

Service Request Form (SRF)

SRF Reference:

DATE OF THIS REQUEST: 7/04/2025

FROM: V/Line Corporation (ABN 91 273 289 190) (V/Line)

1. Section 1 - Scope of Work

1. INTRODUCTION

V/Line is Australia's largest regional public transport operator. Each week, V/Line schedules more than 2,200 rail services between Melbourne and regional centers. More than 1,500 V/Line branded coach services connect the rail network and serve regional Victorian communities, while also providing interstate connections to South Australia, New South Wales, and the Australian Capital Territory. Every week, V/Line schedules train services between Melbourne and:

- Geelong and Warrnambool
- Ballarat, Ararat, and Maryborough
- Bendigo, Swan Hill, and Echuca
- Seymour, Shepparton, and Albury
- Traralgon, Sale, and Bairnsdale

V/Line also provides access to and maintains 3540 kilometres of rail track used by passenger and freight rail services.

2. BACKGROUND

Recent works have reinstated the access track at 74.670 to 76.114 - Walkers Road to Walls Rd – Downside. Gates now need to be installed at either end to discourage unauthorized vehicle access

3. PURPOSE/OVERVIEW

Maintenance outcomes include:

- Installation of a steel gate at least 3.5m wide when fully open to allow CFA tanker and truck access at either end of access track
- Installation of any required bollards
- Locks to be supplied by V/Line



4. KEY MILESTONES AND REQUIREMENTS

Deliverables	Due Date
Delivery of works	Early June
Submission of works reporting	Early June 2025

5. PROJECT DELIVERABLES

1.) Sourcing and installation of appropriate gates in consultation with V/Line

2.) Works reporting requirements:

- Before and after photos taken from consistent photo points
- Daily works record showing start and finish times, crew and machinery onsite and locations worked

6. Quotation Conditions

By submitting a Quotation in response to this SRF/RFQ, you agree:

- that you are bound by these Quotation Conditions;
- that you will lodge your Quotation using the Quotation Form in Section 2, by the Closing Time and Date in accordance with the Lodgement Details;
- that these Conditions, together with the Specification and the Quote Form and any other documents declared by V/Line to form part of the Request for Quote ("SRF/RFQ"), comprise the SRF/RFQ;
- to submit all documents as required by the SRF/RFQ ("Quote Documents");
- that the Quote Documents become V/Line's property upon lodgement;
- to keep confidential all information provided by V/Line in relation to this SRF/RFQ;
- not to reproduce the SRF/RFQ (or any part of it) except where necessary for preparation and submission of your Quotation;
- to license V/Line to use and reproduce the whole or any portion of the Quote Documents for evaluation and audit;
- that your response to this SRF/RFQ ("Quotation") will remain open for acceptance by the V/Line for 3 months from the Closing Time and Date (and for any further period or periods agreed) even if V/Line negotiates with you or others;
- that you have declared all actual or potential conflicts of interest in your Quotation;
- that if successful, and if V/Line notifies you that it has accepted your Quotation, you are bound to the environmental controls and approvals provided.
- that you will direct all communications through the Contact Person named in the Details Schedule.

and V/Line will:

- assess quotes to determine which best meets its requirements and offers best value for money;
- advise the outcome of the SRF/RFQ process;
- not warrant the accuracy of the SRF/RFQ; and
- not be liable for any deficiency within the SRF/RFQ.

and V/Line may:

- change any details in the SRF/RFQ;
- extend the Closing Time and/or Date;
- reject any unacceptable quotation including your Quotation;
- negotiate with one or more bidders; and
- accept the whole or any part of a quotation (including your Quotation) or more than one quotation.
- V/Line may, in its absolute discretion, terminate or suspend the Quotation process in whole or in part at any time without incurring any liability.

2. SECTION 2: Service Provider Proposal and Response

1. Organization details

Business Name	Insert Business Name
Trading Name	Insert Trading Name
ACN	Insert ACN
ABN	Insert ABN
Address	Insert Business Address
Phone Number	Insert Phone Number
Email Address	Insert Email Address

2. Contact details

Name	Insert Full Name
Position	Insert Position Title
Phone Number	Insert Phone Number
Email Address	Insert Phone Number

Pricing:

The Supplier shall provide fixed hourly rates or the breakdown of the costs for each item showing GST exclusive amounts in the below table. The prices inserted in this schedule are the full inclusive costs including all overhead, profit, and incidentals for completing the Scope of Works described in this document.

1. All rates are costs should be in line with the Agreement – schedule of rates.
2. All rates shall be inclusive but not limited to costs for management, administration, supervision, overheads, profit, insurances, taxes, custom duty, escalation of prices and wages to contract completion, safety measures and costs complying with all obligations under the contract.
3. All rates (including the supply of materials, equipment, or plant) shall be inclusive of costs for procurement, transportation, handling (on and off site), depreciation, fuel, electricity, consumable, registration, delivery, storage, wastage, complying with the specifications and testing as necessary.

Appendix 1 – Site photos



Black plastic matting (installed by a third party)

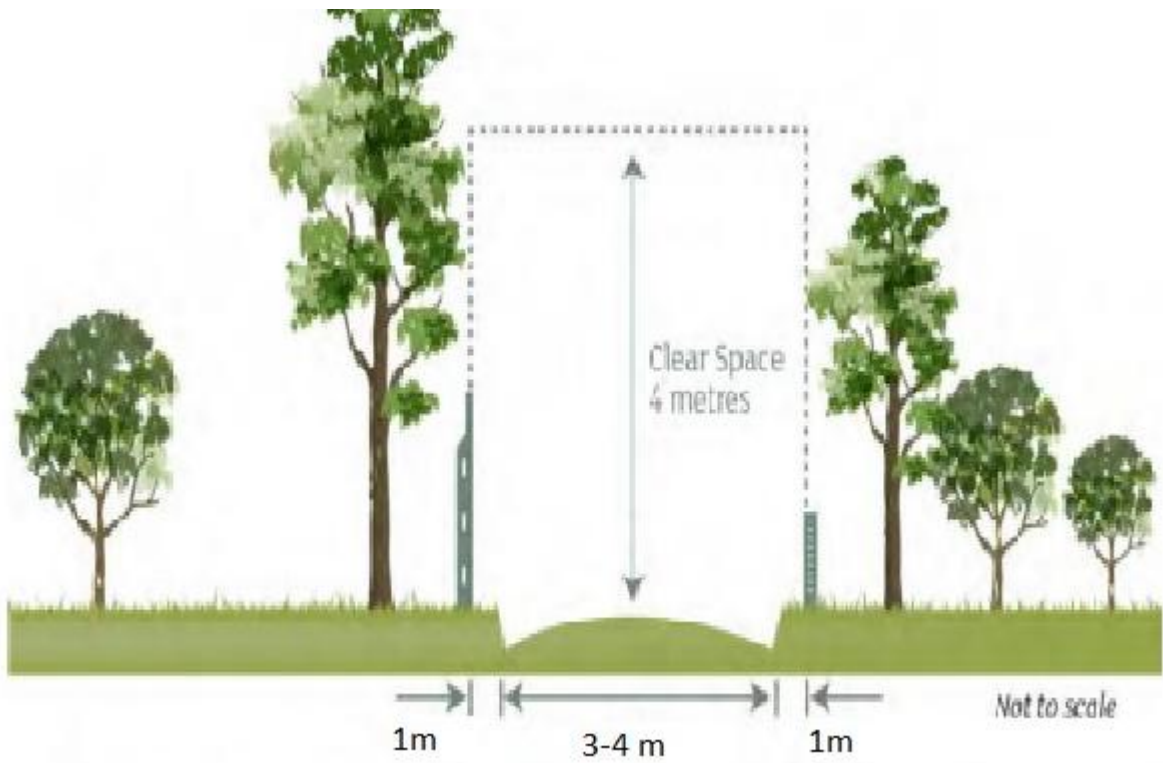


Blackberry and gorse encroaching on access track



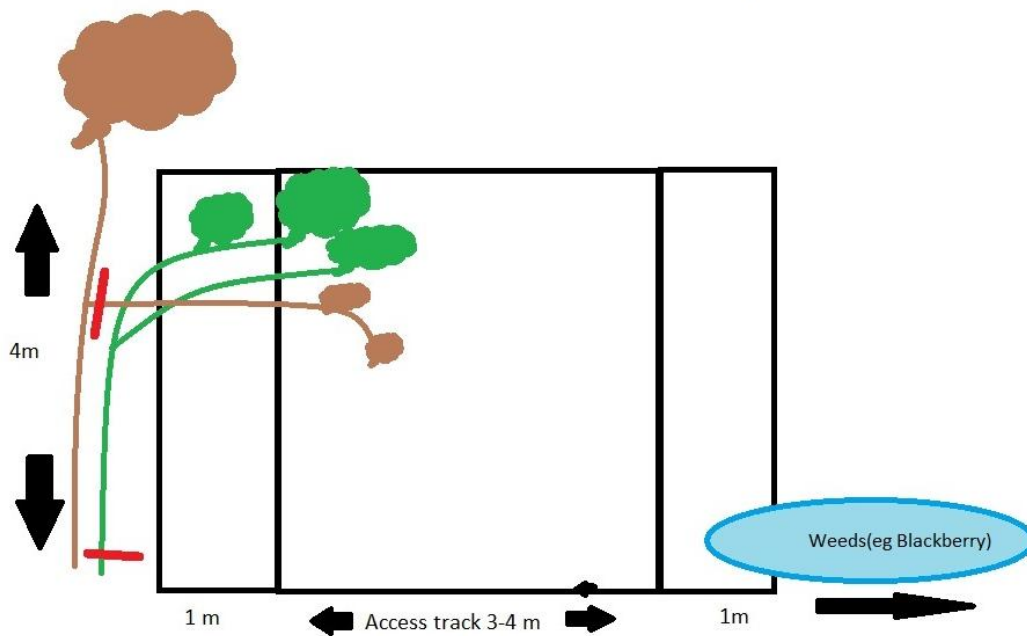
Higher quality section of access track – small encroaching trees leaning over track





Track envelope to be created

Access track envelope



LARGE TREES- Trim branches overhanging envelope (>30cm DBH)

Small or dead trees leaning into envelope to be removed at ground level (Small tree = <15cm DBH)

Grooming of blackberry can be done in areas beyond the access track envelope.

Track envelope specification