



TOWN OF
Bassendean

REQUEST FOR QUOTATION

GOODS & SERVICES

Request for Quotation (RFQ)	Early Childhood Education Business Valuation Services
RFQ Number	RFQ 26/2026
Closing Date and Time	Friday 26 June 2026 11.00 am (AWST)
Lodgement Details	Electronic Submission via Email to procurement@bassendean.wa.gov.au

1 RESPONDENTS OFFER**1.1 OFFER FORM**

The Chief Executive Officer
 Town of Bassendean
 48 Old Perth Road
 BASSENDEAN WA 6054

I / we (Name of person, firm or company responding) _____

Physical Address _____

Trading As _____

Registered As _____

ABN _____ ACN _____ (If Any),

Hereby offer(s) to supply and deliver the Goods detailed in Town of Bassendean RFQ 26/2026.

I / we agree that I am / we are bound by, accept and will comply with, all parts of this RFQ and its associated schedules, attachments, appendices and Addenda, all in accordance with the conditions of responding contained within the RFQ, and affirm that:

- (a) this Offer must not be withdrawn without the express written consent of the Town of Bassendean.
- (b) this Offer, including its price, will remain valid for a period of thirty (30) calendar days from the Closing Date and Time unless extended by mutual agreement between the Town and this Respondent in writing.

I / we agree that the Respondent has no claim against the Town for any costs or losses incurred by the Respondent in connection with the preparation or submission of this Offer, irrespective of its outcome.

All documents required in accordance with the conditions of this RFQ have been completed, signed and are submitted herewith.

The consideration is as provided under clause 1.2.

I / we agree that by signing this Offer I /we confirm that Part 1 has been completed in its entirety, including any required attachments and responses, and comprises the total of this Offer.

Signature of Authorised Signatory of the Respondent	
Name of Authorised Signatory of the Respondent	
Telephone no	
Email	
Date	

2 SPECIFICATION

The Town of Bassendean is seeking valuations for a land parcel owned by the Town and associated early childhood education services that operate from two premises, to inform a decision by Council as to the future use of the site and the ongoing provision of early childhood education services.

3 BACKGROUND

The Town operates two Early Childhood Education Centres under the name *Wind in the Willows*. Wind in the Willows Bassendean is on freehold land in Wilson Street Bassendean and Wind in the Willows Ashfield is on crown reserve in Coulston rd Ashfield.

The service has been in operation for more than 40 years and is highly regarded within the community, with strong demand for places at both centres.

While the internal facilities are somewhat dated, they remain functional and well maintained. Both centres feature outdoor nature-play areas constructed within the past five years. The services have a strong history of quality performance under the National Quality Standards and has been assessed as fully compliant by the Education and Care Regulatory Unit of the Department of Communities.

The Bassendean service is situated on four titles – 28, 30, 32 and 34 Wilson Street and is zoned R20 under the Town's planning scheme. The site is within 800 metres of Bassendean Train Station and is subject to the WAPC Station Precinct Improvement Plan legislation. The site comprises 1944 square metres.

The site at 2 Colstoun Road, Ashfield is State Government land, subject to a Management Order granted to the Town for "Community Purposes." The Town has the authority to lease the site for up to 21 years for uses consistent with this designation. However, any lease arrangement requires prior written approval from both the Minister for Lands and Council. There is no certainty that a lease for early childhood education services would be considered consistent with the "Community Purposes" designation.

The building at 2 Colstoun Road is divided into three sections:

- A portion of the building is occupied by the Town's early childhood education service.
- A portion of the building is leased to Amana Living for use as an adult day centre.
- A portion of the building is currently vacant.

The Town is seeking four valuations:

1. The market value of the land at 28, 30, 32 and 34 Wilson Street, Bassendean, assuming vacant possession.
2. The value of the Wind in the Willows Early Childhood Education Centre at Wilson Street, as a going concern, including the land value.

3. The leasehold value of the 50-place Wind in the Willows Early Childhood Education Bassendean service including land and buildings.
4. The leasehold value of the Wind in the Willows Early Childhood Education Ashfield service as a going concern, assuming a 21-year lease over the relevant portion of 2 Colstoun Road, Ashfield.

Due to the sensitive nature of this matter, it is preferable that valuations be undertaken remotely without a site inspection, or alternatively that any inspections occur outside normal operating hours. The Town can provide site plans, financial data and any other relevant information required for the assessment.

Separate financial statements are not prepared for the Wind in the Willows centres, as they form part of the Town of Bassendean's consolidated financial reporting. However, the Town is able to provide income and expenditure details for each service individually. Overheads are allocated on a proportional basis.

4 CONTRACT TERM

The engagement is expected to commence in June 2026 for an initial period of three (3) months with the option to extend subject to performance, budget and organisational requirements.

5 SUBMISSION REQUIREMENTS

Quotations must include:

- Overview of the consultant/organisation
- Relevant experience and examples of similar work
- Timeframes and availability
- Fee proposal ex GST (inclusive of all costs)
- Details of key personnel
- At least two referees

6 EVALUATION CRITERIA

Quotations will be evaluated based on:

1. Relevant Experience and Capability (30%)
2. Methodology and Approach (40%)
3. Project Delivery and Communication (30%)

6.1 Relevant Experience and Capability (30%)

- Demonstrated experience in valuing early childhood education centres, community services, or comparable assets (both freehold and leasehold).
- Proven expertise in undertaking valuations on a going concern basis, including assessment of business operations and goodwill.
- Strong understanding of statutory and regulatory environments relevant to local government and community-use land.

Response:

6.2 Methodology and Approach (40%)

- Clear and robust valuation methodology tailored to each of the three required valuation scenarios.
- Demonstrated ability to undertake valuations remotely or with minimal site access, while maintaining accuracy and reliability.
- Transparent approach to assumptions, particularly in relation to lease arrangements, land tenure constraints, and allocation of financial data.

Response:

6.3 Project Delivery and Communication (30%)

- Ability to meet required timeframes and manage sensitive matters with a high level of confidentiality and professionalism.
- Clear and concise reporting, with well-supported valuation outcomes and assumptions.
- Effective communication and responsiveness, including willingness to liaise with the Town and work with available financial and site information.
- Demonstrated quality assurance processes to ensure valuation assumptions, calculations and findings are reviewed and validated prior to finalisation.
- Demonstrated ability to provide evidence-based valuation advice and reports that are robust, transparent and capable of withstanding independent review and scrutiny.

Response:

7 PRICE OFFERED

The price offered as per the Price Schedule is consideration for the fulfilment of the Specification and any other obligations of the Respondent should it be selected as a Contractor under this RFQ, including but not limited to all labour, materials, tools, equipment, consumables and any other items that may be needed in order to meet the requirements of the Specification. Unless otherwise stated, the price offered is to include all consultation, reporting, quality assurance, presentation of findings, attendance at Council workshops, briefings and meetings (if required) and responses to reasonable requests for clarification associated with the valuation services.

Description	Unit	Cost (Ex. GST)
1. Valuation of the land at 28, 30, 32 and 34 Wilson Street, Bassendean, assuming market disposal on an unoccupied basis	Item	
2. Valuation of the Wind in the Willows Early Childhood Education Centre operating from Wilson Street, Bassendean in Bassendean as a business on a going concern basis, including the value of the land	Item	
3. Valuation of the leasehold interest of the 50-place Wind in the Willows Early Childhood Education service, including land and buildings.	Item	
4. Valuation of the Wind in the Willows Early Childhood Education Ashfield service on a going concern basis, assuming a 21-year lease for the relevant portion of the premises at 2 Colstoun Road, Ashfield	Item	
Other costs		
TOTAL		\$0
HOURLY RATE FOR ADDITIONAL SERVICES AS REQUIRED		
Personnel / Service	Unit	Hourly Rate (Ex. GST)
	Per Hour	

	Per Hour	
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8 INSURANCE REQUIREMENTS

The Respondent shall ensure that the insurance requirements for this RFQ, as set out below, are met and shall be kept in place as per the following table and it is agreed that copies of the certificates of currency shall be provided to the Town as part of the Offer, and the Town may request the same at any time throughout the Contract period.

Type	Insurer	Policy Number	Required Value (\$)	Expiry Date
Worker's Compensation			*	
Public Liability			\$10M	
Professional Indemnity			\$20M	

*As per the *Workers Compensation and Injury Management Act 1981* (WA)

9 CONDITIONS OF QUOTATION AND CONTRACT

As per the [Conditions of Quotation and Contract](#) published on the Town's Website.