Part 3: Specification

[Guidance document only]

Request for Tender (RFT)

RFT for: Provision of [Insert description of Goods and/or Services required]

RFT Reference Number [Insert RFT Number]

Issue Date [Insert Issue Date]

This Part contains the Specification and Scope of Works required by this Tender. Tenderers are to read and fully understand the Council’s requirements and submit a Tender that addresses the requirements

GUIDANCE on completing this document

(delete this section prior to submitting document for approval)

This document should be completed to the level of detail which is appropriate for the size of spend and risk of the product/service to be purchased.

*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’.]

1. Introduction and Background

[Insert a brief explanation and context of the Requirements. e.g. the application, purpose or function of the goods and/or services required under the contract]

* 1. Introduction

 [Enter text]

Council background

Statistics/demographics

Link to Council website

* 1. Background

[Insert any relevant background information on the project / procurement requirement. Provide any further additional useful information, e.g. outline any research undertaken, what options have been considered (if any), how the purchase of the required Goods /Services may affect the Council]

[Enter text]

1. Objectives / Outcomes

[Provide a succinct, but fully encompassing statement of the desired outcome of the RFT]

* 1. Expected outcomes

 [Enter text]

[consider best value principle]

* 1. Heading
1. Scope of Works

[The scope is a summary of the extent and limitations of the goods /services/works required. The scope may cover the supply or service requirement including, for examples, whether any installation works are to be undertaken, details of training or documentation, anticipated quantities, the period of the contract, and anything the Contractor is NOT required to do or provide which might otherwise be considered normally included.]

[Out of scope]

* 1. Heading

 [Enter text]

1. Detailed Requirements

This section is where all requirements of the goods, services and / or works are to be detailed. The statement of requirements should include amongst its detail the following –

- Outputs

- Performance measures

- Targets (i.e. volumes and timings)

- Management of the contract

- Quality requirements.

- Location of services / works or delivery

- Any specific products / goods or services

- Any performance standards, legislation requirements or Australian or International (AS/ISO) requirements.

- Hours of work

- Environmental requirements

- Heritage: Cultural heritage for example: aboriginal heritage

- Local economic development

* 1. Heading

 [Enter text]

1. Contractor Resource Requirements, Qualifications and Accreditations

[Provide detail of any specific resource requirements and / or qualifications, accreditations, memberships etc. of either, the Respondent or their nominated resources].

* 1. Heading

 [Enter text]

-Licenses – red card etc.

1. Insurance Requirements

|  |  |  |
| --- | --- | --- |
| Insurance Type | Insurance Amount Required | Specific Insurance Requirements |
| **Public Liability** | <Enter Text> | <Enter Text> |
| **Professional Indemnity & Liability** | <Enter Text> | <Enter Text> |
| **Products Liability** | <Enter Text> | <Enter Text> |
| **Workers Compensation** | <Enter Text> | <Enter Text> |
| **Motor Vehicle – Comprehensive** | <Enter Text> | <Enter Text> |
| **Motor Vehicle – CTP** | <Enter Text> | <Enter Text> |
| **Works Insurance** | <Enter Text> | <Enter Text> |

1. Project Timelines

[This section should detail the proposed schedule, including commencement date, milestones, completion of deliverables, and a completion date.]

**[Certificates of completion]**

|  |  |  |  |
| --- | --- | --- | --- |
| Event / Task / Milestone | Details | Commencement Date | Completion Date |
| *<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. Service Levels & Key Performance Indicators (KPI’s)

[Detail proposed KPIs and minimum service levels to be implemented in the contract]

* 1. Key Performance Indicators
	2. Customer Service
	3. Issue Resolution

 [Enter text]

Customer service, issue resolution

Guidance: KPIs – especially with schedule rates contracts.

1. Reporting requirements

[Detail all proposed reporting requirements to be implemented in the contract]

* 1. Heading

 [Enter text]

Quarterly, as milestones are met

OH&S reporting – incidents

Audit reports

1. Table of Attachments

[This section should detail all attachments that are appended to Part 3]

The attached documents are provided to be read in conjunction with Part 3 to provide Tenders with complete detail relating to the requirements of the Tender.

|  |  |
| --- | --- |
| Attachment No. | Attachment Title |
| <Enter Text> | <Enter Text> |
| <Enter Text> | <Enter Text> |
| <Enter Text> | <Enter Text> |

Plans/ drawings

END OF PART 3