below or a reference to a separate attachment.

ANSWER

4.2. Examples of previous advertisements and/ or marketing material

- 4.2.1. Please attach examples of previous advertisements and/ or marketing material you have used for the sale of vacant land. Please provide details below or a reference to a separate attachment.

ANSWER

5. Relevant Experience and Capacity

A comprehensive response is required to the questions in this section that includes sufficient information to enable an evaluation of capability and capacity to perform the service requirements under the Agreement.

5.1. Years in business

- 5.1.1. State the number of years you have been in business under your present constituted form.

ANSWER

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5.2. Experience providing similar services for Local Government

- 5.2.1. Please outline your previous experience in providing real estate services for the sale of vacant residential land for Local Government.

ANSWER

5.3. Experience providing similar services within the Dubbo Region

- 5.3.1. Please outline your previous experience in providing real estate services for the sale of vacant residential land within the Dubbo region.

ANSWER

5.4. Experience in bulk sales of vacant residential land

- 5.4.1. Please outline your previous experience in the bulk sale (10 or more lots) of vacant residential lots within the Dubbo region.

ANSWER

5.5. Personnel

- 5.5.1. List of personnel, including details of skills and experience, who are proposed to be involved in the sale of the Unsold Lots. Respondent must provide copies of:
- (a) at least one Class 1 real estate agent licence for a real estate agent who is the licensee-in-charge, or in the employ of, the respondent; and
 - (b) copies of all Class 2 real estate agent licence/s for all real estate agent/s who are proposed to be involved in the sale of the Unsold Lots

Name <i>Please nominate primary contact in the first row</i>	Proposed role	Skills and experience	Years of Experience	Type of real estate agent licence held (if relevant)

6. Local presence

6.1. Details of physical local presence

6.1.1. Please provide details of office location/s in the Dubbo regional local government area.

ANSWER

6.2. Details of operational local presence

6.2.1. If you do not have a physical office location, please provide details of your operational presence within the Dubbo regional local government area.

ANSWER

7. Value-added services

7.1. Details of value-added services

7.1.1. Please provide details of any extra services you propose to undertake, or value-adds, which are not outlined in 'Service Requirements' on pages 6, 7 and 8 of the RFT – for example:

- (a) regular face-to-face or online briefings regarding sales activity of the Unsold Lots;
- (b) access to software that tracks advertising and/ or marketing performance; or
- (c) access to an online platform that provides up-to-date statuses of sales activity of the Unsold Lots.

Please note that the services listed in this part are considered to be included within the pricing for real estate agency services.

ANSWER

PRICE CRITERIA

8. Pricing

Unless otherwise expressly stated, the prices submitted in this part are assumed to remain the same for the term of the Agreement.

8.1. Advertising and marketing proposal price

8.1.1. Please provide rates below, or a reference to a separate schedule of rates attachment, which clearly outlines:

- (a) the cost of each type of advertisement proposed;
- (b) the cost of each type of marketing material/ activity proposed;
- (c) whether the proposed fees are per each individual Unsold Lot, or are for all Unsold Lots; and
- (d) the total cost of all proposed advertisements, marketing material, and marketing activity.

ANSWER

8.2. Price for real estate agency services

8.2.1. Please provide rates below, or a reference to a separate schedule of rates attachment, which clearly outlines:

- (a) whether the proposed price is commission based, or a fixed fee;
- (b) if the proposal is commission-based - the commission structure including any contingency rate applied in calculating the fee and additional explanations as appropriate;
- (c) whether the proposed price relates to each individual Unsold Lot, or for all Unsold Lots; and
- (d) the total cost for real estate agency services assuming that all Unsold Lots are sold within the term of the Agreement.

ANSWER

8.3. Payment Structure

8.3.1. Please confirm acknowledgement and agreement to the following:

- (a) invoicing is to occur in accordance with the minimum requirements set out by the Australian Taxation Office;
- (b) liability for payment of advertising and/ or marketing will be as agreed between Council and the successful respondent; and
- (c) liability for payment of monies in relation to real estate agency services for a specific Unsold Lot will arise only upon successful settlement of that Unsold Lot.

AGREE / DISAGREE

POLICY, LEGISLATION AND COMPLIANCE

9. Compliance with relevant legislation and standards

9.1. Workplace Health and Safety

9.1.1. Do you currently comply with your Workplace Health and Safety statutory obligations?

YES / NO

9.2. Legislation and standards

9.2.1. Do the services offered comply with relevant legislation and standards?

YES / NO

9.2.2. Will you, during the currency of the Agreement, continue to maintain compliance of the services offered, with relevant legislation and standards?

YES / NO

9.2.3. Are there any factors (that you are aware of) that may prevent you from complying with relevant legislations and standards?

YES / NO

If 'yes' – please provide details:

10. Compliance with Conditions of Responding

10.1. Does your response fully comply with the Conditions Document?

YES / NO

If 'no' – please provide details of proposed deviations, specifying the relevant clause/s and/or services and the extent of non-compliance to each. Departures not stated here will not be considered. Council reserves the right to accept or decline departures and where a departure cannot be mutually agreed, Council reserves the right to decline the submission.

ADDITIONAL INFORMATION

11. Addenda to this RFT after issue

11.1 Are you aware of any addenda issued by the principal to this RFT after the issue of this RFT?

YES / NO

11.1.1. If the answer is "Yes", indicate below whether you have read and allowed for the addenda in your response.

YES / NO

11.1.2. Please specify how many addenda have you read and allowed for in your response.

ANSWER

11.1.3. It is the responsibility of the respondent in accordance with the Conditions Document to ensure that they are aware of all addenda issued during the tender period. Failure by the respondent to allow for the addenda in their response may result in their response not being considered. Please attach any addenda issued during the quotation period at this point along with your company's responses to same.

12. RFT Validity Period

12.1. Indicate below the period for which your response will remain valid for acceptance from the deadline for lodgement of response

Note: The minimum validity period is 90 days from the closing date.

ANSWER

13. Conflict of Interest Declaration

13.1. Conflict of Interests

13.1.1. Are you aware of any real or perceived conflict of interests (including any relevant relationships) existing, which require your disclosure?

YES / NO

If 'yes' – please provide details of the conflict of interest:

14. Referees

14.1 Business References

Please provide contact details for, and attach, two (2) written unrelated business references.

Business Referee #1

Name:

Phone Number:

E-mail Address:

Business Referee #2

Name:

Phone Number:

E-mail Address:

15. Further Information

15.1. Provide below any further information you believe is relevant to your response, and cross-reference to any clauses of this RFT Response Document or attachments if applicable.

ANSWER

ACKNOWLEDGEMENT AND CONFIRMATION OF RFT SUBMISSION

16. Checklist for Submission

16.1. Checklist

16.1.1. The below table indicates all attachments and documentation that must be submitted by the tender submissions close date in order to be considered as a complying submission.

16.1.2. Please tick the relevant column in the table to indicate that you have attached (or not) the relevant documentation.

Submission Checklist		
Document	Yes	No
All questions in RFT Response Document are answered		
Copy of ASIC search (current to three months from the tender submission close date)		
Mandatory criteria table in Item 3.1 of the RFT Response Document is fully completed		
Copy of certificate of currency for public liability insurance covering a minimum of \$20,000,000 for any single event		
Copy of certificate of currency for professional indemnity insurance		
Copy of certificate of currency for workers' compensation insurance		
Copy of at least one Class 1 real estate agent licence for a real estate agent who is the licensee-in-charge, or in the employ of, the respondent		
Copy of all Class 2 real estate agent licence/s for all real estate agent/s who are proposed to be involved in the sale of the Unsold Lots		
Advertising and marketing proposal provided, either as an attachment or answered in Item 4.1 of the RFT Response Document		
Examples of promotional material used for the sale of land provided in Item 4 of the RFT Response Document or as an attachment		
Advertising and marketing proposal pricing structure provided, either as an attachment or answered in Item 8.1 of the RFT Response Document		
Real estate agency services pricing structure provided, either as an attachment or answered in Item 8.2 of the RFT Response Document		
Two written business references from unrelated parties as requested in Item 14.1 of the RFT Response Document		

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17. Acknowledgement and Signature

17.1. Acknowledgement

- 17.1.1. In submitting a response to this RFT, do you acknowledge and accept that electronic submission in accordance with the requirements of the RFT is sufficient to verify and affirm that this is your response to supply the services at the prices quoted and that the information contained in your response is correct? Note that such acknowledgement and acceptance is a necessary prerequisite to consideration of your quotation response.

YES / NO

17.2. Signature

The person who signs this RFT Response Document warrants that s/he is an authorised representative of the respondent, and is empowered to make the representations and accept the conditions contained within.

NAME:

TITLE:

SIGNATURE:

DATE: