



IMPORTANT PROCESS NOTICE

NPN 1.15 Specialised Trucks and Bodies & NPN 04-13 Trucks For Local Government (Aust)

Introduction

In requesting a quotation as detailed below, the procurement may involve two sources of supply e.g. the specialised body supplier or a cab chassis supplier. In the options detailed below the customer may choose to project manage the two separate panel members or appoint one of the approved contractors to act as the project manager, in which case they would become the “sole contractor”. Where a sole contractor is appointed they take responsibility for the actions of both panel members.

Important Note re: Submitting Request For Quotes

Request for Quotes (RFQ) for trucks (cab chassis) only from the NPN 04-13 Trucks for Local Government contract must only be submitted via VendorPanel. Councils must be registered to access panellists on the NPN 04-13 contract before submitting an RFQ. Councils can register [for the NPN 04-13 contract by contacting their local NPN Member organisation](#).

Combined Request for Quotes (RFQ) for specialised bodies and for trucks (cab chassis) from the NPN 1.15 Specialised Trucks and Bodies contract and the NPN 04-13 Trucks for Local Government contract can only be submitted via VendorPanel. Councils must be registered to access panellists on the NPN 04-13 contract before submitting an RFQ. Councils can register [for the NPN 04-13 contract by contacting their local NPN Member organisation](#).

Request for Quotes (RFQ) for specialised bodies only from the NPN 1.15 Specialised Trucks and Bodies contract can be submitted via VendorPanel or through direct communications with the NPN1.15 approved contractors. Where customers choose not to use VendorPanel to submit an RFQ then they must ensure that *they specify the NPN 1.15 contract number in their RFQ and Purchase Order* to ensure they are covered by this contract.





Engagement Overview

Contract Used: NPN 1.15 Specialised Trucks and Bodies and/or NPN 04-13 Trucks For Local Government (Aust)	Covered By Contract Terms & Conditions		Responsibility For Project Management	Approved Contractor Reporting Responsibility	
	Body	Cab Chassis		Customer or Contractor	NPN 1.15 Body Contractor
Type of Contract Engagement Required: Customer sources Specialised Body Only Contractor . Customer supplies cab chassis.	Yes	No	Customer	Body	Not Required
Customer sources Specialised Body Contractor and Cab Chassis Contractor from NPN 1.15 & NPN 04-13 panels: Customer Submits A Combined Panel RFQ	Yes	Yes	Customer	Body	Cab Chassis
Customer appoints Specialised Body Contractor to act as Project Manager on behalf of customer and to Source The Cab Chassis From The NPN 04-13 Contract	Yes	Yes	Contractor	Body	Cab Chassis
Customer appoints Specialised Body Contractor to act as Project Manager on behalf of customer and to Source The Cab Chassis From The Contractor's Own Non-NPN Supplier	Yes	No	Contractor	Body	Not Required
Customer sources Specialised Body Contractor for Fit Out Only of customer supplied vehicle	Yes	No	Customer	Body	Not Required
Customer sources Specialised Body Contractor for Compact (Walk Behind/Ride On) Only	Yes	No	Customer	Body	Not Required
Customer sources Cab Chassis (Truck) Only Contractor .	No	Yes	Customer	Not Required	Cab Chassis
Customer sources Cab Chassis Contractor and Specialised Body Contractor from NPN 04-13 & NPN 1.15 panels: Customer Submits A Combined Panel RFQ	Yes	Yes	Customer	Body	Cab Chassis
Customer appoints Cab Chassis Contractor to act as Project Manager on behalf of customer and to Source The Truck Body From The NPN 1.15 Contract	Yes	Yes	Contractor	Body	Cab Chassis
Customer appoints Cab Chassis Contractor to act as Project Manager on behalf of customer and to Source A Truck Body From The Contractor's Own Non-NPN Supplier	No	Yes	Contractor	Not Required	Cab Chassis



NPN1.15 Specialised Truck or Body– RFQs via VendorPanel

Please review the Process for the Procurement of Specialised Trucks and Bodies in this PDF before proceeding.

When sourcing a quotation via the VendorPanel for specialised trucks and bodies, the customer will be presented with 12 contract category options:

1. Refuse/Compactor Trucks;
2. Street Sweeping and Cleaning Vehicles;
3. Truck Bodies;
4. Trailers;
5. Light Commercial (Utility) Bodies;
6. Truck Mounted Cranes;
7. Truck Mounted Elevated Work Platforms;
8. Commercial Van Fitouts;
9. Wheelchair Conversion to Vehicles;
10. Mobile Libraries;
11. Construction Site Caravans; and
12. Other Vehicle Conversions and Accessories.

Customers will then be able to further define their RFQ with six filtering options:

Option #1 – Body Only:

This option is used when the customer has procured the cab chassis elsewhere and would like to purchase a body only. Consultation with the body builder on the suitability of the cab chassis for the specialised body is highly recommended. With this selection only NPN 1.15 approved contractors will appear in the customer's VendorPanel shortlist to select from. The specialised body will be covered by the terms of the NPN 1.15 contract. Approved contractors will report this purchase to [the NPN lead agency](#) Local Buy on invoicing the customer.

Option #2 – Combined Panel Response (NPN 1.15 & NPN 04-13):

This option is used when the customer will select both the body builder and the truck dealer through an RFQ process and then appoint the body builder (NPN1.15) as the project manager. This requirement to act as project manager must be highlighted when submitting the RFQ. Consultation with the body builder on the suitability of the cab chassis for the specialised body is highly recommended.

With this selection both NPN 1.15 and NPN 04-13 approved contractors will appear in the customer's VendorPanel shortlist to select from. The specialised body will be covered by the terms of the NPN 1.15 contract and the cab chassis will be covered by the terms of the NPN 04-13 contract.

NOTE: It is important to clearly instruct and follow through with the nominated project manager on your requirement to supply both components under the NPN 1.15 and NPN 04-13 contracts or either component may not be covered by an NPN contract.

The nominated project manager will invoice the customer for the entire unit, itemising cab chassis and specialised body on the invoice.

The NPN 1.15 approved contractor will only report the specialised body component to [the NPN lead agency](#) Local Buy. The NPN 04-13 approved contractor will only report the cab chassis component to [the NPN lead agency](#) Local Buy.

Option #3 – Approved Contractor To Source The Cab Chassis From The NPN 04-13 Contract:

This option is used when the customer nominates the NPN 1.15 body builder to act as a project manager on the customer's behalf in procuring the cab chassis component of the complete unit from the existing *Trucks for Local Government (NPN 04-13)* contract only. This requirement to act as project manager must be highlighted by the customer at the time of submitting the RFQ. Consultation with the body builder on the suitability of the cab chassis to the customer's specifications is highly recommended.

With this selection only NPN 1.15 approved contractors will appear in the customer's VendorPanel shortlist to select from.

NOTE: It is important to clearly instruct and follow through with the NPN 1.15 approved contractor on your requirement to purchase the cab-chassis under the NPN 04-13 contract only or the cab chassis component may not be covered by an NPN contract.

The customer is to detail in the RFQ which of the NPN cab-chassis contractors they require the potential project manager to approach in order to select the required cab-chassis on the customer's behalf.

In this case, *the customer is not required to submit an RFQ* with the NPN 04-13 listed cab-chassis contractors for a pricing as this and the subsequent selection process will be the responsibility of the project manager.

The project manager must clearly state to the NPN 04-13 cab-chassis contractor that the supply of the cab chassis must be under the NPN 04-13 contract. A project manager not following those instructions may place the customer in jeopardy of falling outside of any legislated tendering requirements and may be required to also pay any NPN 04-13 disputed management fees to [the NPN lead agency](#) Local Buy.

The specialised body will be covered by the NPN 1.15 contract. The cab chassis will be covered by the NPN 04-13 contract.

The NPN 1.15 approved contractor will invoice the customer for the entire unit, itemising cab chassis and specialised body on the invoice. The NPN 1.15 approved contractor will report the specialised body component to [the NPN lead agency](#) Local Buy. The NPN 04-13 approved contractor will report the cab chassis component to [the NPN lead agency](#) Local Buy upon the NPN 1.15 contractor invoicing the customer.

Option #4 – Approved Contractor To Source The Cab Chassis From The Contractor’s Own Supplier:

This option is used when the customer nominates the NPN 1.15 body builder as project manager to source the cab chassis from the body builder’s own nominated cab chassis dealer who may not be on the NPN 04-13 Trucks for Local Government contract.

IMPORTANT COMPLIANCE NOTE: Where the customer instructs the body builder to source a cab-chassis from the specialised body contractor’s own supplier arrangements (where the customer is clearly nominating that those cab-chassis suppliers are not required to be on the NPN 04-13 contract), then any cab-chassis supplied through this process is *not covered* under the terms of either the NPN 1.15 or NPN 04-13 contracts. As such the cab-chassis component may fall outside of any legislated tendering requirements. The principle here is that the specialised body contractor is approaching cab chassis providers outside of the NPN panel arrangement.

The requirement to act as a project manager must be highlighted by the customer at the time of submitting the RFQ. Consultation with the body builder on the suitability of the cab chassis to the customer’s specifications is highly recommended.

With this selection only NPN 1.15 approved contractors will appear in the customer’s VendorPanel shortlist to select from. The specialised body will be covered by the terms of the NPN 1.15 contract. The cab-chassis *will not be covered* by terms of either the NPN 1.15 or NPN 04-13 contracts.

The NPN 1.15 approved contractor will invoice the customer for the entire unit itemising the cab chassis and specialised body on the invoice. Approved contractors will only report the invoice amount for the specialised body component to [the NPN lead agency](#) Local Buy on invoicing the customer. The cab-chassis invoiced amount will not be reported to [the NPN lead agency](#) Local Buy.

Option #5 – Fit Out Only:

This option is used when the customer has procured a cab chassis elsewhere and requires a custom fit-out only. Prior consultation with the body builder on the suitability of the cab chassis for the required custom fit-out is highly recommended. With this selection only NPN 1.15 approved contractors will appear in the customer’s VendorPanel shortlist to select from. The specialised body will be covered by the NPN 1.15 contract. Approved contractors will report this purchase to [the NPN lead agency](#) Local Buy on invoicing the customer.

Option #6 – Compact (Walk Behind/Ride On) Only:

This option is used when the customer is purchasing a compact street sweeping and cleaning machine/vehicle that is ride on or walk behind. With this selection only NPN 1.15 approved contractors will appear in the customer’s VendorPanel shortlist to select from. The compact machine/vehicle will be covered by the terms of the NPN 1.15 contract. Approved contractors will report this purchase to [the NPN lead agency](#) Local Buy on invoicing the customer.

NPN04-13 Truck – RFQs via VendorPanel

When sourcing a quotation via the VendorPanel for trucks and cab chassis, the customer will be presented with 6 contract category options:

1. Cab chassis – heavy rigid;
2. Cab chassis – hybrid – light rigid;
3. Cab chassis – hybrid – medium rigid;
4. Cab chassis – light rigid
5. Cab chassis – medium rigid
6. Cab chassis – prime mover

In the RFQ, the customer should instruct the NPN 04-13 approved contractor that they are required to:

Option #1 – Supply Cab Chassis (Truck) Only:

This option is used when the customer is seeking to procure a cab chassis only with no specialised body required. With this selection only NPN 04-13 approved contractors will appear in the customer's VendorPanel shortlist to select from. The cab chassis will be covered by the NPN 04-13 contract. Approved contractors will report this purchase to [the NPN lead agency](#) Local Buy on invoicing the customer.

Option #2 – Combined Panel Response (NPN 04-13 & NPN 1.15):

This option is used when the customer will select both the body builder and the truck dealer through an NPN RFQ process and then appoint the truck contractor NPN 04-13 as the project manager.

This requirement to act as project manager must be highlighted when submitting the RFQ. Consultation with the cab chassis contractor on the suitability of the specialist body to the cab chassis is highly recommended.

With this selection both NPN 04-13 and NPN 1.15 approved contractors will appear in the customer's VendorPanel shortlist to select from. The cab chassis will be covered by the terms of the NPN 04-13 contract and the specialised body will be covered by the terms of the NPN 1.15 contract.

NOTE: It is important to clearly instruct and follow through with the nominated project manager on your requirement to supply both components under the NPN 04-13 and NPN 1.15 contracts or either component may not be covered by an NPN contract.

The nominated project manager will invoice the customer for the entire unit, itemising cab chassis and specialised body on the invoice.

The NPN 04-13 approved contractor will only report the cab chassis component to [the NPN lead agency](#) Local Buy. The NPN 1.15 approved contractor will only report the specialised body component to [the NPN lead agency](#) Local Buy.

Option #3 – Approved Contractor To Source The Truck Body From The NPN 1.15 Contract:

This option is used when the customer nominates the NPN 04-13 approved contractor to act as a project manager on the customer's behalf in procuring the truck body component of the complete unit from the existing Specialised Trucks and Bodies (NPN 1.15) contract only.

This requirement to act as project manager must be highlighted by the customer at the time of submitting the RFQ. Consultation with the cab-chassis contractor on the suitability of the truck body to the customer's specifications is highly recommended.

With this selection only NPN 04-13 approved contractors will appear in the customer's VendorPanel shortlist to select from.

NOTE: It is important to clearly instruct and follow through with the NPN 04-13 approved contractor on your requirement to purchase the truck body under the NPN 1.15 contract or the truck body component may not be covered by an NPN contract.

The customer is to detail in the RFQ which of the NPN specialised body contractors they require the potential project manager to approach in order to select the required truck body on the customer's behalf.

In this case, *the customer is not required to submit an RFQ* with the NPN 1.15 listed specialised body contractors for a pricing as this and the subsequent selection process will be the responsibility of the project manager.

The project manager must clearly state to the NPN 1.15 specialised body contractor that the supply of the truck body must be under the NPN 1.15 contract. A project manager not following those instructions may place the customer in jeopardy of falling outside of any legislated tendering requirements and may be required to also pay any NPN 1.15 disputed management fees to [the NPN lead agency](#) Local Buy.

The cab chassis will be covered by the NPN 04-13 contract. The specialised body will be covered by the NPN 1.15 contract.

The NPN 04-13 approved contractor will invoice the customer for the entire unit, itemising cab chassis and specialised body on the invoice. The NPN 04-13 approved contractor will report the cab chassis component to [the NPN lead agency](#) Local Buy and the NPN 1.15 approved contractor will report the specialised body component to [the NPN lead agency](#) Local Buy upon the NPN 04-13 contractor invoicing the customer.

Option #4 – Approved Contractor To Source A Truck Body From The Contractor's Own Supplier:

This option is used when the customer nominates the NPN 04-13 cab-chassis contractor as project manager to source the truck body from the cab-chassis contractor's own nominated truck body provider who may not be on the NPN 1.15 contract.

IMPORTANT COMPLIANCE NOTE: Where the customer instructs the cab-chassis contractor to source a truck body from the cab chassis contractor's own supplier arrangements (where the customer is clearly nominating that those truck body suppliers are not required to be on the NPN 1.15 contract), then any truck body supplied through this process is not covered under the terms of either the NPN 04-13 or NPN 1.15 contracts. As such the truck body component may fall outside of any legislated tendering requirements. The principle here is that the cab chassis contractor is approaching specialised body providers outside of the NPN panel arrangement.

The requirement to act as a project manager must be highlighted by the customer at the time of submitting the RFQ. Consultation with the cab chassis contractor on the suitability of the truck body to the customer's specifications is highly recommended.

With this selection only NPN 04-13 approved contractors will appear in the customer's VendorPanel shortlist to select from. The cab-chassis will be covered by the terms of the NPN 04-13 contract. The truck body will not be covered by terms of either the NPN 1.15 or NPN 04-13 contracts.

The NPN 04-13 approved contractor will invoice the customer for the entire unit itemising cab chassis and specialised body on the invoice. Approved contractors will only report the invoice amount for the cab-chassis component to [the NPN lead agency](#) Local Buy on invoicing the customer. The truck body invoiced amount will not be reported to [the NPN lead agency](#) Local Buy.

