

Bulloo
Shire

Part 3
TENDER SUBMISSION FORM

Request for Tender (RFT):	Thargomindah Swimming Pool Shade Structure Supply and Installation
Closing Time:	4.00 pm Thursday 2nd May 2024
RFT Number:	T2023-2024-126

Tenderer <i>(please complete)</i>
--	-------

TABLE OF CONTENTS

1. TENDER RESPONSE	2
2. CHECKLIST - Mandatory Information	6
2.1. Organisational Profile.....	6
2.2. Referees	6
2.3. Agents	6
2.4. Trusts	6
2.5. Subcontractors	7
2.6. Conflict of Interest.....	7
2.7. Financial Position	7
2.8. Quality Assurance.....	8
2.9. Insurance Coverage	8
2.10. Goods and Services Tax	8
2.11. Non-Conforming Tenders	8
2.12. Work Health and Safety.....	9
3. SELECTION CRITERIA	10
3.1. Compliance Criteria	10
3.2. Qualitative Criteria	10
3.3. Discounts.....	12
3.4. Price Information	12
4. APPENDIX A.....	13
5. APPENDIX B.....	14

1. TENDER RESPONSE

To: **The Chief Executive Officer**
Bulloo Shire Council
PO Box 46
Thargomindah QLD 4492

PLEASE COMPLETE THIS FORM IN BLOCK LETTERS

FULL NAME/S OF TENDERER:	
STREET ADDRESS OF TENDERER:	
ABN OF TENDERER:	
ACN OF TENDERER:	
TELEPHONE NO. OF TENDERER:	
FACSIMILE NO. OF TENDERER:	
POSTAL ADDRESS OF TENDERER: (For service of notices)	
E-MAIL ADDRESS OF TENDERER:	
NATURAL PERSON AUTHORISED TO REPRESENT THE TENDERER: (If the Tenderer is a corporation)	
In response to TENDER T2023-2024-104	
<p>The Tenderer offers to supply the relevant goods or services detailed in:</p> <ul style="list-style-type: none"> a) the Request for Tender and in particular the Specification; and b) the addenda issued after the date of issue of the Request for Tender as listed below, <p>in accordance with the Contract and the representations of the Tenderer contained in this Tender Response and all attachments to this Tender Response.</p>	

ADDENDUM NO.

ADDENDUM DATE

SUBJECT OF ADDENDUM

_____	_____	_____
_____	_____	_____
_____	_____	_____

This Tender Response (including the prices in Item 3.4, Price Information) is irrevocable for 90 days after the Closing Time unless extended by mutual agreement between the Tenderer and the Principal.

All terms used in this Tender Response bear the meanings assigned to them in the Conditions of Tender, Specification, General Conditions of Contract and Special Conditions of Contract, as the case may be.

This Tender Response is dated the _____
day of _____ 20_____

COMPLETE AND USE THIS EXECUTION CLAUSE IF THE TENDERER IS A CORPORATION:

THE COMMON SEAL of _____)

_____ ACN _____)

is affixed in accordance with _____)

its constitution in the _____)

presence of: _____)

Secretary/Director

Director

Name of Secretary/Director (print)

Name of Director (print)

Witness

Name of Witness (print)

COMPLETE AND USE THIS EXECUTION CLAUSE IF THE TENDERER IS A CORPORATION BUT DOES NOT EXECUTE UNDER A COMMON SEAL:

EXECUTED by)
 ACN)
 by being signed by)
)
 a Director, and)
)
 , a Director/the Secretary in accordance)
 with section 127 of the *Corporations Act*)
 2001 in the presence of:)

.....
 Secretary/Director

.....
 Director

.....
 Name of Secretary/Director (print)

.....
 Name of Director (print)

.....
 Witness

.....
 Director/Secretary

.....
 Name of Witness (print)

.....
 Name of Director/Secretary (print)

COMPLETE AND USE THIS EXECUTION CLAUSE IF THE TENDERER IS A CORPORATION, DOES NOT EXECUTE UNDER A COMMON SEAL AND HAS A SOLE DIRECTOR/SECRETARY:

EXECUTED by)
 ACN)
 by being signed by)
)
 the sole Director/Secretary in accordance)
 with section 127 of the *Corporations Act*)
 2001 in the presence of:)

.....
 Witness

.....
 Sole Director/Secretary

.....
 Name of Witness (print)

.....
 Name of Sole Director/Secretary (print)

COMPLETE AND USE THIS EXECUTION CLAUSE IF THE TENDERER IS AN INDIVIDUAL:

SIGNED by)

_____))
_____))
Print Name _____))
in the presence of: _____))
Signature _____)

Witness

Name of Witness (print)

COMPLETE AND USE THIS EXECUTION CLAUSE IF THE TENDERER IS A PARTNERSHIP OF INDIVIDUALS (every partner must sign – add more spaces if necessary)

SIGNED by: _____))
_____))
_____))
Print Name _____))
in the presence of: _____))
Signature _____)

Witness

Name of Witness (print)

SIGNED by _____))
_____))
_____))
Print Name _____))
in the presence of: _____))
Signature _____)

Witness

Name of Witness (print)

2. CHECKLIST - Mandatory Information

All items in this section must be completed. Where it is necessary to provide additional information, please ensure that all documents are clearly marked with the relevant attachment title to assist the evaluation panel with their assessment. All attachments must be clearly marked with the relevant paragraph number (e.g. **“2.1 – Organisational Profile”**).

All pages within Part 3 must be completed and returned to the Principal as they form part of the Tenderers Tender.

2.1. Organisational Profile

Attach a copy of the Tenderers organisation structure and provide background information on the Tenderer and label it “2.1 – Organisational Profile” .	“Organisational Profile”	Tick if attached <input type="checkbox"/>
If corporations are involved, attach their current ASIC company extracts search including latest annual return and label it “2.1 – ASIC Company Extracts” .	“ASIC Company Extracts”	Tick if attached <input type="checkbox"/>

2.2. Referees

Attach details of the Tenderers referees, and label it “2.2 – Referees” . The Tenderer should give examples of work provided for its referees where possible.	“Referees”	Tick if attached <input type="checkbox"/>
--	-------------------	--

2.3. Agents

Is the Tenderer acting as an agent for another party?	(Circle) Yes / No	
If Yes, attach details (including name and address) of the Tenderers principal and label it “2.3 – Agents” .	“Agents”	Tick if attached <input type="checkbox"/>

2.4. Trusts

Is the Tenderer acting as a trustee of a trust?	(Circle) Yes / No	
If Yes, in an attachment labelled “2.4 – Trusts” : (a) give the name of the trust and include a copy of the trust deed (and all related documents); and (b) provide the names and addresses of all beneficiaries of the trust.	“Trusts”	Tick if attached <input type="checkbox"/>

2.5. Subcontractors

Does the Tenderer intend to subcontract any of the obligations of the Contractor under the contract?	<i>(Circle)</i> Yes / No	
If Yes, in an attachment labelled "2.5 – Subcontractors" provide details of the subcontractor(s) including: (a) the name, address and the number of people employed; and (b) the obligations that will be subcontracted.	"Sub-contractors"	Tick if attached <input type="checkbox"/>

2.6. Conflict of Interest

Will any actual or potential conflict of interest in the performance of the Tenderer's obligations under the Contract exist if the Tenderer is awarded the Contract, or are any such conflicts of interest likely to arise during the Contract?	<i>(Circle)</i> Yes / No	
If Yes, please supply in an attachment details of any actual or potential conflict of interest and the way in which any conflict will be dealt with and label it "2.6 – Conflict of Interest" .	"Conflict of Interest"	Tick if attached <input type="checkbox"/>

2.7. Financial Position

Is the Tenderer presently able to pay all its debts in full as and when they fall due?	<i>(Circle)</i> Yes / No	
Is the Tenderer currently engaged in litigation as a result of which it may be liable for \$50,000.00 or more?	<i>(Circle)</i> Yes / No	
If the Tenderer is awarded the contract, will it be able to fulfil the obligations of the Contractor under the contract from its own resources or from resources readily available to it and remain able to pay all of its debts in full as and when they fall due?	<i>(Circle)</i> Yes / No	
In order to demonstrate the Tenderer's financial ability to undertake the contract, in an attachment labelled "2.7 – Financial Position" include a profit and loss statement and the latest financial return for the Tenderer and each of the other proposed contracting entities, together with a list of financial referees from its bank and/or accountant.	"Financial Position"	Tick if attached <input type="checkbox"/>

2.8. Quality Assurance

Does the Tenderer have any documented quality assurance or quality assurance systems?	(Circle) Yes / No	
If the Tenderer proposes to subcontract, does its subcontractor have a "third party" quality management system in place?	(Circle) Yes / No	
Supply evidence or details of the Tenderer's quality assurance position and where relevant of its Tenderer's or subcontractor's position, in an attachment labelled "2.8 – Quality Assurance" .	"Quality Assurance"	Tick if attached <input type="checkbox"/>

2.9. Insurance Coverage

The insurance requirements for this Request for Tender are stipulated in the General Conditions of Contract. Tenderers are to supply evidence of their insurance coverage (including copies of certificates of currency) for every type of insurance specified below in an attachment labelled "2.9 – Insurance Coverage" .		"Insurance Coverage"	Tick if attached <input type="checkbox"/>
Type	Value (\$)		
Public Liability	\$20,000,000		
Product Liability (if applicable)	\$20,000,000		
Professional Indemnity (if applicable)	\$20,000,000		
Workers Compensation	\$		

2.10. Goods and Services Tax

Is the Tenderer registered or required to be registered under the GST Act?	(Circle) Yes / No
--	--------------------------

2.11. Non-Conforming Tenders

Has the Tenderer lodged a conforming Tender?	(Circle) Yes / No
--	--------------------------

<p>If yes, and this Tender is a non-conforming Tender, has the Tenderer prepared and lodged with this Tender, a clear summary of all points of difference between this Tender and the conforming Tender in an attachment labelled “Non-Conforming Tender Summary”?</p>	<p>(Circle) Yes / No</p>
<p>“Non-Conforming Tender Summary”</p>	<p>Tick if attached <input type="checkbox"/></p>

2.12. Work Health and Safety

<p>Tenderers must complete Appendix A “Tenderer’s Safety Record” and submit it marked “Tenderer’s Safety Record”.</p>	<p>“Tenderer’s Safety Record”</p>	<p>Tick if attached <input type="checkbox"/></p>
<p>Tenderers must complete Appendix B “Contractor’s Work Health and Safety Management System Questionnaire” and submit it marked “Contractor’s Work Health and Safety Management System Questionnaire”.</p>	<p>“Contractor’s Work Health & Safety Management System Questionnaire”</p>	<p>Tick if attached <input type="checkbox"/></p>

3. SELECTION CRITERIA

3.1. Compliance Criteria

Please select 'Yes' or 'No' whether the Tenderer has complied with the following compliance criteria:

Description of Compliance Criteria	
(a) Compliance with the Specification contained in the Request for Tender.	Yes / No
(b) Compliance with the Conditions of Tender.	Yes / No
(c) Compliance with attendance at any mandatory tender briefing or site inspection.	Yes / No
(d) Compliance with the Quality Assurance requirement for this Request for Tender.	Yes / No
(e) Compliance with lodgement of this Tender Response by the Closing Time.	Yes / No
(f) Compliance with and completion of Item 3.4 Price information.	Yes / No

3.2. Qualitative Criteria

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

- All information relevant to the Tenderers answers to each criterion must be contained within its Tender Response;
- Tenderers are to assume that the evaluation panel has no previous knowledge of the Tenderer's organisation, its activities or experience;
- Tenderers must provide full details for any claims, statements or examples used to address the qualitative criteria; and
- Tenderers must address each issue outlined within a qualitative criterion.

A) Relevant Experience	Weighting 25%	
	"Relevant Experience"	Tick if attached <input type="checkbox"/>
<p>Describe the Tenderer's experience in completing /supplying similar goods or services. Tenderers must, as a minimum, address the following information in an attachment and label it "3.2 – Relevant Experience":</p> <p>(a) Provide details of similar work; and</p> <p>(b) Detail the scope of the Tenderers involvement including details of outcomes; and</p> <p>(c) Provide details of issues that arose during the project and how these were managed; and</p> <p>(d) Demonstrate sound judgement and discretion; and</p> <p>(e) Demonstrate competency and proven track record of achieving outcomes.</p>		

<p>B) Key Personnel Skills and Experience</p> <p>Tenderers should provide as a minimum in an attachment labelled “3.2 – Key Personnel” information of the initial proposed key personnel to be allocated to this project, including:</p> <ul style="list-style-type: none"> (a) Their role in the performance of the Contract; and (b) Curriculum vitae; and (c) Membership of any professional or business association; and (d) Qualifications, with particular emphasis on experience of personnel in projects with a similar requirement; and (e) Any additional relevant information. 	<p>Weighting 15%</p>	
	<p>“Key Personnel”</p>	<p>Tick if attached</p> <p><input type="checkbox"/></p>

<p>C) Tenderers Resources</p> <p>Tenderers should demonstrate their ability to supply and sustain the necessary:</p> <ul style="list-style-type: none"> (a) Plant, equipment and materials; and (b) Any contingency measures or back up of resources including personnel (where applicable). <p>As a minimum, Tenderers should provide a current commitment schedule and plant/equipment schedule in an attachment and label it “3.2 – Tenderers Resources”.</p>	<p>Weighting 10%</p>	
	<p>“Tenderers Resources”</p>	<p>Tick if attached</p> <p><input type="checkbox"/></p>

<p>D) Demonstrated Understanding</p> <p>Tenderers should detail the process they intend to use to achieve compliance with the requirements of the Specification, including:</p> <ul style="list-style-type: none"> (a) A project schedule/timeline (where applicable); and (b) The process for the delivery of the relevant goods or services; and (c) Training processes (if required); and (d) A demonstrated understanding of the scope of work. <p>Supply details and provide an outline of the Tenderer’s proposed methodology in an attachment labelled “3.2 – Demonstrated Understanding”.</p>	<p>Weighting 15%</p>	
	<p>“Demonstrated Understanding”</p>	<p>Tick if attached</p> <p><input type="checkbox"/></p>

<p>E) Cost</p> <p>Tenderers should provide a breakdown of costs including their estimate schedule of payment for Council to determine value for money in an attachment labelled “3.2 – Cost”.</p>	<p>Weighting 30%</p>	
	<p>“Cost”</p>	<p>Tick if attached</p> <p><input type="checkbox"/></p>

F) Local Content Tenderers should demonstrate they are a business local to the Bulloo Shire and meet the definition in Council's Procurement Policy. Tenderers should also highlight their level of commitment to local employment and sourcing of local goods where possible. As a minimum, Tenderers should provide a current commitment schedule and plant/equipment schedule in an attachment and label it "3.2 – Local Content" .	Weighting 5%	
	"Local Content"	Tick if attached <input type="checkbox"/>

3.3. Discounts

Is the Tenderer prepared to allow a discount for prompt settlement of accounts?	Yes / No	
If the Tenderer is offering different discounts for different periods, or other discounts such as volume discounts, detail them in an attachment labelled "3.3 – Discounts" .	"Discounts"	Tick if attached <input type="checkbox"/>

3.4. Price Information

Tenderers are to complete Part 3B – Pricing Schedule attached to this document. This document will form part of the Milestone Payments Schedule section of the Contract.

All fees and charges necessary for the successful completion of the works shall be deemed to be included in the prices and rates. Prices and rates are to be exclusive of GST.

4. APPENDIX A

TENDERER'S HEALTH AND SAFETY RECORD - INCIDENT HISTORY

Project	Date of Notice (Last 5 years)	Type of Notice <input checked="" type="checkbox"/>	Reason Notice Issued
		<input type="checkbox"/> Prohibition Notice <input type="checkbox"/> Infringement Notice <input type="checkbox"/> Electrical Safety Protection Notice <input type="checkbox"/> Unsafe Equipment Notice <input type="checkbox"/> Enforceable Undertaking	
		<input type="checkbox"/> Prohibition Notice <input type="checkbox"/> Infringement Notice <input type="checkbox"/> Electrical Safety Protection Notice <input type="checkbox"/> Unsafe Equipment Notice <input type="checkbox"/> Enforceable Undertaking	
		<input type="checkbox"/> Prohibition Notice <input type="checkbox"/> Infringement Notice <input type="checkbox"/> Electrical Safety Protection Notice <input type="checkbox"/> Unsafe Equipment Notice <input type="checkbox"/> Enforceable Undertaking	
		<input type="checkbox"/> Prohibition Notice <input type="checkbox"/> Infringement Notice <input type="checkbox"/> Electrical Safety Protection Notice <input type="checkbox"/> Unsafe Equipment Notice <input type="checkbox"/> Enforceable Undertaking	

5. APPENDIX B

CONTRACTOR'S WORK HEALTH AND SAFETY (WHS) **MANAGEMENT SYSTEM QUESTIONNAIRE**

This questionnaire forms part of the Principal's Tender evaluation process and is to be completed by Tenderers, submitted with their Tenders and labelled as "Contractor's Work Health and Safety Management System Questionnaire". The objective of the questionnaire is to provide an overview of the status of the Tenderer's Safety Management System. Tenderers may be required to verify the responses noted in the questionnaire by providing evidence of their ability and capacity in relevant matters.

WHS Act 2011, s20 Duty of persons conducting businesses or undertakings involving management or control of workplaces

In this section, person with management or control of a workplace means a person conducting a business or undertaking to the extent that the business or undertaking involves the management or control, in whole or in part, of the workplace.

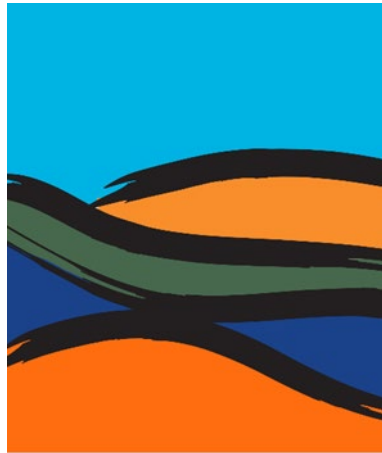
The person with management or control of a workplace must ensure, so far as is reasonably practicable, that the workplace, the means of entering and exiting the workplace and anything arising from the workplace are without risks to the health and safety of any person.

WHS Act 2011, s21 Duty of persons conducting businesses or undertakings involving management or control of fixtures, fittings or plant at workplaces

In this section, person with management or control of fixtures, fittings or plant at a workplace means a person conducting a business or undertaking to the extent that the business or undertaking involves the management or control of fixtures, fittings or plant, in whole or in part, at a workplace.

The person with management or control of fixtures, fittings or plant at a workplace must ensure, so far as is reasonably practicable, that the fixtures, fittings and plant are without risks to the health and safety of any person.

WHS INDUCTIONS		
Is the Tenderer inducted to the Bulloo Shire Council?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If Yes, provide the date:		
Are the Tenderer's workers inducted with the Bulloo Shire Council?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If Yes, provide the date:		
SAFE WORK PRACTICES AND PROCEDURES		
Acknowledgement: The Tenderer acknowledges that all incidents are to be recorded internally, however also reported to Bulloo Shire Council. All incident information provided to the Bulloo Shire Council will assist in continual improvement. The Action Organisation (Bulloo Shire Council or Tenderer) will be determined at the awarding of the Contract.	YES <input type="checkbox"/>	NO <input type="checkbox"/>



Bulloo
Shire

Part 3B
TENDER SUBMISSION FORM
Pricing Schedule

Request for Tender (RFT):	Thargomindah Swimming Pool Shade Structure Supply and Installation
Closing Time:	4.00 pm Thursday 2nd May 2024
RFT Number:	T2023-2024-126

Bulloo Shire Council**Thargomindah Swimming Pool Shade Structure
Supply and Installation***Tenderer*

Schedule of Works	Amount (ex. GST)
Design and Specifications	\$
Construction (Inc. Site Preparation)	\$
Practical Completion (Quality assurance, Building Certification)	\$
TOTAL	\$