RFT AM 7803

Part D

Response to Invitation to Tender

Invitation title: <Invitation title>

Invitation Reference Number: <Invitation reference number>

Offer submitted by: <Supplier name>

Instructions to Suppliers for completing this template:

1. You must respond to all sections of this template within the specified fields, in the format requested.

2. Where necessary, any supporting material (e.g. spreadsheets) should be attached to the back of this template and referred to in the relevant field.

|  |  |  |  |
| --- | --- | --- | --- |
| You declare that in making Your Offer:   1. You understand and accept that Your Offer is subject to the provisions contained in Part A - Procurement Process Guidelines 2. You have declared any conflict of interest that you may have 3. You have checked any electronic files contained in Your Offer and that these are free from viruses 4. You undertake to keep Your Offer open for the Validity Period specified in the Reference Schedule of Part A - Procurement Process Guidelines. | | | |
| Dated this day | <insert date> | | <Insert year> |
| Signed for and on behalf of **<insert name of Supplier>**: | | | |
| Authorised Person Signature | |  | |
| Authorised Person Name: | |  | |
| Signature of Witness: | |  | |
| Witness Name: | |  | |

Contents

[1 Supplier Information 1](#_Toc73440082)

[2 Contact Details 2](#_Toc73440083)

[3 Financial Viability 3](#_Toc73440084)

[3.1 Financial History 3](#_Toc73440085)

[3.2 Default/Other Factors 3](#_Toc73440086)

[4 Conflict of Interest 4](#_Toc73440087)

[5 Prior Experience and References 5](#_Toc73440088)

[5.1 Past Experience 5](#_Toc73440089)

[5.2 References 5](#_Toc73440090)

[6 Capacity and Capabilities 7](#_Toc73440091)

[6.1 Key Staff 7](#_Toc73440092)

[6.2 Quality Systems 7](#_Toc73440093)

[6.3 Organisational Structure 7](#_Toc73440094)

[7 Supply Approach 8](#_Toc73440095)

[7.1 Methodology 8](#_Toc73440096)

[7.2 Benchmarking 8](#_Toc73440097)

[7.3 Customer Service 8](#_Toc73440098)

[7.4 Proposed Work Plans 8](#_Toc73440099)

[8 External Resources 9](#_Toc73440100)

[8.1 Consortia/Partnerships 9](#_Toc73440101)

[8.2 Subcontractors 10](#_Toc73440102)

[9 Risk Management 10](#_Toc73440103)

[10 Innovation and Value for Money 10](#_Toc73440104)

[11 Compliance with Part B – Specification 12](#_Toc73440105)

[12 Compliance with Part C – Proposed Contract 13](#_Toc73440106)

[12.1 Insurance 13](#_Toc73440107)

[12.2 Liability 13](#_Toc73440108)

[13 Compliance with Tetra Tech International Development Policies 14](#_Toc73440109)

[14 Pricing 14](#_Toc73440110)

[14.1 Fixed/Variable Pricing 14](#_Toc73440111)

[14.2 Pricing Schedule 14](#_Toc73440112)

[Declaration in Relation to Unlawful Collusion 15](#_Toc73440113)

# Supplier Information

|  |  |
| --- | --- |
| Trading Name | <insert name> |
| Registered Name | <insert name> |
| ACN | <insert number> |
| ABN | <insert number> |
| Address of registered office | <insert address> |
| Place of business | <insert address> |
| Type of entity (e.g. company, trust, partnership, sole trader, other) | <insert entity> |
| Key Personnel (e.g. directors, chief executive officer, principal of business etc.) | <insert names and positions> |
| Telephone | <insert phone number> |
| Website | <insert URL> |
| Indigenous Procurement Policy | Is your organisation 50% or more Indigenous Australian owned?  YES / NO (Delete one)  If YES, is your organisation registered on Supply Nation?  YES / NO (see note below) / Not Applicable (Delete one)  If NO, please provide a certificate or letter from a recognised Indigenous organisation. |

# Contact Details

|  |  |
| --- | --- |
| Contact Person | <insert name> |
| Position | <insert position> |
| Address | <insert address> |
| Postal address  (if different to above) | <insert address> |
| E-mail | <insert email address> |
| Telephone | <insert phone number> |

# Financial Viability

You, the Tenderer are required to demonstrate that you have the financial viability to deliver Tetra Tech International Development’s Requirement. The following questions apply to your business, its parent or any associated entities or any director(s), including any consortium members and partners where relevant.

If the answer to any of the following questions is ‘yes’, provide an explanation.

## Financial History

Are there any significant events, matters or circumstances which have arisen within the past 12 months that could significantly affect your operations? Have there been any:

bankruptcy and/or de-registration actions;

insolvency proceedings (including voluntary administration, application to wind up, or other like action) either actual or threatened, against you in the past three years? If so, what (if any) remedial action has been taken? ; or

ineligibility listing on the World Bank List

|  |
| --- |
|  |

## Default/Other Factors

Are You currently in default of any agreement, contract, order or award that would or would be likely to adversely affect Your financial capacity to deliver Tetra Tech International Development’s requirements? Are there any other factors which could adversely impact on Your financial ability to successfully perform the obligations in this Invitation to Supply?

|  |
| --- |
|  |

# Conflict of Interest

You must provide details of any actual or perceived interests, relationships or clients which may cause a conflict of interest or potential conflict of interest and actions to prevent or manage the conflicts of interest.

|  |
| --- |
|  |

# Prior Experience and References

## Past Experience

Detail previous or current work, including work of a similar nature, related to meeting Tetra Tech International Development’s Requirement. Please provide the following information:

project description

customer organisation

number of personnel involved

date of commencement and period of association

the scope and value of the work undertaken.

|  |
| --- |
|  |

## References

Provide up to three referees to support Your ability to provide Tetra Tech International Development’s Requirement.

|  |  |
| --- | --- |
| Referee 1: | |
| Referee Name | <insert name of organisation> |
| Contact Person | <insert name> |
| Contact Person Title | <insert title> |
| Referee Address | <insert address> |
| Contact Person E-mail | <insert email address> |
| Contact Person Telephone | <insert phone number> |
| Nature of Business with Supplier | <insert goods and/or services provided and when delivered> |

|  |  |
| --- | --- |
| Referee 2: | |
| Referee Name | <insert name of organisation> |
| Contact Person | <insert name> |
| Contact Person Title | <insert title> |
| Referee Address | <insert address> |
| Contact Person E-mail | <insert email address> |
| Contact Person Telephone | <insert phone number> |
| Nature of Business with Supplier | <insert goods and/or services provided and when delivered> |

|  |  |
| --- | --- |
| Referee 3: | |
| Referee Name | <insert name of organisation> |
| Contact Person | <insert name> |
| Contact Person Title | <insert title> |
| Referee Address | <insert address> |
| Contact Person E-mail | <insert email address> |
| Contact Person Telephone | <insert phone number> |
| Nature of Business with Supplier | <insert goods and/or services provided and when delivered> |

# Capacity and Capabilities

## Key Staff

Detail the experience and expertise of each key staff member and their role in the delivery of Tetra Tech International Development’s Requirement. Please also include each persons CV in the template provided.

|  |  |
| --- | --- |
| Name | <insert name> |
| Qualifications | <insert name> |
| Skills | <insert number> |
| Relevant Experience | <insert address> |
| Availability for duration of contract | <insert availability> |
| Role in delivery of Requirement | <insert role> |

<insert additional table/s for additional Key Staff>

## Quality Systems

Describe how You propose to monitor the quality of Your performance if selected to provide Tetra Tech International Development’s Requirements.

|  |
| --- |
|  |

Provide details of any relevant Quality Assurance certification.

|  |  |
| --- | --- |
| Quality Assurance System | <insert name> |
| Quality Assurance Standard | <insert details> |

## Organisational Structure

Provide details of Your organisational structure and the business units relevant to the delivery of Tetra Tech International Development’s Requirement (including any necessary diagrams).

|  |
| --- |
|  |

# Supply Approach

## Methodology

Provide details of the methodology that You would use to deliver Tetra Tech International Development’s Requirement. Detail mechanisms and strategies for continuous improvement, increased efficiency and productivity timelines, methodology, resources, efficiencies, work-plan, disengagement plan, etc.

|  |
| --- |
|  |

## Benchmarking

Provide details of what You consider to be appropriate performance measures and benchmarks for the delivery of Tetra Tech International Development’s Requirement.

|  |
| --- |
|  |

## Customer Service

Provide details of the procedures You intend to implement to ensure customer satisfaction for the duration of the provision of Tetra Tech International Development’s Requirement

|  |
| --- |
|  |

## Proposed Work Plans

Provide details of proposed implementation/transition in plan.

|  |
| --- |
|  |

Provide details of proposed transition out plan

|  |
| --- |
|  |

# External Resources

## Consortia/Partnerships

If You are a member of a consortium or partnership, then You must detail which parts of Tetra Tech International Development’s Requirement that each entity comprising the consortium or partnership will provide and how the entities relate to each other.

|  |  |
| --- | --- |
| Partner 1: | |
| Trading Name | <insert name> |
| Registered Name | <insert name> |
| ACN/ABN | <insert number> |
| Address of registered office | <insert address> |
| Contact Person | <insert name and title > |
| Telephone | <insert phone number> |
| Type of Relationship | <insert relationship> |
| Period of association | <insert period> |
| Goods/Services to be provided | <insert goods/service> |
| Estimated value of Goods/Services | <$> |

<insert additional table/s for additional Partners>

## Subcontractors

Provide details of sub-contractors to be engaged in connection with the delivery of Tetra Tech International Development’s Requirement.

|  |  |
| --- | --- |
| Subcontractor 1: | |
| Trading Name | <insert name> |
| Registered Name | <insert name> |
| ACN/ABN | <insert number> |
| Address of registered office | <insert address> |
| Contact Person | <insert name and title > |
| Telephone | <insert phone number> |
| Period of association | <insert period> |
| Goods/Services to be provided | <insert goods/service> |
| Estimated value of Goods/Services | <$> |

<insert additional table/s for additional subcontractors>

# Risk Management

Provide details of the risk management strategies and practices that You would implement in the delivery of Tetra Tech International Development’s Requirement.

|  |
| --- |
|  |

Provide details of Your Work Health and Safety record over the previous three years. This should include the number of accidents, number of lost time accidents, etc.

|  |
| --- |
|  |

# Innovation and Value for Money

Provide details of any innovative solutions, systems or processes that may add value to the delivery of Tetra Tech International Development’s Requirement.

***NOTE TO TENDERERS***

*Tenderers must describe how their proposed supply provides economic benefit to the Australian economy.*

*Examples of information potential suppliers might include are: lowest price, saving the tax payer; building, leasing or procuring infrastructure that supports Australian communities; providing skills and training that benefits Australian communities; employing workers in Australia; paying taxes in Australia; the environmental benefit of the proposed solution to Australia, for example, low environmental impact through energy efficient inputs such as computers, air conditioning, telephones and paper; contributing to positive social outcomes in Australian communities; use of indigenous businesses; use of SMEs in delivering goods and services, such as a subcontractor or supplier; research and development related activities and investments (including those undertaken with universities); transfer of technology to Australian businesses; positive effects on international competitiveness of Australian businesses (e.g. better linking to global supply chains); sharing knowledge, skills and technology with SMEs; and using goods and services from a business that provides services of persons with a disability. Responses should describe how strategies are being realised / will be realised.*

|  |
| --- |
|  |

What is Your strategy and methodology to ensure that value for money is achieved and delivered?

|  |
| --- |
|  |

# Compliance with Part B – Specification

You must provide a compliance statement against each clause number stating either ‘comply’(**C**), ‘does not comply’(**N**) ‘will comply subject to conditions’(**P**) or “alternative” (**A**).

You must provide information relating to the reason for partial compliance or non-compliance.

|  |  |  |
| --- | --- | --- |
| Specification Clause No. | Compliance Indicator | Explanation/comment |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# Compliance with Part C – Proposed Contract

|  |  |
| --- | --- |
| Does Your Offer comply with all terms of the proposed Contract? | Yes  No |

If Your Offer does not comply with some or all of the terms of the contract You must provide a compliance statement against those clauses stating ‘does not comply’ (**N**) or ‘will comply subject to conditions’ (**P**).

You must provide reasons for the partial compliance or non-compliance.

|  |  |  |
| --- | --- | --- |
| Contract Clause No. | Compliance Indicator | Explanation/comment |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## Insurance

Provide details of each insurance policy relevant to Tetra Tech International Development’s Requirement.

|  |
| --- |
|  |

## Liability

|  |  |
| --- | --- |
| Do You agree with the Liability position in the proposed Contract? | Yes  No |
| If You do not agree with the Liability position in the Proposed Contract you must provide details of Your preferred position. |  |

# Compliance with Tetra Tech International Development Policies

# Pricing

## Fixed/Variable Pricing

|  |  |
| --- | --- |
| Is Your Offer based on fixed or variable pricing? | Fixed  Variable |

*Please utilise the Excel template provided to provide detailed breakdown of your budget.* If Your Pricing is variable, specify price variation methodology:

|  |
| --- |
|  |

## Pricing Schedule

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ASSET MASTER PLAN PAYMENT MILESTONES** | |  |  |  |
|  |  |  |  |  |
| **No** | **Payment Milestone** | **Week Delivered** | **% of fee paid** | **payment approval** |
| 1 | School Infrastructure Guidelines Workshop conducted | 2 | 10% | Workshop completed |
| 2 | School Infrastructure Guidelines approved by MoET | 4 | 10% | Guidelines approved by MOET |
| 3 | Torba School Infrastructure Assessment Report | 8 | 10% | Report Approved by EIA |
| 4 | Sanma School Infrastructure Assessment Report | 18 | 15% | Report Approved by EIA |
| 5 | Penama School Infrastructure Assessment Report | 24 | 10% | Report Approved by EIA |
| 6 | Malampa School Infrastructure Assessment Report | 34 | 15% | Report Approved by EIS |
| 7 | Shefa School Infrastructure Assessment Report | 43 | 15% | Report Approved by EIS |
| 8 | Tafea School Infrastructure Assessment Report | 49 | 10% | Report Approved by EIS |
| 9 | National School Infrastructure Assessment Report | 52 | 5% | Report approved by MOET |
|  |  |  | 100% |  |

*All printing of hard copies of reports, drawings, specifications, and other documents requested by and provided to either Tetra Tech or MoET by the consultant will be reimbursed at cost.*

# Declaration in Relation to Unlawful Collusion

Re: …………………………………………………………………………………… (“the Procurement”)

[insert name of Procurement]

I , ……………………….of …………………………………………………………….

[insert name and address of declarant]

**do hereby declare as follows:**

1. I hold the position of ……………within ……….……………..Pty Ltd (“the Supplier”) and that I am authorised to provide this declaration on its behalf.

2. I confirm that the Offer submitted by the Supplier is independent and that there has not been any unlawful collusion with any other Supplier or party in connection with this Procurement Process. This clause does not apply to any formal joint venture contractual arrangement entered into between the Supplier and any other person(s), the details of which have been provided to Tetra Tech International Development as part of the Offer submitted by the Supplier.

3. I confirm that the total value of the goods and/or services to be provided by sub-contractors, to the extent known at the time of making this declaration, is $................... .

4. [*where that value exceeds either of $1,000,000 (GST inc) or 25% of the total value of the Offer*] Attached hereto is a complete list of all sub-contractors, the value, and the nature of the work to be provided under each sub-contract, to the extent known at the time of making this declaration.

5. I understand that if any part of this declaration is found to be false, Tetra Tech International Development reserves the right (regardless of any subsequent dealings) to:

terminate negotiations with the Supplier;

terminate consideration of the Supplier’s Offer; and

terminate any contract between the Supplier and Tetra Tech International Development in relation to the Procurement without any obligation on Tetra Tech International Development to make any payment to the Supplier.

………………………………………. ……../……../ 20 …

Signature Date

Note: If your Offer is submitted jointly with another party or parties then each joint respondent must provide a signed declaration in the form set out in this Appendix.