

Model Waste and Recycling Collection Contract Section E: Sample Advertisement

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59–61 Goulburn Street, Sydney
PO Box A290
Sydney South NSW 1232

Report pollution and environmental incidents

Environment Line: 131 555 (NSW only) or info@environment.nsw.gov.au

See also www.epa.nsw.gov.au/pollution

Phone: +61 2 9995 5000 (switchboard)

Phone: 131 555 (NSW only – environment information and publication requests)

Fax: +61 2 9995 5999

TTY users: phone 133 677, then ask for 131 555

Speak and listen users: phone 1300 555 727, then ask for 131 555

Email: info@environment.nsw.gov.au

Website: www.epa.nsw.gov.au

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Sample advertisement only:

Include Council Logo and Name

1. [CLICK HERE AND TYPE TENDER NAME]

The Council of [Click here and type name of Council] is inviting tenders for the collection of Garbage, Recyclables and Garden Organics.

[Click here and type brief description]

It is intended that the Contract to be awarded will be for a period of [Click here and type number of years] years commencing on [Click here and type date] with an option for the Council to extend that period for up to [Click here and type number] further years.

Interested parties **must** obtain copies of the tender documentation from [Click here and type name, address and telephone number] after [Click here and type time and date]. A non-refundable fee of \$[Click here and type cost] (inc GST) applies for tender documents and payment **must** be by cheque made payable to [Click here and type payee for cheques].

Tenders close at [Click here and type time a.m. or p.m.] on [Click here and type date]

For enquiries please contact:

Name: [Click here and type name]

Position: [Click here and type position]

Telephone: [Click here and type telephone number]

Facsimile: [Click here and type facsimile number]

Email: [Click here and type email address]

Address: [Click here and type address]

Checklist for Advertisement

1. Council name and logo
2. Tender name/title
3. Purpose and/or brief description
4. Where and when Tender Documents can be obtained
5. Tender document cost
6. Person to contact
 - Name
 - Telephone number
 - Facsimile number
 - Email address
 - Address
7. Closing date and time of Tender