

Expressions of Interest:

RACGP Facilities Contractors

EOI Reference	RACGP Facilities Contractors - June 2021
Date Issued	Friday 11 June 2021
Lodgement Location	stuart.mclean@racgp.org.au
Closing Date & Time	5.00 pm AEST on Friday 2 July 2021
Contact Officer	Stuart McLean, Senior Procurement Advisor, RACGP stuart.mclean@racgp.org.au

1. Organisational Overview

The Royal Australian College of General Practitioners (RACGP) is Australia's largest professional general practice organisation and represents over 40,000 members, including specialist general practitioners (GPs) in both urban and rural settings. The RACGP employs just over 400 people with a presence in every state and territory. Approximately 90% of employees work from the East Melbourne office.

The RACGP's mission is to improve the health and wellbeing of all people in Australia by supporting GPs, general practice registrars and medical students through education, training and research. The RACGP also assesses doctors' skills and knowledge, supplying ongoing professional development activities, developing resources and guidelines, helping GPs with issues that affect their practice, and developing standards that general practices use to ensure high quality healthcare. The RACGP also has a key role in developing resources and guidelines that affect GPs and their practices.

The RACGP's membership is at the heart of all the organisation's activities, and members and staff across all states are proud to promote a welcoming, collegiate environment and to celebrate excellence in general practice.

The RACGP's membership provides GPs with access to the following suite of benefits:

- Advocacy
- Standards and guidelines
- Education
- Business support

2. Expressions of Interest

The Royal Australian College of General Practitioners (RACGP) is seeking Expressions of Interest (EOI) from suitably qualified and experienced companies to be listed as a 'preferred contractor' for trade services.

RACGP premises: 100 Wellington Parade, East Melbourne, VIC 3002
Term: 3 years from September 2021 to September 2024.

Services required:

RACGP is planning to establish a register of preferred contractors for the following services:

- General building maintenance
 - Minor workstation alterations
 - Minor office partition alterations / changes
 - Plasterworks / painting / Glazing
 - Ceiling tile replacement
 - Minor carpet tile replacement
- Mechanical services maintenance (planned preventative maintenance and call out as required)
- Electrical services maintenance (planned preventative maintenance and call out as required)
- Fire services maintenance (planned preventative maintenance and call out as required)
- General plumbing service Including chilled filtered water system (planned preventative maintenance and call out as required)
- Essential services compliance
- General office cleaning (including external glass façade)/Waste Management
- Sanitary services
- Security/ Monitoring services Including security guard as required
- Automatic Garage gates (planned preventative maintenance and call out as required)
- Automatic Entry door (planned preventative maintenance and call out as required)

Your company's proposal must indicate which services you wish to be considered for.

Information required by RACGP

Should you decide to submit an Expression of Interest, please provide the following information:

- Company name / trade name
- ABN / ACN (if applicable)
- Registered office / Business address
- Date of establishment for operating business
- Name of directors / sole trader / principal
- Point of contacts for all of the above
- Details of your company's experience, expertise, professional and trade qualifications and capacity
- Certificates of insurance, including but not limited to, Public & Product Liability, Work Cover
- Details of your company's membership of any trade peak bodies or associations
- Details of any professional accreditation (e.g., ISO)
- 3 x business referees from customers of a similar size and structure to RACGP

Timelines:

RACGP is targeting having agreements in place in readiness for commencement of services in **September 2021**

Shortlisting:

Shortlisted respondents will be invited to provide pricing for their services by demonstrating in their EOI that they can meet the RACGP's business requirements as outlined on pages 2-3.

Ultimately, RACGP is seeking to engage contractors that can provide a timely, professional, compliant and cost-effective services.

3. Key EOI Milestones

- **Release EOI: Friday 11 June 2021**
- **Submissions close: Friday 2 July 2021**
- Evaluation: From Monday 5 July 2021
- Shortlisted vendors notified: Friday 9 July 2021
- **Request for Pricing released: from Friday 9 July 2021**
- **Commencement of Services: September 2021**

4. Selection Criteria

Expressions of Interest will be evaluated against the following criteria and must include, as a minimum, the following information:

Criteria
The Respondent's demonstrated ability to meet the RACGP's business requirements as outlined on pages 2-3 .
The Respondent's demonstrated track record in delivering similar services to organisations of a comparable size and structure as RACGP.
The Respondent's capability to undertake the work, within the given timeframes – including its Specified Personnel and their availability
Details of the experience, qualifications and expertise of key personnel who will participate in delivering the Services required.

9. Lodgment of Expressions of Interest

- Submissions must be lodged by **5.00 pm on Friday 2 July 2021**
- Submissions are to be emailed to stuart.mclean@racgp.org.au with "EOI: Facilities Contractors – June 2021" as the subject of the email by the due time and date
- All documents that form part of the EOI submission must be clearly identified as "EOI: Facilities Contractors – June 2021"
- It is the responsibility of the Respondent to allow enough time to email their EOI submission electronically. The RACGP has no obligation to consider any EOI submissions not received by the due time and date due to:
 - the email not being received by the closing time; any IT issues experienced by the Respondent impeding lodgment by the due time and date; any other issue.

10. Enquiries

Questions about this EOI can be directed via email only to Stuart McLean, Senior Procurement Advisor, at the RACGP at stuart.mclean@racgp.org.au.