



REQUEST FOR QUOTATION


Mareeba Community Housing Company Ltd – 11 Dwellings Roof Insulation

Contract No.: MCHC 03/2025

Request for Quotation

PART 1 – PREAMBLE				
Mareeba Community Housing Company Ltd is managing the capital works projects for Mareeba Shire Council and DHPW. Under Company procurement policy invites tenders from suitably qualified tenderers Install Roof Insulation to 11 Dwellings as described in more detail in Part 5 – Scope.				
PART 2 – GENERAL INFORMATION				
1. Contract details:	Mareeba Community Housing Company Ltd – Install Roof Insulation to 11 Dwellings			
2. Communications by Tenderers:	Communications regarding the Procurement Process must be submitted to Flore Watkin admin@mchc.org.au no later than 2 calendar days prior to the time stated in Item 4			
3. Briefing or site inspection:	Details	Maximum attendees	Mandatory	RSVP
	<ul style="list-style-type: none"> • 8 – Mareeba • 2 – Dimbulah • 1 – Mount Molloy 	2	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	RSVP to admin@mchc.org.au
4. Submission of Tender	Tenders must be submitted at admin@mchc.org.au by 16.00pm 11th September 2025 <i>Note// Adequate time must be allowed for the Tender and all supporting documents to be uploaded or received by this time.</i>			
5. Evaluation Criteria	Evaluation Criteria			Weighting (%) (Optional)
	Value for Money			40%
	Relevant experience			20%
	Local Content			10%
	Methodology and plans for delivery			20%
	Qualifications and Insurance			10%
6. Tenders should not be longer than:	No Limit			
7. Tenders to be valid for:	90 calendar days after the time stated in Item 4 (as extended if at all, pursuant to the Procurement Process Conditions)			
PART 4 – CONTRACT				
The Tenderer must request a copy of the form of contract from the Principal;				
PART 5 – SCOPE				
The Scope is as follows:				
Mareeba Community Housing Company (MCHC) seek suitably qualified respondents to undertake the installation of roof insulation on 11 dwellings in Mareeba, Dimbulah and Mount Molloy.				
The 11 dwellings are single-story with all buildings having metal roofing construction.				
Site preparations: The contractor will undertake the necessary preparations for clear access to the roof space for equipment and materials to complete the Works.				
Scaffold: The contractor will be responsible for the supply and complete installation of temporary scaffolding to safely access the Roof Space. Scaffold plans, scaffolding tickets and certification is to be provided to the Principal for the commencement of the Works.				
Insulation works: MCHC requires new insulation to be applied to all roof space only.				
<ul style="list-style-type: none"> - The contractor is responsible for the supply and complete installation of insulation which includes but is not limited to removal of old insulation should it be present and other incidental or consequential work which is or may become necessary to complete the work. The contractor is responsible for removal of all excess material and rubbish - Minimum Total R-Value as per the National Construction Code (NCC) 2022 				

Photo	Location
	<p>1 Wilkes St Mareeba</p>
	<p>2 Wilkes St Mareeba</p>
	<p>3 Wilkes St Mareeba</p>
	<p>7 Lyons Street , Mareeba</p>

		<p>1/4 Hay St Dimbulah</p>	
		<p>2/4 Hay St Dimbulah</p>	
		<p>1 Close Ave Mareeba</p>	

	<p>2 Close Ave Mareeba</p>
	<p>3 Close Ave Mareeba</p>
	<p>4 Close Ave Mareeba</p>
	<p>1/2 Main Street Mount Molloy</p>

Contractor Details, qualifications and Insurance:

- Contractors must hold relevant qualification and skills for trade of Roof Insulation Installation.
- Copies of Insurance and Licence must be supplied to the company prior to commencing work.

PART 6 – RESPONSE SCHEDULES

The Tenderer must be submitted in the form provided in the response schedules attached to or provided with this request for tender and identified as Contract No.: MCHC 003 – Response Schedule