



**Bulloo**  
**Shire**

**Part 3**  
**TENDERERS SUBMISSION FORM**

<b>Request for Tender (RFT):</b>	Invasive Plant and Animal Services
<b>Closing Time:</b>	12:00 noon on Thursday, 28 August 2025
<b>RFT Number:</b>	T2025-2026-102

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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

<b>FULL NAME/S OF TENDERER:</b>	
<b>STREET ADDRESS OF TENDERER:</b>	
<b>ABN OF TENDERER:</b>	
<b>ACN OF TENDERER:</b>	
<b>CONTACT NUMBER 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 T2025-2026-102</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 addendum 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 Respondent's Submission Form is irrevocable for 90 days after the Closing Time unless extended by mutual agreement between the Respondent and the Principal.

All terms used in this Respondent's Submission Form bear the meanings assigned to them in the Expression of Interest.

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**This Expression of Interest Response is dated the \_\_\_\_\_**  
**day of \_\_\_\_\_ 20\_\_\_\_**

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**COMPLETE AND USE THIS EXECUTION CLAUSE IF THE RESPONDENT 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 RESPONDENT 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 RESPONDENT 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 RESPONDENT 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 RESPONDENT 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 Tenderer's Submission.

### 2.1. Organisational Profile

Attach a copy of the organisation's 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 Tenderer's 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?	<i>(Circle)</i> Yes / No	
If the Tenderer proposes to subcontract, does its subcontractor have a “third party” quality management system in place?	<i>(Circle)</i> 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 “ <b>2.8 – Quality Assurance</b> ”.	“Quality Assurance”	Tick if attached <input type="checkbox"/>



**2.9. Insurance Coverage**

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>	<b>Tick if attached</b> <input type="checkbox"/>
<b>Type</b>	<b>Value (\$)</b>		
<b>Public Liability</b>			
<b>Product Liability</b> (if applicable)			
<b>Professional Indemnity</b> (if applicable)			
<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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### 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 Tender.	Yes / No
(b) Compliance with the conditions of the Tender.	Yes / No
(c) Compliance with attendance at any mandatory briefing or site inspection.	Yes / No N.A.
(d) Compliance with the Quality Assurance requirement for this Tender.	Yes / No
(e) Compliance with lodgement of this Tenderer's Submission Form by the Closing Time.	Yes / No
(f) If indicative pricing is requesting in the Tender—compliance with and completion of Item 3.3 Price Schedule.	Yes / No N.A.

#### 3.2. Qualitative Criteria

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

- All information relevant to the Tenderer's answers to each criterion must be contained within its Submission;
- 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.

<p><b>A) Relevant Experience</b></p> <p>Describe the Tenderer's experience in completing /supplying requirements similar to the requirements stated in the Specification. Tenderers must, as a minimum, address the following information in an attachment and label it <b>"3.2 – Relevant Experience"</b>:</p> <ul style="list-style-type: none"> <li>(a) Provide details of similar work; and</li> <li>(b) Detail the scope of the Tenderer's involvement including details of outcomes; and</li> <li>(c) Provide details of issues that arose during the project and how these were managed; and</li> <li>(d) Demonstrate sound judgement and discretion; and</li> <li>(e) Demonstrate competency and proven track record of achieving outcomes.</li> </ul>	<b>Weighting 30%</b>	
	<b>"Relevant Experience"</b>	Tick if attached <input type="checkbox"/>

<p><b>B) Tenderer's Resources</b></p> <p>Tenderers should demonstrate their ability to supply and sustain the necessary:</p> <ul style="list-style-type: none"> <li>(a) Plant, equipment and materials;</li> <li>(b) Key personnel;               <ul style="list-style-type: none"> <li>I. include their roles in the performance of the Contract; and</li> <li>II. qualifications, with particular emphasis on experience of personnel in projects with a similar requirement; and</li> <li>III. membership of any professional or business association; and</li> </ul> </li> <li>(c) Any contingency measures or back up of resources including personnel (where applicable).</li> </ul> <p>Provide this information in an attachment and label it <b>"3.2 – Tenderer's Resources"</b>.</p>	<b>Weighting 15%</b>	
	<b>"Tenderer's Resources"</b>	Tick if attached <input type="checkbox"/>

<p><b>C) Demonstrated Understanding</b></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"> <li>(a) Training processes (if required); and</li> <li>(b) A demonstrated understanding of the scope of work.</li> </ul> <p>Provide this information in an attachment and label it <b>"3.2 – Demonstrated Understanding"</b>.</p>	<b>Weighting 10%</b>	
	<b>"Demonstrated Understanding"</b>	Tick if attached <input type="checkbox"/>

<b>D) Cost</b> Tenderers should provide a breakdown of costs, set out in 3.3 Price Information and include their estimated schedule of payment for Council to determine value for money in an attachment labelled <b>“3.2 – Cost”</b> .	<b>Weighting 35%</b>	
	<b>“Cost”</b>	<b>Tick if attached</b> <input type="checkbox"/>

  

<b>E) Local Content</b> Tenderers should demonstrate they are a business local to the Bulloo Shire and meet the definition in Council’s Procurement Policy.  As a minimum, Tenderers should highlight their level of commitment to local employment and sourcing of local goods where possible and label it <b>“3.2 – Local Content”</b> .	<b>Weighting 10%</b>	
	<b>“Local Content”</b>	<b>Tick if attached</b> <input type="checkbox"/>

### 3.3. Price Information

The Tenderer is required to complete the following price summary for the provision of invasive plant and animal services in accordance with the specifications.

**Note:** This is **not a full-time contract**. Engagement will be on an **as-required basis**. A **purchase order** will be issued for each specific task or project as determined by Council, based on the **rates provided in this submission**.

Description	Rate (Excl. GST)	GST	Rate (Incl GST)
Hourly Rate	\$	\$	\$
Daily Rate	\$	\$	\$
Travel Charges (per km)	\$	\$	\$
Accommodation & Meals (at cost, incl. receipts)	At Cost	-	At Cost

*Accommodation & Meal expenses will be reimbursed at cost, upon presentation of valid tax receipts with the invoice to Council.*

#### Additional Comments / Explanations

Please use the space below to provide any comments, clarifications, or explanations regarding your pricing submission, including but not limited to assumptions, exclusions, or conditions:

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