

**Bulloo**  
Shire

**Part 3A**  
**TENDERER'S SUBMISSION FORM**

<b>Request for Tender (RFT):</b>	ICT Management and Support Services
<b>Closing Time:</b>	4:00pm on Monday, 24 <sup>th</sup> March 2025
<b>RFT Number:</b>	T2024-2025-109

<b>Tenderer</b> <i>(please complete)</i>	.....
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## 1. TENDER RESPONSE

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

PLEASE COMPLETE THIS FORM IN BLOCK LETTERS

<b>FULL NAME/S OF TENDERER:</b>	
<b>STREET ADDRESS OF TENDERER:</b>	
<b>ABN OF TENDERER:</b>	
<b>ACN OF TENDERER:</b>	
<b>TELEPHONE NO. OF TENDERER:</b>	
<b>FACSIMILE NO. OF TENDERER:</b>	
<b>POSTAL ADDRESS OF TENDERER:</b> (For service of notices)	
<b>E-MAIL ADDRESS OF TENDERER:</b>	
<b>NATURAL PERSON AUTHORISED TO REPRESENT THE TENDERER:</b> (If the Tenderer is a corporation)	
<b>In response to TENDER T2024-2025-109</b>	
<p>The Tenderer offers to supply the relevant goods or services detailed in:</p> <ul style="list-style-type: none"><li>a) the Request for Tender and in particular the Specification; and</li><li>b) the addenda issued after the date of issue of the Request for Tender as listed below,</li></ul> <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
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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, and General 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: )

.....  
 Witness

.....  
 Director

.....  
 Name of Witness (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 <b>"2.1 – Organisational Profile"</b> .	<b>"Organisational Profile"</b>	Tick if attached <input type="checkbox"/>
If corporations are involved, attach their current ASIC company extracts search including latest annual return and label it <b>"2.1 – ASIC Company Extracts"</b> .	<b>"ASIC Company Extracts"</b>	Tick if attached <input type="checkbox"/>

### 2.2. Referees

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

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

### 2.4. Trusts

Is the Tenderer acting as a trustee of a trust?	<b>(Circle) Yes / No</b>	
If Yes, in an attachment labelled <b>"2.4 – Trusts"</b> : (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.	<b>"Trusts"</b>	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 “ <b>2.5 – Subcontractors</b> ” 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.	“Subcontractors”	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 “ <b>2.6 – Conflict of Interest</b> ”.	“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 “ <b>2.7 – Financial Position</b> ” 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?	<b>(Circle) Yes / No</b>	
If the Tenderer proposes to subcontract, does its subcontractor have a “third party” quality management system in place?	<b>(Circle) Yes / No</b>	
Supply a copy of the Tenderer’s quality assurance certificate/position and where relevant of its Tenderer’s or subcontractor’s position, in an attachment labelled “ <b>2.8 – Quality Assurance</b> ”.	<b>“Quality Assurance”</b>	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 “ <b>2.9 – Insurance Coverage</b> ”.		<b>“Insurance Coverage”</b>	Tick if attached <input type="checkbox"/>
<b>Type</b>	<b>Value (\$)</b>		
<b>Public Liability</b>	\$20,000,000		
<b>Product Liability</b> (if applicable)	\$20,000,000		
<b>Professional Indemnity</b> (if applicable)	\$20,000,000		
<b>Workers Compensation</b>	\$		

**2.10. Goods and Services Tax**

Is the Tenderer registered or required to be registered under the GST Act?	<b>(Circle) Yes / No</b>
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**2.11. Non-Conforming Tenders**

Has the Tenderer lodged a non-conforming Tender?	<b>(Circle) Yes / No</b>
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”?	<b>(Circle) Yes / No</b>  <b>N/A</b>
“Non-Conforming Tender Summary”	Tick if attached <input type="checkbox"/>

**2.12. Work Health and Safety**

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

### 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 / N.A.
(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:

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

<b>A) Relevant Experience</b> Describe the Tenderer's experience in supplying similar services to businesses and councils. Tenderers must, as a minimum, address the following information in an attachment and label it <b>"3.2 – Relevant Experience"</b> : (a) Provide details of similar work within the last 3-5 years (provide at least 5 similar projects); including the scope of the Respondent's involvement and the contact person and contact details for reference checks; and (b) Provide details of issues that arose during the project and how these were managed; and (c) Demonstrate sound judgement and discretion; and (d) Demonstrate competency and proven track record of achieving outcomes.	<b>Weighting 30%</b>	
	<b>"Relevant Experience"</b>	<b>Tick if attached</b> <input type="checkbox"/>

<b>B) Tenderer's Resources</b> Tenderers should demonstrate their ability to supply and sustain the necessary: (a) Equipment and materials; (b) Key personnel; I. Include their roles in the performance of the Contract; and II. Qualifications, with particular emphasis on experience of personnel in projects with a similar requirement; and III. Membership of any professional or business association; and (c) Any contingency measures or back up of resources including personnel (where applicable). Address the information above and information regarding supply chain in an attachment and label it <b>"3.2 – Tenderer's Resources"</b> .	<b>Weighting 20%</b>	
	<b>"Tenderers' Resources"</b>	<b>Tick if attached</b> <input type="checkbox"/>

<b>C) Demonstrated Understanding</b> Tenderers should demonstrate their ability to supply and meet the necessary requirements of the Specification, including: (a) Provide detailed information regarding the business' capacity to meet the Specification and information regarding the human resources that are available; and (b) Training processes (if required); and (c) A demonstrated understanding of the Specification. Address the information above in an attachment and label it <b>"3.2 – Demonstrated Understanding"</b> .	<b>Weighting 20%</b>	
	<b>"Demonstrated Understanding"</b>	<b>Tick if attached</b> <input type="checkbox"/>

<b>D) Cost</b> Tenderers should provide a breakdown of costs, set out in <i>Part 3B – Pricing Schedule</i> , and include their estimate schedule of payment for Council to determine value for money in an attachment labelled “ <b>3.2 – Cost</b> ”.	<b>Weighting 30%</b>	
	“Cost”	Tick if attached <input type="checkbox"/>

### 3.3. Discounts

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

### 3.4. Price Information

Tenderers are to complete Part 3B – Pricing Schedule.

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 inclusive of GST.

**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"/> Other (please specify)	
		<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"/> Other (please specify)	
		<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"/> Other (please specify)	
		<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"/> Other (please specify)	

## **APPENDIX B**

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

This questionnaire forms part of the Principal's Submission evaluation process and is to be completed by Respondents, submitted with their Submissions and labelled as "Contractor's Workplace Health and Safety Management System Questionnaire". The objective of the questionnaire is to provide an overview of the status of the Respondent's Safety Management System. Respondents 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.

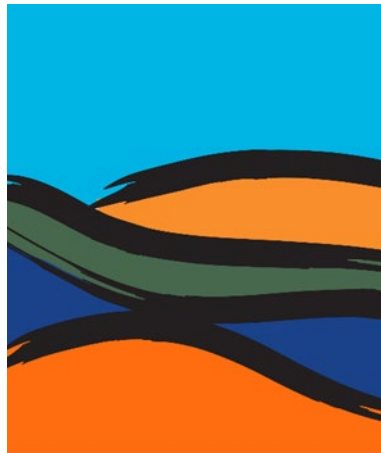
The person with management or control of fixtures, fittings or plant at a workplace must ensure, so far as is reasonably practicable, that the fixtures, fittings and plant are without risks to the health and safety of any person.

WHS POLICY AND MANAGEMENT		
Does the Tenderer have a written WHS Policy or Commitment Statement?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If Yes, provide a copy of the Policy.		
If no, briefly explain reasons:		
Does the Tenderer have a WHS organisation chart?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If Yes, provide a copy.		
Does the Tenderer clearly identify and advise the WHS responsibilities for all workers?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If Yes, provide details of how workers are advised.		
Does the Tenderer hold line managers accountable for WHS performance?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If Yes, provide details of how accountability is managed.		
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 Tenderers 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		
<b>Acknowledgement:</b> 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.	<b>YES</b>  <input type="checkbox"/>	<b>NO</b>  <input type="checkbox"/>
Which personnel of the Tenderer are responsible for investigating incidents?		
Does the Tenderers incident reports contain prevention recommendations?	<b>YES</b>  <input type="checkbox"/>	<b>NO</b>  <input type="checkbox"/>
Who is responsible for implementing recommended incident remedial actions?		
WHS INSPECTION		
Who normally completes workplace health and safety inspections?		
How long are the inspection checklists retained?		
How do Tenderer workers report hazards at workplaces? Provide brief summary.		
WHS COMMUNICATION, COOPERATION AND CONSULTATION		
How does the Tenderer consult, cooperate and communicate with the client, other PCBU, workers and others? Provide brief summary on methodology.		

Does the Tenderer have a company WHS advisor?	<b>YES</b> <input type="checkbox"/>	<b>NO</b> <input type="checkbox"/>
If Yes, provide details of the WorkSafe QLD Work Health and Safety Certificate of Authorisation.		
<b>WHS PERFORMANCE MONITORING</b>		
Does the Tenderer have WHS performance on the agenda for management meetings?	<b>YES</b> <input type="checkbox"/>	<b>NO</b> <input type="checkbox"/>
Does the Tenderer have senior management involved in the analysis of WHS performance?	<b>YES</b> <input type="checkbox"/>	<b>NO</b> <input type="checkbox"/>



**Bulloo  
Shire**

**Part 3B**  
**TENDERER'S SUBMISSION FORM**  
**Pricing Schedule**

<b>Request for Tender (RFT):</b>	ICT Management and Support Services
<b>Closing Time:</b>	4:00pm on Monday, 24 <sup>th</sup> March 2025
<b>RFT Number:</b>	T2024-2025-109

## SCHEDULE OF RATES

Respondent: \_\_\_\_\_

ITEM	DESCRIPTION	UNIT	QTY	UNIT RATE (\$) GST INCL	AMOUNT (\$) GST INCL
1	<b>MANAGED SERVICES</b>	Month	36		
	▪ Asset Management				
	▪ Desktop Support				
	▪ Hardware Break/Fix Maintenance				
	▪ Server Infrastructure and Systems				
	▪ Local Premise Network				
	▪ Software Distribution				
	▪ Email Management				
	▪ Service Level Management				
	▪ Printer Management				
	▪ Application Support				
	▪ Remote Access				
	▪ Perimeter and Email Security				
	▪ Data Integrity and Disaster Recovery				
	▪ Virtual Infrastructure Environment				
	▪ WAN & Routing Management				
	▪ Database Administration				
	▪ Data Backup & Recovery				
	▪ Reporting				
	▪ Third Party Vendor Management				
	▪ Proactive Engagement				
	▪ 1 Site Visit Per Annum				
<b>LUMP SUM TOTAL (GST INCL)</b>					

**ATTACHED** hereto are the Schedule of Prices for Tendering and Schedules of Tender Information.

**DATED** this ..... day of ..... 2025

**SIGNED** for and on behalf of the Tenderer

.....

..... Name (Printed)

Witness Signature

Witness Name (Printed)

.....

.....