Part 4: Response Schedules

*[Insert RFT Number] [Insert RFT Name]*

This Part contains the Response Schedules to be completed and submitted to Council as part of the RFT.

[Guidance document only]

GUIDANCE on completing this document

Ensure the questionnaire is aligned with evaluation criteria listed in the Conditions of Tendering and/or specification

(delete this section prior to submitting document for approval)

This template should be adapted to the level of detail which is required from Tenderers as appropriate for the size of spend and risk of the products/services being procured.

*Guidance is provided in italics throughout the document and should be deleted in the final version. For additional advice or support in completing this document, contact procurement@mav.asn.au*

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Update the table of contents last – after all feedback is incorporated and formatting finalised. To do this, left click in the table, then right click and select ‘Update Field’.

Instructions to Tenderers

Format of Tender

The Tenderer is to complete the response schedules (Part 4) in the fields as indicated and retain the same format as provided by the Council. Tenderers must respond to the requirements in the *Specification (Part 3) and Proposed Conditions of Contract (Part 2)* in accordance with the *Conditions of Tendering (Part 1)* of this RFT.

Any attachments, supplementary material, graphics or data should be attached at the end of this document and referenced to the relevant field/section of this template.

Notes Regarding Responding to this RFT

Before responding to the evaluation criteria, Tenderers must note the following:

* All information relevant to your answers to each criterion are to be contained within your Tender;
* Tenderers are to assume that the Evaluation Panel has no previous knowledge of the Tenderers organisation, activities or experience.
* The responses provided form part of the Council’s Tender evaluation assessment and is to be completed by Tenderers.

Tenders that do not satisfy criterion identified as Mandatory Compliance Criteria will be deemed non-compliant and excluded from further participation in the evaluation process.

For Councils - Guidance notes will be provided throughout this document and can be identified as text highlighted yellow. Areas requiring entry of Council specific information will also be highlighted as such. Delete the Guidance Notes prior to finalising and releasing the Tender.

For Tenderers - Guidance Notes have been provided in this document where appropriate to assist Tenderers to complete the Schedules. Guidance Notes can be identified by their Red font. Ensure all Guidance Notes, including this one, are deleted prior to submitting you response.

1. Tender Form
	1. Tenderer’s Details

|  |
| --- |
| Tenderer’s Details |
| **Registered Name:** | *<Enter Text>* |
| **Trading Name:** | *<Enter Text>* |
| **Date Established:** | *<Enter Text>* |
| **Business Type:** | *<Enter Text>* Note – if trading as a trust, a copy of the Trust Deed must be attached and provided in the response |
| **ABN:** | *<Enter Text>* | **ACN:** | <*Enter Text>* |
| **Registered Office Address:** | *<Enter Text>* |
| **Principal office in Victoria****(if applicable):** | *<Enter Text>* |
| **Telephone Number:** | *<Enter Text>* |  |  |
| **General Email Address:** | *<Enter Text>* | **Website Address:** | *<Enter Text>* |
| **Key Contact Details:** |  |
| **Contact Person Name:** | *<Enter Text>* |
| **Position title:** | *<Enter Text>* |
| **Address:** | *<Enter Text>* |  |  |
| **Telephone Number:** | *<Enter Text>* | **Mobile Phone:** | <Enter Text> |
| **Email Address:** | *<Enter Text>* |

* 1. Tenderer’s Declaration

|  |
| --- |
| Tenderer’s Declaration |
| Tenderers are to sign and return this declaration. A digitally signed document or image of the signatures will suffice.The Tenderer warrants that it has the full set of RFT documents as follows: |
|  | Part 1 – Conditions of Tendering |
|  | Part 2 – Proposed Conditions of Contract |
|  | Part 3 – Specification |
|  | Part 4 – Response Schedules |
|  | and Addenda  | *<Enter Text>* Please list addenda numbers or ‘N/A’ (please delete this note prior to submission) |

By signing below, the Tenderer confirms that the information provided in this Tender is true, correct and complete:

Signed for and on behalf of the Tenderer:

|  |  |
| --- | --- |
| Tenderer: |  |
| Name: |  |
| Position: |  |
| Address: |  |
| Signature of Tenderer’s authorised officer: |  |
| Date of signing: |  |

1. Compliance
	1. Statement of non-compliance, departures or assumptions

The Tenderer is required to submit a conforming Tender in accordance with the RFT.

The Tenderer is required to identify any non-compliances, departures from, or assumptions to the Tender that do not fully meet all of the requirements of the RFT including any addenda issued and any other documents that form part of the RFT.

All such non-compliances, departures and assumptions must be fully documented in the table below.

|  |
| --- |
| Compliance with the RFT  |
| This Tender is fully Compliant with all of the requirements of the RFT and the proposed Conditions of Contract. | [ ] Yes[ ] Noif the answer is ‘No’ the Tenderer must complete the table below |
| All non-compliances, departures or assumptions made by the Tenderer, including those related to the proposed Conditions of Contract are listed in the table below | [ ] Yes[ ] No  |
| Any non-compliances or changes sought to the proposed Conditions of Contract (Part 2) are provided in a marked-up version Microsoft word document | [ ] Yes (‘marked-up’ version attached)[ ] No proposed changes sought |

Table of Non-compliance, departures and/or assumptions

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Compliance Item Type NC=non-compliancePC=Partial complianceD=DepartureA=Assumption | Part | Clause | Description and explanation for Non-compliance/partial compliance departure or assumption | Proposed Variances/amendment (if applicable) |
| [insert text] | *e.g Part 1* | *[insert text]* | *[insert text]* | *[insert text]* |
| [insert text] | *[insert text]* | *[insert text]* | *[insert text]* | *[insert text]* |
| [insert text] | *[insert text]* | *[insert text]* | *[insert text]* | *[insert text]* |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

[Note to Tenderers – add additional rows as required]

* 1. Alternative Tender or Non-Conforming Tenders

The Tenderer is reminded if it wishes to submit an Alternative Tender or Non-Conforming Tender, it must also submit a Conforming Tender and submit a copy of the clearly identified Alternative Tender or Non-Conforming Tender in a marked up form, which identifies all departures from the Conforming Tender. In order to be considered for evaluation, any such Alternative Tender or Non-Conforming Tender must:

#### Fully describe its advantages, disadvantages, limitations and capabilities;

#### Be fully costed;

#### Permit ready comparison of the alternative offer with complying Tenders; and

#### Expressly state where it does not comply with the terms of this RFT,

and cross reference to the appropriate clause number in *Part 3 – Specification*. [word limit – xx words]

|  |
| --- |
| *[enter response]* |

* 1. Compliance with Acts and Regulations

*[Note to Councils optional schedule - This will not be needed where included in the Conditions of Contract – as it will be addressed by compliance with those terms]*

|  |
| --- |
| *[enter response]* |

* 1. Financial Capacity Information

Council may request financial information from the Tenderer, which may include (but is not limited to):

* 1. Financial Statements for last 3 (three) years, such as a balance sheet, profit and loss statement, statement of cash flows, notes to the Financial Statements,independent Auditors Report (or an Accountant’s Report).
	2. Names and contact numbers of major suppliers and/or major subcontractors.
	3. Details of any additional information that will assist in an understanding of the Financial position
	4. Current Insurance Certificates

*[Note to Council -Councils must take care to ensure these entries are consistent with the proposed Conditions of Contract and Section 6 of Part 3]*

Meeting the Council’s insurance requirements is a mandatory criterion. Please provide detail of insurance coverage as required in the table below against each of the insurance requirements detailed. The levels of cover detailed are the minimum acceptable levels of cover and will be required to be maintained for the term set out in the Conditions of Contract.

Please also submit as an attachment current certificates of Currency for the Insurances detailed below

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Insurance Type | Minimum Insurance Amount Required | Specific Insurance Requirements | Name of Insurer | Insured Amount | Policy Number | Policy Expiration | Copy of Certificate of Currency Attached? (Y/N) |
| Council Requirements  | Tenderers to Complete |
| Public Liability | Enter amount (ensure it matches specification) |  |  |  |  |  |  |
| Professional Indemnity & Liability | Enter amount (ensure it matches specification) |  |  |  |  |  |  |
| Products Liability | Enter amount (ensure it matches specification) |  |  |  |  |  |  |
| Workers Compensation | Enter amount (ensure it matches specification) |  |  |  |  |  |  |
| Works Insurance | Enter amount (ensure it matches specification) |  |  |  |  |  |  |

[insert rows as required]

* 1. Statement of Conflict

|  |  |
| --- | --- |
| Item | Statement of Conflict |
| 1 | The Tenderer confirms that it has no Conflicts in connection with this RFT and its Tender and has nothing to declare. | [ ] Yes[ ] NoIf ‘No’, the Tenderer is to complete Item 2 below |
| 2 | If there is a Conflict in connection with this RFT and the Tenderer’s Tender, the Tenderer has disclosed it below, together with the strategy it has in place to manage it. | [ ] Yes[ ] No |

|  |
| --- |
| *[enter details of Conflict and strategy to manage it]* |

* 1. Statement of Threatened or Pending Litigation

|  |
| --- |
| Threatened or Pending Litigation |
| Does the Tenderer have any threatened or pending litigation, claims, or undischarged judgements or orders against it? | [ ] Yes[ ] NoIf the answer is ‘Yes’, the Tenderer must provide a statement, on company letterhead and duly authorised by its legal representative, that provides the particulars of any threatened or pending litigation, claims, or undischarged judgements or orders.This Statement of Threatened or Pending Litigation must be attached to the Tenderers response to this tender.  |

* 1. Compliance with legislation, relevant regulations and codes

|  |
| --- |
| Compliance with legislation, relevant regulations and codes |
| Has the Tenderer been in default of any fine issued for a breach of legislation, including OH&S or Environmental legislation, regulations or requirements and/or served with a notice in the last five (5) years? | [ ] Yes[ ] Noif ‘Yes’ please provide details of the breach in the response area provided below |

|  |
| --- |
| *[provide details of any recent breaches, prosecution or fines]* |

1. Occupational Health and Safety Management

[Note to Council -optional mandatory or weighted criteria, **Councils must** **ensure this aligns with Part 1 – Conditions of Tendering**]

* 1. OH&S Systems, Policies and Management

|  |
| --- |
| OH&S Systems, Policies and Management |
| Does the Tenderer have a third party accredited OH&S management system? | [ ] Yes[ ] Noif ‘Yes’, please provide details of the accreditation in the response area provided below and attach a copy of the current certification |
| If you answered ‘no’ to the above, does the Tenderer have OHS management system? | [ ] Yes[ ] No if ‘Yes’, please provide details of the accreditation in the response area provided below |
| Does the Tenderer have a current OHS Policy? | [ ] Yes[ ] No |
| Does the Tenderer have OHS training strategy for all employees? | [ ] Yes[ ] No |
| Are specific OH&S responsibilities clearly assigned to employees or sub-contractors involved with the planning, supervision and execution of works and services? | [ ] Yes[ ] NoIf ‘Yes’ provide details of your reporting & investigation procedures in the response area below or submit a copy of your Standard Incident Report Form. |
| Does the Tenderer have a process for OHS hazard identification, assessment, investigation and control? | [ ] Yes[ ] No |
| Has the tenderer identified the risks associated with its routine operations and developed standard operating procedures or safe systems of work to minimize or eliminate those risks? | [ ] Yes[ ] NoIf ‘Yes’ provide/attach a summary listing of procedures or work instructions |

|  |
| --- |
| *[enter additional details of OH&S Systems]* |

[Note to Council - amend to match council’s OH&S policy and/or pre qualification requirements]

1. Quality Management

|  |
| --- |
| Quality Management System |
| Does the Tenderer have a current certification of its Quality Management System to AS/NZS ISO 9001:2008?  | [ ] Yes[ ] NoIf the answer is ‘Yes’, please provide as an attachment, a copy of your current certificate of certification.If ‘no’, please complete the next question |

[Note to Council - Or, if status and information with regards to Tenderers QMS systems is sought, but is not a mandatory requirement, delete the option above and keep in place the option below.]

|  |
| --- |
| Quality Management Systems |
| Does the Tenderer have any documented Quality Management System or quality assurance systems implemented? | [ ] Yes[ ] NoIf the answer is ‘Yes’, please provide details in the area provided below. |

|  |
| --- |
| *[enter additional details of Quality Management Systems]* |

[Note to Council - amend to match Council’s Quality management policy requirements]

1. Environmental Management
	1. Environmental Management Systems

|  |
| --- |
| Environmental Management |
| Does the Tenderer have a third party accredited environmental management system? | [ ] Yes[ ] Noif ‘Yes’, please provide details of the accreditation in the response area provided below and attach a copy of the current certification |
| **Does the Tenderer have environmental management system?** | [ ] Yes[ ] No if ‘Yes’, please provide details of the accreditation in the response area provided below |
| Does the Tenderer have a current environmental Policy? | [ ] Yes[ ] No |
| Does the Tenderer have a process for environmental hazard identification, assessment and control? | [ ] Yes[ ] No |

|  |
| --- |
| *[provide any additional information on environmental systems here]* |

[Note to Council - amend to match Council’s Environmental policy requirements]

* 1. Environmental management objectives and measures

*[optional]* If/when requested, please submit details of:

* environmental management objectives proposed for the work under the Conditions of Contract;
* key environmental management actions proposed for the work under the Conditions of Contract; and
* the persons who will be responsible for managing the actions proposed.
1. Tender Summary
	1. Overview and History

Provide a brief overview and history of your company (2-3 paragraphs). Include the number of years you have been in business in the current capacity.

|  |
| --- |
| *[provide overview and history of your company, years in operation, goods/services offered, location etc.]* |

* 1. Summary of Tender

Please provide an Executive Summary of your Tender no longer than [insert limit of words/pages] in length in the response space provided below.

|  |
| --- |
| *[enter response]* |

1. Relevant experience and past performance
	1. Relevant Experience

Tenderers must provide detailed information to demonstrate the Tenderer’s experience and capability in relation to this RFT.

|  |
| --- |
| *[enter response]* |

* 1. Experience and References

Please provide detail of 3 previous contracts /similar projects, completed within the last 5 years in the table provided below.

|  |
| --- |
| Response - Contract / Project 1 |
| Contract / Project Name | <Enter Text> |
| Client | <Enter Text> |
| Date Completed | <Enter Text> |
| Contract / Project Value | <Enter Text> |
| Project Details | <Enter Text> |
| Referee |  |
| Name | <Enter Text> |
| Position | <Enter Text> |
| Organisation | <Enter Text> |
| Phone Number | <Enter Text> |
| Email | <Enter Text> |

|  |
| --- |
| Response - Contract / Project 2  |
| Contract / Project Name | <Enter Text> |
| Client | <Enter Text> |
| Date Completed | <Enter Text> |
| Contract / Project Value | <Enter Text> |
| Project Details | <Enter Text> |
| Referee |  |
| Name | <Enter Text> |
| Position | <Enter Text> |
| Organisation | <Enter Text> |
| Phone Number | <Enter Text> |
| Email | <Enter Text> |

|  |
| --- |
| Contract / Project 3 |
| Contract / Project Name | <Enter Text> |
| Client | <Enter Text> |
| Date Completed | <Enter Text> |
| Contract / Project Value | <Enter Text> |
| Project Details | <Enter Text> |
| Referee |  |
| Name | <Enter Text> |
| Position | <Enter Text> |
| Organisation | <Enter Text> |
| Phone Number | <Enter Text> |
| Email | <Enter Text> |

1. Capability and Capacity
	1. Ability to meet requirements

Detail current work related to the requirements detailed in Part 3 – Specification. [word limit – [xx] words

|  |
| --- |
| *[enter response]* |

* 1. Business structure/Project Team Structure

Provide details of your business structure and the business units relevant to the delivery of the procurement. [word limit – [xx] words]

Attach a diagram of your business structure/project team structure *[Note to Councils - select which applies].*

|  |
| --- |
| *[enter response and cross reference diagram, attaching it at the end of this document]* |

* 1. Proposed Key Personnel/Account Management

Detail the experience and expertise of each key staff member and their role in the delivery of the procurement.

Provide details of the proposed key personnel in the table below *[Note to Councils - remove if not required]*

|  |
| --- |
| Proposed Key Personnel 1 |
| Name | *<Enter Text>* |
| Position | *<Enter Text>* |
| Proposed Role & Responsibility | *<Enter Text>* |
| Qualifications / Experience | *<Enter Text>* |

|  |
| --- |
| Proposed Key Personnel 2 |
| Name | *<Enter Text>* |
| Position | *<Enter Text>* |
| Proposed Role & Responsibility | *<Enter Text>* |
| Qualifications / Experience | *<Enter Text>* |

Note to Tenderer – Copy and paste table as required to accommodate all Key Personnel

* 1. Subcontractors and Consultants

Provide details of external resources (sub contractors and or consultants) to be engaged in connection with the provision of the procurement.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name and Address of Subcontractor /Consultant | Description of Goods/Services to be subcontracted | Relationship/Period working in this capacity(in years) | What % of work does the subcontractor /consultant complete? (%) | Confirmation of satisfactory qualifications, experience, OHS and Environmental performance |
| *<Enter Text>* | *<Enter Text>* | *<Enter Text>* | *%* | *<Enter Text>* |
| *<Enter Text>* | *<Enter Text>* | *<Enter Text>* |  | *<Enter Text>* |
| *<Enter Text>* | *<Enter Text>* | *<Enter Text>* |  | *<Enter Text>* |
| *<Enter Text>* | *<Enter Text>* | *<Enter Text>* |  | *<Enter Text>* |

* 1. Proposed Subcontractor / Consultant Management Methodology

Please provide detail of your methodology to manage the proposed subcontractors / consultant in the response space provided below.

|  |
| --- |
| *[enter response]* |

1. Delivery Methodology and Project/Implementation Plan
	1. Methodology

Provide details of the methodology proposed to be used in the provision of the Goods and/or Services. Detail timelines, methodology, delivery method, resources etc. [word limit – xx words]

|  |
| --- |
| *[enter response]* |

* 1. Project/Implementation Plan

*[Note to Councils - generally for works, remove if not applicable]*

Submit a program in MS Project or in the form of a bar chart or network diagram detailing key milestones and dates to satisfy the contract / project over its complete term.

The program is to be attached to the Tender response.

|  |
| --- |
| *[enter reference to attachment]* |

1. Performance Management
	1. Performance Benchmarking/Key performance Indicators

Provide details of how you would propose that your performance be monitored (whether by yourself and / or by the Council), and what internal measures and benchmarks are in place?

[word limit – [xx] words]

|  |
| --- |
| *[enter response]* |

* 1. Risk Management

Provide a Risk Management Plan to identify risk areas, processes; activities etc. to ensure policies, systems, practices are in place as to manage risks associated with the Goods and/or Services.

The Risk Management Plan is to be attached to the Tender response.

Provide details of your project delivery risk management strategies and practices that would be applicable in the context of this procurement. [word limit – [xx] words]

|  |
| --- |
| *[enter response]* |

* 1. Customer Service Plan

Provide details of the Customer Service Plan you intend to implement for the provision of this procurement. Include methodology, timing of feedback, complaints procedures and scope of reports. [word limit – [xx] words]

|  |
| --- |
| *[enter response]* |

1. Local Content

*[Note to Councils - insert questionniare for Council’s Local Content requirements as per your procurement policy]*

1. Schedule of Prices

[Note to Councils – due to the many varied pricing formats that might be sought, rather than provide template pricing schedules at this stage, this Schedule has been left blank to accommodate the particular style and requirements that each individual procurement activity might warrant to be input.]

Consideration with regards to pricing could include -

Fixed Term Pricing

Pricing Variations Mechanisms

Lump Sum Pricing

Schedule of Rates

Early payment discounts

END OF PART 4