



KATHERINE
TOWN COUNCIL

REQUEST FOR WRITTEN QUOTATION

FOR

KATHERINE TOWN COUNCIL

29 Crawford Street, Katherine NT, 0850

Phone: (08) 8972 5500

ABN 47 836 889 865

[Centenary Mural]

Q26-15

CLOSING DATE

5PM, FRIDAY 25 AUGUST 2026 ACST

1. KATHERINE TOWN COUNCIL

Katherine Town is located at the heart of the 340,000km² Big Rivers Region. The Big Rivers Region consists of many rivers, with our town on the banks of the Katherine River.

We are the fourth largest town in the Northern Territory and a thriving regional centre for service delivery. The local government area of Katherine has a population of around 10,000 with 25.5% of residents identifying as Aboriginal and/or Torres Strait Islander. The council area includes four communities and homelands: Rockhole, Miali Brumby (Kalano), Binjari, and Geyulkgan (Walpiri camp).

We are also a hub for the surrounding region, so our strategic priorities have been developed on the basis that the town and our Council provides services to over 25,000 people.

Katherine is often called the crossroads of the north as we're found on the junction of the Stuart and Victoria Highways, connecting Australia from north to south and east to west, making us a vital through point for travellers, industry and local communities.

Katherine Town Council values local suppliers and understands the challenges faced by small rural businesses. Council aims to adopt procurement practices that support the local economy wherever practicable.

2. DESCRIPTION OF WORKS

Katherine Town Council is seeking to engage a suitably qualified Supplier to install a mural on the Katherine Visitor Information Centre as part of our Centenary celebrations.

The works comprise the preparation, installation, and completion of a mural artwork to the nominated external building wall include:

- Inspection of the existing wall surface to confirm it is structurally sound, clean, dry, and suitable for mural installation.
- Protect adjacent walls, windows, doors, paving, landscaping, and other surfaces from damage, dust, paint, adhesives, and overspray.
- Prepare the wall surface by removing loose or flaking paint, dirt, dust, grease, and other contaminants and ensure it is prepared to industry standards for the mural artwork.
- Repair minor cracks, holes, and surface imperfections as required.
- Apply an appropriate exterior-grade primer/sealer and, where required, a suitable base coat to provide a consistent surface for the mural.
- Work with Katherine Town Council to design a mural aesthetically in line with the colours of the current building, Centenary branding and the Centenary Working Action Group concept recommendations – See attached design proof.
- Give recommendations on seeking appropriate permissions for the artwork.
- Confirm mural dimensions, artwork layout, colours, positioning, and installation methodology prior to commencement.
- Project manage workplace health and safety during the installation, contractor use of equipment hire or scaffolding, and traffic safety during the installation.

- Ensure any contractors working on the installation and on Council property have the insurances and safety approvals to industry standards.
- Transfer the approved artwork to the prepared wall using the nominated method, such as projection, grid layout, stencilling, hand painting, or application of digitally printed mural panels.
- Install or paint the mural progressively, ensuring accurate alignment, consistent colour, clean edges, and an appropriate finish.
- Apply a compatible UV-resistant and weather-resistant protective coating where specified to improve durability and protect the artwork from moisture, sunlight, dirt, and general weathering.
- Complete final touch-ups and rectify minor defects to achieve a uniform finished appearance.
- Remove temporary protection, clean the work area, and dispose of installation waste appropriately.
- Conduct a final inspection with the client to confirm the mural has been installed in accordance with the approved artwork and agreed scope.
- Consult with Katherine Town Council on maintenance and upkeep of the mural.

3. SCOPE OF WORKS

Please provide a quote as per the below scope.

3.1 IN SCOPE

1. General

- The works comprise the preparation of the nominated building façade and the installation of the approved mural artwork to the designated wall surfaces.
- All works are to be completed in accordance with the approved artwork, project requirements, manufacturer recommendations, and applicable site safety requirements.

2. Site Preparation

- Inspect the nominated wall surfaces and confirm that the existing substrate is suitable for the proposed mural installation.
- Prepare the wall for installation, cleaning, removing dirt, or making minor repairs if required.
- Protect adjacent building elements, windows, doors, paving, landscaping, signage, and other areas from damage or contamination during the works.
- Provide any equipment required to safely undertake the works.

3. Mural Design and Installation

- Consult with Katherine Town Council and relevant project representatives for the mural's final design and visual requirements, incorporating the Centenary branding and Centenary Working Action Group concept recommendations. See attached design brief.
- Work collaboratively with Katherine Town Council to develop a mural design that is aesthetically complementary to the existing building, including consideration of the building's current colours, architectural character, and surrounding environment.
- Develop design that consider appropriate composition, scale, colour palette, visual impact, legibility, and suitability for the nominated building façade.

- Provide recommendations regarding suitable artwork styles, materials, finishes, and installation methods appropriate for the building and its location.
- Present three final design and proposed colour palettes to Katherine Town Council.
- Transfer and install the artwork using an approved installation methodology.
- Ensure painted or applied artwork is completed with consistent colours, clean lines, and an even finish.
- Undertake progressive quality checks throughout installation to ensure the mural remains consistent with the approved artwork.

4. Protective Finish

- Apply an appropriate protective coating which is compatible with the mural medium and existing substrate.

5. Completion and Clean-Up

- Complete all final touch-ups and minor rectification works required to achieve the specified finish.
- Remove temporary protection and installation materials.
- Conduct a final inspection of the completed mural with the client or nominated representative.
- Advise Katherine Town Council on recommended mural maintenance.

6. Access and Safety

- Provide appropriate access equipment, including ladders, scaffolding, elevated work platforms, or other equipment as required to safely complete the works.
- Comply with applicable workplace health and safety requirements.
- Maintain safe access and egress around the work area for building occupants and members of the public.
- Provide appropriate exclusion zones, barriers, signage, and protection where required.

4. PERIOD OF WORKS

4.1 TERM OF ENGAGEMENT

Council wishes to complete the project by the 30 November 2026.

4.2 OUTSIDE SCOPE OF WORKS

Any additional requests outside the defined Scope of Works will be delivered on an as-needs basis and procured in accordance with Council's procurement policy.

5. PRICING

Council requests that Suppliers submit a quote for the Scope of Works above acknowledging that pricing may be subject to the conditions outlined below.

5.1 RATE ADJUSTMENT CONDITIONS

Council acknowledges that the Supplier's supply and operations are subject to external market factors, including fuel and material costs, and that rate adjustments may be required from time to time. The Supplier will provide a minimum of thirty (30) days' notice before any revised rate takes effect, except in exceptional circumstances where this may not be reasonably possible. In such cases, the Supplier will provide notice as soon as practicable.

5.2 ANNUAL CPI ADJUSTMENT FOR PERIOD CONTRACTS

The Contract value and Schedule of Rates may be adjusted annually in line with the Consumer Price Index (CPI) for Darwin (All Groups) as published by the Australian Bureau of Statistics. The adjustment will apply on the anniversary of the Contract commencement date. The Supplier will provide Council with written notice of the revised rates at least thirty (30) days prior to the adjustment taking effect, or as soon as practicable in exceptional circumstances.

5.3 RESPONDENTS MUST PROVIDE:

- A fixed price or clearly defined pricing structure;
- Cost breakdown by project phase for milestone payments;
- Identification of any optional value-add inclusions.

Whilst Council cannot disclose the actual budget for this project, it invites competitive bids with value-add inclusions. Council reserves the right to not proceed if adequate funding is not secured.

Any variation to scope or cost must be approved by Council.

6. PAYMENT TERMS

- The Supplier shall invoice Council after each delivery.
- Each invoice must reference Council's Purchase Order to enable prompt payment.
- The Supplier shall forward invoices to accounts.payable@ktc.nt.gov.au and CC the relevant Council nominated representative for contract continuity.

7. COMPLIANCE WITH ACTS, REGULATIONS AND LAWS

The Supplier must hold and maintain all required consents, licences, permits and approvals for the Supply, and must ensure its employees, subcontractors and agents comply with all applicable laws, regulations, codes of practice and Australian Standards, including Work Health and Safety requirements relevant to the performance of this Contract.

8. CONDITIONS OF CONTRACT

1. Proposals must be submitted before the Closing Date and Time.
2. All prices must be in Australian currency and exclude GST unless stated otherwise.
3. The Request for Quotation (RFQ) is not an offer of contract by Council.

4. The lowest or any quotation will not necessarily be accepted.
5. Quotations must remain valid for not less than 90 calendar days from the Closing Date.
6. Any quantities stated in the RFQ are estimates only. Council is not bound to purchase the stated quantities and may order more or less according to operational requirements.
7. If Council requires goods, works, or services outside the scope or intent of this RFQ, Council may obtain those requirements by other means.
8. The Supplier must comply with all applicable Commonwealth and Northern Territory legislation and subsidiary regulations.
9. The Supplier must maintain appropriate insurance cover as required by this RFQ.
10. The Supplier must not release any information, publication, statement, or media content relating to the RFQ or any resulting Contract without prior written approval from Council.
11. Payments may be made by electronic transfer to a nominated Australian bank account.
12. The Supplier must advise Council immediately of any actual or potential conflict of interest.
13. If Council considers the goods, works, or services unsatisfactory, Council may require rectification within a specified timeframe. Failure to rectify may result in Council declining the quotation or terminating any resulting Contract.
14. If there is any inconsistency, these Conditions of Contract will prevail unless replaced by a subsequent contract agreed by both parties.