Request for Tender

Shire of Kulin

Provision of General Practitioner Services

Tender No. 04-26/27

Tenders Close: 12:00pm, 04 December 2026

Table of Contents

Contents

1 Conditions of Tendering 4
1.1 Definitions 4
1.2 Tender Documents 4
1.3 How to Prepare Your Tender 4
1.4 Contact Persons 5
1.5 Requests for Clarification 5
1.6 Lodgement of Tenders and Delivery Method 5
1.7 Rejection of Tenders 5
1.8 Late Tenders 5
1.9 Acceptance of Tenders 5
1.10 Disclosure of Contract Information 5
1.11 Tender Validity Period 6
1.12 Precedence of Documents 6
1.13 Alternative Tenders 6
1.14 Tenderers to Inform Themselves 6
1.15 Alterations 6
1.16 Risk Assessment 6
1.17 Evaluation Process 7
1.18 Selection Criteria 7
1.19 Compliance Criteria 8
1.20 Qualitative Criteria 8
1.21 Regional Price Reference *(optional)* 8
1.22 Price Basis 8
1.23 Ownership of Tenders 9
1.24 Canvassing of Officials 9
1.25 Identity of the Tenderer 9
1.26 Costs of Tendering 9
1.27 Tender Opening 9
1.28 In House Tenders 9
2 Statement of Requirements 10
2.1 Introduction 10
2.2 Background Information 10
2.3 Definitions 10
2.4 Scope of Work 10
2.5 Detailed Specification 11
2.6 Implementation Timetable 12
3 General Conditions of Contract 13
3.1 Period of Contract and Termination 13
4 Tenderer's Offer 14
4.1 Form 1 14

Table of Contents

4.2 Form 2 15
4.3 Selection Criteria 16
4.3.1 Compliance Criteria 16
4.3.2 Qualitative Criteria 16

1 Conditions of Tendering

1.1 Definitions

Below is a summary of some of the important defined terms used in this Request:

Attachments:	The documents you attach as part of your Tender.
Contractor:	Means the person or persons, corporation or corporations whose Tender is accepted by the Principal, including the executors or administrators, successors and assigns of such person or persons, corporation or corporations.
Deadline:	The deadline for lodgement of your Tender as detailed on the front cover of this Request.
General Conditions of Contract:	Means the General Conditions of Contract for the Kulin Medical Services Practice Agreement.
Offer:	Your offer to supply the Requirements.
Principal:	Shire of Kulin
Request OR RTF OR Request for Tender	This document.
Requirement:	The Provision of General Practitioner Services requested by the Principal.
Selection Criteria:	The Criteria used by the Principal in evaluating your Tender.
Specification:	The Statement of Requirements that the Principal requests you to provide if selected.
Tender:	Completed Offer form, Response to the Selection Criteria and Attachments.
Tenderer:	Someone who has or intends to submit an Offer to the Principal.
Tender Open Period:	The time between advertising the Request and the Deadline.

1.2 Tender Documents

This Request for Tender is comprised of the following parts:

Part	Document	Action
1	Conditions of Tendering	Read and Keep this Part
2	Statement of Requirements	Read and Keep this Part
3	General Conditions of Contract	Read and Keep this Part
4	Tenderer's Offer	Complete and return this part

1.3 How to Prepare Your Tender

a) Carefully read all parts of this document;

b) Ensure you understand the Requirements;

c) Complete and return the Offer (Part 4) in all respects and include all Attachments;

d) Make sure you have signed the Offer form and responded to all of the Selection Criteria; and

e) Lodge your Tender before the Deadline.

1.4 Contact Persons

Tenderers should not rely on any information provided by any person other than the person listed below:

Name:	Taryn Scadding
Telephone:	(08) 9880 1204
Email:	emcs@kulin.wa.gov.au

1.5 Requests for Clarification

Tenderers may submit a written request for clarification on any part of the RFT documents prior to lodgement of their Tender using the contact details in 1.4 above.

No requests for information or clarification to the RFT Documents will be accepted later than seven days prior to the Deadline of this Request.

1.6 Lodgement of Tenders and Delivery Method

Tenders must be lodged by email to tenders@kulin.wa.gov.au.

Include the RFT number and the Tenderer's name in the email subject line. If lodging a tender across multiple emails, include those details in each subject line and number the emails in sequence, for example "1 of 2". All parts must be received by the Deadline.

1.7 Rejection of Tenders

A Tender will be rejected without consideration of its merits in the event that:

a) It is not submitted before the Deadline; or

b) It is not submitted at the place specified in the Request; or

c) ItIt may be rejected if it fails to comply with any other requirements of the Request.

No web links or hyperlinks will be considered as part of any submission.

1.8 Late Tenders

Tenders received:

a) After the Deadline; or

b) In a place other than that stipulated in this Request;

will not be accepted for evaluation.

1.9 Acceptance of Tenders

Unless otherwise stated in this Request, Tenders may be for all or part of the Requirements and may be accepted by the Principal either wholly or in part. The Principal is not bound to accept the lowest Tender and may reject any or all Tenders submitted.

1.10 Disclosure of Contract Information

Documents and other information relevant to the contract may be disclosed when required by law under the Freedom of Information Act 1992 or under a Court order.

All Tenderers will be given the particulars of the successful Tenderers or be advised that no Tender was accepted.

1.11 Tender Validity Period

All Tenders will remain valid and open for acceptance for a minimum period of ninety (90) days from the Deadline or forty-five (45) days from the Principal's resolution for determining the Tender, whichever is the later unless extended on mutual agreement between the Principal and the Tenderer in writing.

1.12 Precedence of Documents

In the event of there being any conflict or inconsistency between the terms and conditions in this Request and those in the General Conditions of Contract, the terms and conditions appearing in this Request will have precedence.

1.13 Alternative Tenders

All Alternative Tenders must be accompanied by a conforming Tender.

Tenders submitted as Alternative Tenders or made subject to conditions other than the General and Special Conditions of Contract must in all cases be clearly marked "**Alternative Tender**".

The Principal may in its absolute discretion reject any Alternative Tender.

Any printed "General Conditions of Contract" contained within a Tender will not be binding on the Principal in the event of a Contract being awarded unless the Tender is marked as an Alternative Tender.

1.14 Tenderers to Inform Themselves

Tenderers will be deemed to have:

a) examined the Request and any other information available in writing to Tenderers for the purpose of tendering;
b) examined all further information relevant to the risks, contingencies, and other circumstances having an effect on their Tender which is obtainable by the making of reasonable enquiries;
c) satisfied themselves as to the correctness and sufficiency of their Tenders including tendered prices which will be deemed to cover the cost of complying with all the Conditions of Tendering and of all matters and things necessary for the due and proper performance and completion of the work described therein;
d) acknowledged that the Principal may enter into negotiations with a chosen Tenderer and that negotiations are to be carried out in good faith; and
e) satisfied themselves they have a full set of the Request documents and all relevant attachments.

1.15 Alterations

The Tenderer must not alter or add to the Request documents unless required by these Conditions of Tendering.

The Principal will issue an addendum to all registered Tenderers where matters of significance make it necessary to amend or supplement the issued Request documents before the Deadline.

1.16 Risk Assessment

The Principal may have access to and give consideration to:

a) any risk assessment undertaken by any credit rating agency;
b) any financial analytical assessment undertaken by any agency; and
c) any information produced by the Bank, financial institution, or accountant of a Tenderer;

so as to assess that Tender and may consider such materials as tools in the Tender assessment process.

Tenderers may be required to undertake to provide to the Principal (or its nominated agent) upon request all such information as the Principal reasonably requires to satisfy itself that Tenderers are financially viable and have the financial capability to provide the Services for which they are submitting and meet their obligations under any proposed Contract. The Principal reserves the right to engage (at its own cost) an independent financial assessor as a nominated agent to conduct financial assessments under conditions of strict confidentiality. For this assessment to be completed, a representative from the nominated agent may contact you concerning the financial information that you are required to provide.

The financial assessment is specifically for use by the Principal for the purpose of assessing Tenderers and will be treated as strictly confidential.

1.17 Evaluation Process

This is a Request for Tender.

Your Tender will be evaluated using information provided in your Tender.

The following evaluation methodology will be used in respect of this Request:

a) Tenders are checked for completeness and compliance. Tenders that do not contain all information requested (eg completed Offer form and Attachments) may be excluded from evaluation.
b) Tenders are assessed against the Selection Criteria. Contract costs are evaluated (eg tendered prices) and other relevant whole of life costs are considered.
c) The most suitable Tenderers may be short listed and may also be required to clarify their Tender, make a presentation, demonstrate the product/solution offered and/or open premises for inspection. Referees may also be contacted prior to the selection of the successful Tenderer.

A Contract may then be awarded to the Tenderer whose Tender is considered the most advantageous Tender to the Principal.

1.18 Selection Criteria

The Contract may be awarded to a sole Tenderer who best demonstrates the ability to provide quality products and/or services at a competitive price. The tendered prices will be assessed together with qualitative and compliance criteria to determine the most advantageous outcome to the Principal.

The Principal has adopted a best value for money approach to this Request. This means that, although price is considered, the Tender containing the lowest price will not necessarily be accepted, nor will the Tender ranked the highest on the qualitative criteria.

A scoring system will be used as part of the assessment of the qualitative criteria. Unless otherwise stated, a Tender that provides all the information requested will be assessed as satisfactory. The extent to which a Tender demonstrates greater satisfaction of each of these criteria will result in a greater score. The aggregate score of each Tender will be used as one of the factors in the final assessment of the qualitative criteria and in the overall assessment of value for money.

1.19 Compliance Criteria

These criteria are detailed within Part 4.3.1 of this document and will not be point scored. Each Tender will be assessed on a Yes/No basis as to whether the criterion is satisfactorily met. An assessment of "No" against any criterion may eliminate the Tender from consideration.

1.20 Qualitative Criteria

In determining the most advantageous Tender, the Evaluation Panel will score each Tenderer against the qualitative criteria as detailed within Part 4.3.2 of this document. Each criterion will be weighted to indicate the relative degree of importance that the Principal places on the technical aspects of the goods or services being purchased.

It is essential that Tenderers address each qualitative criterion. Information that you provide addressing each qualitative criterion will be point scored by the Evaluation Panel. Failure to provide the specified information may result in elimination from the tender evaluation process or a low score.

1.21 Regional Price Preference

Tenderers for the contract may be afforded a preference in accordance with Regulation 24(A-G) of the Local Government (Functions and General) Regulations and the Shire's Regional Price Preference Policy (A10 – Policy Manual).

The Policy stipulates that:
That a Regional Price Preference will be provided to businesses operating within the boundary of the Shire of Kulin for all goods and services in accordance with Regulation 24D of the Local Government (Functions and General) Regulations 1996.

- *Up to 10%-where the contract is for goods and services, up to a maximum reduction of $50,000 on total cost.*
- *Up to 5%-where the contract is for construction (building) services, up to a maximum price reduction of $50,000, or*
- *Up to 10% where the contract is for goods or services (including construction services), up to a maximum price reduction of $500,000 if the Local Government is seeking tenders for the first time, due to goods or services previously being undertaken by the Shire of Kulin.*

The Regional Price Preference Policy will apply to all tenders unless otherwise resolved by Council and information that outlines the power of the Council to make that decision is to be included in the Tender advertising and specifications. (i.e. the lowest or any Tender not necessarily accepted)

1.22 Price Basis

Prices offered under this Request are fixed for the first year of the five-year contract term. After the first year, prices may be adjusted only for CPI, with effect from the anniversary of the Contract commencement date. The Contractor must request any adjustment in writing and obtain the Shire's written approval.

Any increase to the current fee is capped at the annual percentage rise in the All Groups Consumer Price Index published by the Australian Bureau of Statistics in the quarter prior to the anniversary date of the contract.

The Contractor must submit any request to adjust the Contract price to the Shire in writing for consideration, including any request for an increase outside the CPI mechanism. All price adjustments require the Shire's written approval.

1.23 Ownership of Tenders

All documents, materials, articles and information submitted by the Tenderer as part of or in support of the Tender will be become upon submission the absolute property of the Principal and will not be returned to the Tenderer at the conclusion of the Tender process PROVIDED that the Tenderer be entitled to retain copyright and other intellectual property rights therein, unless otherwise provided by the Contract.

1.24 Canvassing of Officials

If the Tenderer, whether personally or by an agent, canvasses any of the Principal's Councillors or Officers (as the case may be) with a view to influencing the acceptance of any Tender made by it or any other Tenderer, then regardless of such canvassing having any influence on the acceptance of such Tender, the Principal may at its absolute discretion omit the Tenderer from consideration.

1.25 Identity of the Tenderer

The identity of the Tenderer and the Contractor is fundamental to the Principal. The Tenderer will be the person, persons, corporation or corporations named as the Tenderer and whose execution appears on the Offer Form in Part 4.1 of this Request. Upon acceptance of the Tender, the Tenderer will become the Contractor.

1.26 Costs of Tendering

The Principal will not be liable for payment to the Tenderer for any costs, losses or expenses incurred by the Tenderer in preparing their Offer.

1.27 Tender Opening

Tenders will be opened in the Principal's offices, following the advertised Deadline. All Tenderers and members of the public may attend or be represented at the opening of Tenders.

The names of the persons who submitted the Tender by the due Deadline will be read out at the Tender Opening. No discussions will be entered into between Tenderers and the Principal's officers present or otherwise, concerning the Tenders submitted.

The Tender Opening will be held on or as soon as practicable after the Deadline at 38 Johnston Street, Kulin WA 6365.

1.28 In House Tenders

The Principal does not intend to submit an In House Tender.

2 Statement of Requirements

2.1 Introduction

The Shire seeks a qualified and experienced provider to deliver GP services at the Kulin Medical Centre, 38 Johnston Street, Kulin WA 6365. The provider will serve residents across all age groups, maintain consistent availability and continuity of care, and coordinate care with relevant local health services and other stakeholders.

2.2 Background Information

The Shire of Kulin is seeking to engage a qualified and experienced medical service provider to deliver General Practitioner (GP) services to its rural community.

The successful tenderer will be expected to provide a professional GP service that responds to the healthcare needs of residents across all age groups. Services to include GP consultations, treatment of acute illnesses and injuries, chronic disease management, preventative healthcare, health assessments, immunisations, referrals and ongoing patient care.

The provider will be expected to maintain consistent service availability, ensure continuity of care, and actively participate in integrated care planning with key stakeholders.

The Shire of Kulin is located in the Central Wheatbelt region of Western Australia, approximately 280 kilometres south-east of Perth, covering an area of approximately 4,790 square kilometres. With a population of approximately 700 residents across the townsites of Kulin, Pingaring, Dudinin and Holt Rock and surrounding farming districts, the Shire services a geographically dispersed rural community. Agriculture, particularly broadacre cropping and livestock production, is the primary industry. The population includes farming families, children, working-age residents and an ageing community, creating a diverse range of healthcare requirements. Given the district's rural location and distance from larger regional health facilities, access to consistent local General Practice services is important for providing preventative healthcare, chronic disease management, treatment of illness and injury, and ongoing medical care.

2.3 Definitions

Below is a summary of some of the important defined terms used in this Part:

Medical Practitioner:	means a person who is registered under the Health Practitioner Regulation National Law (WA) Act 2010 in the medical profession and holds current registration with the Medical Board of Australia.

2.4 Scope of Work

Provide two full days of in-person GP services per week under a 52-week annual service arrangement, with guaranteed delivery for at least 46 service weeks in each full calendar year.

Provide GP consultations, treatment of acute illnesses and injuries, chronic disease management, preventive care, health assessments, immunisations, referrals and ongoing patient care.

2.5 Detailed Specification

Service Delivery Arrangements

The Shire's proposed remuneration model is:

a) The Service Provider will retain all Medicare and private patient billings generated through the operation of the medical practice.
b) The Shire of Kulin will pay the Service Provider an annual service fee for the provision of the contracted medical services.
c) The Service Provider will be responsible for the operating costs of the medical practice, except for those costs specifically identified as the responsibility of the Shire.

Description of Works

The service requirements are:

a) Provision of General Practitioner services for two (2) full days per week.
b) Services are to be provided under a proposed 52-week annual service arrangement, with a guaranteed minimum service delivery of 46 weeks per calendar year.

Tenderers must clearly outline their proposed service delivery arrangements, including:

- Proposed days and hours of operation.
- Availability of the nominated medical practitioner.
- Arrangements for annual leave, sick leave and other absences.
- Arrangements for locum or replacement medical practitioners.
- Arrangements for communicating service changes to patients and the community.

Medical Practitioner Qualifications and Registration

The Tenderer must provide details of the proposed medical practitioner or practitioners, including:

- Qualifications and professional experience.
- Current medical registration.
- Relevant professional memberships.
- Medicare provider number eligibility.
- Details of any relevant practice accreditation.
- The Medical Practitioner must have and maintain for the term of the contract, registration with the Medical Board of Western Australia.
- The Medical Practitioner shall comply with the Work Health and Safety Act 2020 (WA) and occupational safety guidelines as may apply at all times.

Business and Practice Management Responsibilities

The Tenderer will independently manage the medical practice and undertaking the administrative and operational functions necessary to support the delivery of medical services.

Insurance and Indemnity

Tenderers must obtain and maintain all insurance policies, registrations, licences and permits necessary for the delivery of the proposed medical services.

As a minimum, the Shire requires the following insurance:

a) Indemnity by Medical Practitioner
b) Medical Indemnity (Professional Indemnity) Insurance appropriate to the medical services being provided.
c) Public liability insurance.
d) Workers compensation insurance, where applicable, covering employees in accordance with legislative requirements.

Evidence of current insurance coverage, registrations and relevant certifications will be required from the successful Tenderer prior to commencement of services.

Shire Responsibilities

The Shire of Kulin proposes to provide the following facilities, services and support to assist with the operation of the Kulin Medical Centre:

a) Exclusive use of the Kulin Medical Centre GP consultation room and reception area for the delivery of the contracted medical services, at no rental cost.
b) Regular cleaning services for the Medical Centre.
c) Access to Shire-owned furniture, equipment and other personal property identified as being available for use by the Service Provider.
d) Repairs and maintenance to the building and its structural components, as determined by the Shire.
e) Payment of Shire rates and utilities.
f) Provision of internet, telephone and fax facilities at the Medical Centre.

Service Provider Responsibilities

The Shire expects the successful Tenderer to be responsible for the day-to-day operation and management of the medical practice, including the following:

a) Meeting the operating costs associated with the day-to-day operation of the medical practice, including medical software annual licensing fees, upgrades and medical consumables.
b) Providing, at its own cost, all administrative services, clerical and professional staff, facilities, plant and equipment necessary for the operation of the medical practice, excluding Shire-owned property made available for use.

Tenderers should identify any additional operational requirements or costs associated with meeting these responsibilities as part of their submission.

The information contained within this Detailed Specification outlines the Shire's proposed service requirements and responsibilities for the purpose of inviting tenders. It is intended to provide Tenderers with an understanding of the proposed service delivery arrangements and form the basis for evaluating submissions. The final terms and conditions of the engagement, including the respective responsibilities of the Shire and the successful Tenderer, will be documented in a separate formal agreement following the tender process.

2.6 Implementation Timetable

Commencement date for the contract will be 01 January 2027.

3 General Conditions of Contract

The proposed Conditions of Contract are set out in the draft Kulin Medical Services Practice Agreement, including its schedules. Prospective Tenderers may request a copy during the tender period by emailing the Tender Contact Officer identified in this Request and quoting the RFT number.

3.1 Period of Contract and Termination

The Contract will be in force for the period of 5 years. However, in the event of the Contractor failing in any manner to carry out the Contract to the Principal's satisfaction, the Principal may forthwith determine the Contract by written notice to the Contractor.

4 Tenderer's Offer

4.1 Form 1

FORM OF TENDER

The Chief Executive Officer
Shire of Kulin
38 Johnston Street, Kulin WA 6365

Details	Tenderer Response
Legal Entity Name	
Trading Name, if applicable	
ABN	
ACN	
Business Address	
Telephone Number	
Email Address	

In response to RFT 04-26/27 Provision of General Practitioner Services:

I/We agree that I am/We are bound by, and will comply with this Request and its associated schedules, attachments, all in accordance with the Conditions of Tendering contained in this Request signed and completed.

The tendered price is valid up to ninety (90) calendar days from the date of the Tender closing or forty-five (45) days from the Council's resolution for determining the Tender, whichever is the later unless extended on mutual agreement between the Principal and the Tenderer in writing.

I/We agree that there will be no cost payable by the Principal towards the preparation or submission of this Tender irrespective of its outcome.

The tendered consideration is as provided under the schedule of rates of prices in the prescribed format and submitted with this Tender.

Signature of Tenderer	Signature of Witness
Name and Address of Tenderer	Name and Address of Witness
Date	Date

4.2 Form 2

SCHEDULE OF RATES

Details	Amount (excluding GST)
Provision of General Practitioner services	**$**
Other (Please Detail):	**$**
	$
	$
	$
Total Per Annum	**$**

4.3 Selection Criteria

4.3.1 Compliance Criteria

Please select with a “Yes” or “No” whether you have complied with the following compliance criteria:

Description of Compliance Criteria	
a) Tenderers are to provide acknowledgment that your organisation has submitted in accordance with the Conditions of Tender including completion of the Offer Form and provision of your pricing submitted in the format required by the Principal.	Yes / No
b) Tenderers are to provide their **Service Delivery Arrangements** • Proposed days and hours of operation. • Availability of the nominated medical practitioner. • Arrangements for annual leave, sick leave and other absences. • Arrangements for locum or replacement medical practitioners. • Arrangements for communicating service changes to patients and the community.	Yes / No
c) Tenderers are to provide their **Medical Practitioner Qualifications and Registration**. • Qualifications and professional experience. • Current medical registration. • Relevant professional memberships. • Medicare provider number eligibility. • Details of any relevant practice accreditation. • The Medical Practitioner must have and maintain for the term of the contract, registration with the Medical Board of Western Australia. • The Medical Practitioner shall comply with the Work Health and Safety Act 2020 (WA) and occupational safety guidelines as may apply at all times.	Yes / No
d) Tenderers are to provide evidence of their **Insurance and Indemnity Arrangements.** • Indemnity by Medical Practitioner • Medical Indemnity (Professional Indemnity) Insurance appropriate to the medical services being provided. • Public liability insurance. • Workers compensation insurance, where applicable, covering employees in accordance with legislative requirements.	Yes / No

4.3.2 Qualitative Criteria

Before responding to the following qualitative criteria, Tenderers must note the following:

a) All information relevant to your answers to each criterion are to be contained within your Tender;

b) Tenderers are to assume that the Evaluation Panel has no previous knowledge of your organisation, its activities or experience;

c) Tenderers are to provide full details for any claims, statements or examples used to address the qualitative criteria; and

d) Tenderers are to address each issue outlined within a qualitative criterion.

A. Relevant Experience Tenderers must provide the information outlining their experience and competency in an attachment and label it **"Experience & Competency"**	**Weighting** **60%**
B. Pricing Tenderers must provide the overall cost of package to provide general practitioner services to the Shire of Kulin in **Schedule 4.2 in Part 4** of this document	**25%**
C. Understanding Tenderers must provide an attachment labelled **"Demonstrated Understanding"** outlining their understanding of how to deliver general practitioner services in a regional setting, taking into account the needs of Kulin and surrounding communities.	**15%**