

RESPONSE SCHEDULES

**Cyclone Imogen Recovery works**

**ESC.0013.2021E.REC**

**ESC.0016.2021E.REC**

CONTRACT NO.: ESC 2022-002

|  |
| --- |
| ***Notice to Tenderer: Collection, Use and Disclosure of Information***   * 1. ***Information Privacy***      1. *The Principal collects personal information and non-personal information in the Tender so that it can properly conduct the procurement process and otherwise carry out its functions as a local government authority. The Principal is authorised to collect this information under the Local Government Act 2009 (Qld) (****LGA****) and the Local Government Regulation 2012 (Qld). The information in the Tenderer’s Tender will be accessible by employees of the Principal and third party personnel engaged to assist the Principal in conducting the procurement process or otherwise carrying out the functions of the Principal. Information in the Tender may also be disclosed in accordance with the Procurement Process Conditions and as required by law, including the Local Government Regulation 2012 (Qld) (****LGR****) and the Right to Information Act 2009 (Qld) (****the RTI Act****) as described below.*   2. ***Publication and display of relevant details under Local Government Regulation***      1. *The LGR provides that the Principal must, as soon as possible after entering into a contractual arrangement worth $200,000 or more (exclusive of GST) publish relevant details of the contract (including the person with whom the Principal has entered into the contractual arrangement, the value of the contractual arrangement and the purpose of the contractual arrangement) on the Principal’s website and display relevant details of* the contract in a conspicuous place in the Principal’s office. The relevant details must be published or displayed in this manner for a period of at least 12 months.      2. *The Principal may also be required to make documentation and information contained in, or provided by the Tenderer in connection with, a Tender (including documentation and information identified by the Tenderer as confidential) publicly available where that documentation or information is:*         1. *discussed in a local government meeting (as that term is defined in the LGA (****Local Government Meeting****);*         2. *included in a report or other document that:*             1. *relates to an item on the agenda for a Local Government Meeting and is made available to councillors or committee members for the purposes of the meeting;*            2. *is directly relevant to a matter considered or voted on at a Local Government Meeting; or*            3. *is presented at a Local Government Meeting for the consideration or information of the local government or committee; or*         3. *otherwise required to be disclosed pursuant to a provision of the LGA or the LGR.*   3. **Disclosure under Right to Information Act**      1. The RTI Act provides members of the public with a legally enforceable right to access documents held by Queensland Government agencies (including the Principal). The RTI Act requires that documents be disclosed upon request*, unless the documents are exempt or on balance, disclosure is contrary to public interest. Information or documentation contained in or provided by a Tenderer in connection with a Tender is potentially subject to disclosure to third parties, including documentation and information identified by the Tenderer as confidential. Any application for disclosure will be assessed in accordance with the terms of the RTI Act.*      2. *Notwithstanding any other provision of the Tender Documents or a Tender, if a Tender is accepted, the Principal may publish on a Queensland Government website or by any other means, contract information including:*         1. *the name and address of the Principal and the successful Tenderer;*         2. *a description of the goods and/or services to be provided or works to be carried out pursuant to the contract;*         3. *the date of award of the contract (including the relevant stages if the contract involves more than one stage);*         4. *the contract value (including the value for each stage if the contract involves more than one stage and advice as to whether any non-price criteria were used in the evaluation of Tenders);*         5. *the procurement method used; and*         6. *for contracts with a value over $10 million, the contract, or summary information in respect of the contract, between the Principal and the Tenderer.* |

# Tender Overview and Checklist

The Tenderer is to attach this checklist and all of the documents and information stated in the table below, to its Tender. A Tender which does not include this checklist and all of the information below may be treated as a Non-Conforming Tender. Terms which are capitalised but not defined in these Response Schedules have the meaning assigned to them in the written request for tender documents which were issued or made available to the Tenderer with these Response Schedules.

| **Item** | **Included – Yes ✓** | **Included – No X** |
| --- | --- | --- |
| **Tender Form** |  |  |
| **Schedule A – Tenderer Details, Conflict of Interest and Legal Matters** |  |  |
| Schedule A1 – Tenderer Details |  |  |
| Schedule A2 – Tenderer’s Representative |  |  |
| Schedule A3 – Conflict of Interest |  |  |
| Schedule A4 – Legal Matters |  |  |
| **Schedule B – Financial Details and Solvency** |  |  |
| Schedule B1 – Financial Details of Tenderer |  |  |
| Schedule B2 – Solvency of Tenderer |  |  |
| **Schedule C – Insurances** |  |  |
| **Schedule D – Business Profile (Local, Social and Sustainability)** |  |  |
| **Schedule E – Experience and Technical Capacity** |  |  |
| **Schedule F – Key Personnel, Subcontractors, Suppliers and Consultants** |  |  |
| Schedule F1 – Key Personnel |  |  |
| Schedule F2 – Subcontractors, Suppliers and Consultants |  |  |
| **Schedule G – Resources** |  |  |
| **Schedule H – Management Systems** |  |  |
| Schedule H1 – Work Health and Safety |  |  |
| Schedule H2 – Environmental Management |  |  |
| Schedule H3 – Quality Assurance |  |  |
| Schedule H4- Traffic Management |  |  |
| **Schedule I – Work procedures and methodology** |  |  |
| **Schedule J – Not used** |  |  |
| **Schedule K – Pricing and Cash Flow** |  |  |
| Schedule K1 – Pricing |  |  |
| Schedule K2 – Cash Flow Projection |  |  |
| **Schedule L – Statement of Departures** |  |  |
| Schedule M – Not used |  |  |
| **Schedule N – Additional Information** |  |  |
| **Schedule O – Not used** |  |  |
| **Schedule P – Not used** |  |  |
| **Schedule Q – Not used** |  |  |

# Tender Form

Cyclone Imogen Recovery works ESC.0013.2021E.REC *and* ESC.0016.2021E.REC

CONTRACT NO.: ESC 2022-002

Tender: [TENDERER TO INSERT CORRECT LEGAL ENTITY OF TENDERER]:

1. [TENDERER TO INSERT CORRECT LEGAL ENTITY OF TENDERER] lodges a Tender for the provision of [DESCRIBE GOODS AND/OR SERVICES] in accordance with the Tender Documents, incorporating:

(a) the Request for Tender; and

(b) the following Addenda:

|  |
| --- |
| [TENDERER TO INSERT ADDENDUM NO. AND NAME] |
| [TENDERER TO INSERT ADDENDUM NO. AND NAME] |
| [TENDERER TO INSERT ADDENDUM NO. AND NAME] |

3. acknowledges that it has read and understood the Tender Documents and in particular all of its obligations under, warranties given or to be given in, and representations made or to be made in the Tender Documents or any part of them; and

* 1. acknowledges that this Tender remains valid and open for acceptance until the end of the Tender Validity Period.
  2. acknowledges that the tender is non-collusive and competitive with no knowledge of price or other offers of tenders submitted by competitors.

Signed for and on behalf of the Tenderer by:

|  |  |
| --- | --- |
| Name: | [TENDERER TO INSERT NAME OF SIGNATORY] |
| Position: | [TENDERER TO INSERT POSITION OF SIGNATORY] |
| Signature: | [TENDERER TO SIGN] |
| Date: | [TENDERER TO INSERT DATE] |

who warrants that they are duly authorised to sign for and on behalf of [TENDERER TO INSERT NAME OF TENDERER]

*Note: The Tender Form is to be signed for and on behalf of the Tenderer by a person or persons having full authority to bind the Tenderer for the purposes of the Tender and evidence of such authority must be provided on request.*

# Schedule A – Tenderer Details, Conflict of Interest and Legal Matters

## Schedule A1 – Tenderer Details

|  |  |
| --- | --- |
| Name of Tenderer: |  |
| Head Office Address: |  |
| Local Branch Office Address: |  |
| ABN or ACN: |  |
| Trading As: |  |
| QBCC Licence No. (if applicable): |  |
| QBCC Licence Category (if applicable): |  |
| Telephone Number: |  |
| Name of Directors: |  |
| Name of Manager: |  |
| Name of Secretary: |  |
| Name of Parent Company: |  |
| Names of Subsidiary and Associated Companies: |  |
| Is the Tenderer acting as a trustee of a Trust? |  |
| Name and Details of Tenderer’s Trust**\*** |  |
| Trust Name: |  |
| Names and addresses of all of beneficiaries: |  |
| ***\* Note:*** *The Tenderer is to include a copy of the trust deed, tick if attached:* Yes  No | |

## Schedule A2 – Tenderer’s Representative

Please identify the person who will be the Tenderer’s representative during the Procurement Process.

|  |  |
| --- | --- |
| Name of Representative: |  |
| Office Number: |  |
| Mobile Number: |  |
| Email address: |  |
| Postal Address: |  |

## Schedule A3 – Conflict of Interest

|  |  |
| --- | --- |
| Will any actual or potential conflict of interest in the performance of the Tenderer’s obligations exist if the Tenderer is engaged to carry out the whole or part of the Scope during the Term, or are any such conflicts of interest likely to arise during the life of the contract? | Yes  No |
| If Yes, please provide details of any actual or potential conflict of interest and the way in which any conflict will be dealt with below:  [Click once and start typing] | |

## Schedule A4 – Legal Matters

Please provide details of any significant outstanding legal matters affecting the Tenderer or any significant legal disputes involving the Tenderer settled or determined in the last three (3) years.

|  |  |  |
| --- | --- | --- |
| **Nature of legal matter** | **Status of legal matter** | **Date resolved (if resolved)** |
|  |  |  |
|  |  |  |

***Note:*** *This is a mandatory schedule. If there are no legal matters to note please indicate “Not Applicable”.*

# Schedule B – Financial Details and Solvency

## Schedule B1 – Financial Details of Tenderer

The Tenderer must provide the details below. The Tenderer must verify the responses noted in this Schedule by providing an independent auditor’s report for the last 3 financial years.

| **Item** | **Last 3 financial years ending June 30:** | | |
| --- | --- | --- | --- |
| **2017/2018** | **2018/2019** | **2019/2020** |
| 1. Turnover (revenue) including contract receipts |  |  |  |
| 2. Direct expenses |  |  |  |
| 3. Gross profit |  |  |  |
| 4. Operating expenses |  |  |  |
| 5. Net profit |  |  |  |
| 6. Current Assets  - Cash  - Trade debtors  - Inventory  - Other |  |  |  |
| 7. Current liabilities  - Trade creditors  - Provisions:  i. Employee entitlements  ii. Income tax  - Other |  |  |  |
| 8. Working capital (Item 6 minus Item 7) |  |  |  |
| 9. Non-current assets  - Loans  - Investments  - Property, plant and equipment |  |  |  |
| 10. Non-current liabilities  - Loans  - Creditors  - Provisions  - Other |  |  |  |
| 11. Net assets (Item 8 plus Item 9 minus Item 10) |  |  |  |
| 12. Shareholders/proprietors funds  - Share capital  - Reserves  - Accumulated profits/losses |  |  |  |
| **(Total of Item 11 should equal total of Item 12)** |  |  |  |

## 

## Schedule B2 – Solvency of Tenderer

|  |  |
| --- | --- |
| **Item** | **Tick Yes or No** |
| 1. Is the Tenderer currently, or has the Tenderer at any time in the last 5 years been, unable to pay its debts as and when they become due and payable? | Yes  No |
| 1. Is a liquidator or provisional liquidator currently appointed in respect of the Tenderer or has one been appointed in respect of the Tenderer in the last 5 years? | Yes  No |
| 1. Is, or at any time in the last 5 years has, a controller*,* manager, trustee, receiver, receiver and manager, administrator or similar officer been appointed to the Tenderer or any asset of the Tenderer? | Yes  No |
| 1. In the last 5 years, has any application (not being an application stayed, withdrawn or dismissed within 14 days) been made to a court for an order, or has an order been made, a meeting convened or a resolution passed, for the purpose of:  * appointing a person referred to in paragraphs 2 or 3; * winding up or de-registering a party; or * proposing or implementing a scheme of arrangement | Yes  No |
| 1. In the last 5 years has any application (not being an application stayed, withdrawn or dismissed within 14 days) been made to a court for an order, or has an order been made, a meeting is convened, a resolution is passed or any negotiations commenced, for the purpose of implementing or agreeing:  * a moratorium of debts of any party; * any other assignment, composition or arrangement (formal or informal) with a party’s creditors; or * any similar proceeding or arrangement by which the assets of a party are subjected conditionally or unconditionally to the control of that party’s creditors or a trustee, * or any agreement or other arrangement of the type referred to in this paragraph 5 been ordered, declared or agreed. | Yes  No |

# Schedule C – Insurances

The Scope describes the insurance requirements for the project. The Tenderer is to provide details of the following insurances and attach certificates of insurance for the following:

**WORKERS COMPENSATION**

Policy Number:

Expiry Date:

**PUBLIC AND PRODUCT LIABILITY**

The Principal to be noted as an interested party on the policy.

Insurance Company:

Policy Number:

Expiry Date:

Indemnified amount for any one occurrence:

Any Limit of Indemnity:

**PROFESSIONAL INDEMNITY (if required by the Scope)**

Insurance Company:

Policy Number:

Expiry Date:

Indemnified amount for any one occurrence:

Any Limit of Indemnity:

**THIRD PARTY AND COMPREHENSIVE MOTOR VEHICLE INSURANCE (for each vehicle used by the Tenderer in performing its obligations in connection with the Tender) (if required by the Scope)**

Insurance Company:

Policy Number:

Expiry Date:

**PLANT AND EQUIPMENT INSURANCE (for each item of plant used by the Tenderer in performing its obligations in connection with the Tender) (if required by the Scope)**

Insurance Company:

Policy Number:

Expiry Date:

# Schedule D – Business Profile (Local, Social and Sustainability)

The Tenderer is to provide the following information

* Locality of Tenderer or service facility;
* Knowledge of the region and the operation of the Principal;
* Describe any social benefits provided to the local community if your company was awarded the contract;
* Provide details on any established programs within your company for traineeships, scholarships or apprenticeships;
* Describe any Indigenous employment initiatives and targets;
* Describe any disability employment initiatives and targets, fostering access and inclusion in the workplace;
* Provide details on your company’s organisational environmental values and how your company integrates consideration of environmental factors into your operational activities;
* Outline sustainable items or practices that will be utilised in relation to the Scope;
* Describe the training your company provides to their employees to ensure they are aware of, and committed to environmental awareness, sustainable practices and waste reduction; and
* Detail the extent of parts of the Scope to be supplied by suppliers from the Principal’s Local Government Area and express as a percentage of the Price.

# Schedule E – Experience and Technical Capacity

Provide details of the provision of goods and/or services similar to those identified in the Scope currently underway by the Tenderer:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Name** | **Scope Performed Relevant to this Tender** | **Amount of Contract ($AUD)** | **Start Date** | **Anticipated Completion Date** |
|  |  | $ |  |  |
|  |  | $ |  |  |
|  |  | $ |  |  |

Please provide details of the provision of goods and/or services similar to those identified in the Scope by the Tenderer in the last 5 years:

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Name** | **Scope Performed Relevant to this Tender** | **Amount of Contract ($AUD)** | **Client Name and Contact Details** |
|  |  | $ |  |
|  |  | $ |  |
|  |  | $ |  |

# Schedule F – Key Personnel, Subcontractors, Suppliers and Consultants

## Schedule F1 – Key Personnel

The Tenderer is to provide the following in relation to its key personnel for this Tender

(a) Details of key personnel and their roles/functions, experience and capability in the performance of similar scope. List demonstrated experience and ability to respond to problems and performance issues. This is required for the following key personnel:

Supplier’s Representative

[insert]

(b) Curriculum Vitae (one page CVs) of key personnel including listing previous experience in performing similar scope, role undertaken, qualifications/certifications held, and memberships of any professional or business associations.

(c) Details of organisational structure for the Scope to be undertaken.

(d) Details of alternative staff and their experience and capability in the performance of the Scope should any of the proposed key personnel not be available to undertake the Scope.

(e) Details of plant, equipment and materials to deliver the Scope. List contingency measures / back up of resources for plant, equipment and materials.

## Schedule F2 – Subcontractors, Suppliers and Consultants

The Tenderer is to complete the following to describe those parts of the Scope that the Tenderer proposes to subcontract.

|  |  |  |
| --- | --- | --- |
| **Part of Scope** | **Subcontractor / Supplier / Consultant Name and Address** | **Relevant Experience** |
|  |  |  |
|  |  |  |
|  |  |  |

*(Include additional sheets if there is insufficient space provided)*

# Schedule G – Resources

The Tenderer is to provide details of plant, equipment and materials which it will use in delivering the Scope. List contingency measures /back up of resources for plant, equipment and materials.

# Schedule H – Management Systems

## Schedule H1 – Work Health and Safety

This Schedule forms part of the tender evaluation and is to be completed by the Tenderer.

The Tenderer must, if and when requested to do so by the Principal, verify the responses noted in this Schedule by providing copies of relevant policies, procedures, certificates etc. that provides evidence of their ability and capacity to effectively manage their WHS responsibilities for the contract.

| **Item** | **Tick Yes or No** |
| --- | --- |
| 1. Does your business or organisation have third party certification for work health and safety, e.g. to AS/NZS 4801 or other? | Yes  No |
| If Yes, by whom:  Certificate Number:  *(Attach a copy of your Accreditation Certificate)* | |
| 2. Does your business or organisation have a random drug and alcohol Policy?  *(Attach a copy of your Policy)* | Yes  No |
| **IF TENDERER HAS ANSWERED 'YES' TO QUESTIONS 1 AND 2, TENDERER IS NOT REQUIRED TO COMPLETE QUESTIONS 3 TO 9.** | |
| 3. Does the Tenderer have an internal work health and safety management system or plan (**not** third party certified)?  *(If yes, attach evidence such as a copy of the manual)* | Yes  No |
| 4. Does your business or organisation have documented safe work methods statements (SWMS) and other procedures for all identified high-risk work? | Yes  No |
| 5. Does your business or organisation have appropriate systems and/or documented procedures for reporting of incidents and hazards? | Yes  No |
| 6. Is there a person appointed to look after health and safety in the workplace? | Yes  No |
| If Yes, state person’s name and position:  Name:  Position: | |
| 7. Are all employees aware of their obligations for personal protective equipment (PPE)? | Yes  No |
| 8. Does your business or organisation have current and appropriate qualifications, licences to undertake each task? | Yes  No |
| 9. Does your business or organisation undertake appropriate on site induction and training relevant to each task? | Yes  No |

| **Workplace Health and Safety Record** | **Tick Yes or No** |
| --- | --- |
| 1. Has your business or organisation been issued any improvement, infringement or prohibition notices by any workplace health and safety regulator in the past two years? | Yes  No |
| 2. Has your business or organisation been prosecuted by any workplace health and safety regulator in the past 5 years. | Yes  No |
| 3. Have any of the directors of your business or organisation or the Key Personnel listed in Schedule F1 been prosecuted by any workplace health and safety regulator in the past 5 years. | Yes  No |
| 4. Is your business or organisation currently the subject of an investigation by any workplace health and safety regulator as a result of the occurance of a notifiable incident or has your business or organisation been investigated by any workplace health and safety regulator in the past 5 years? | Yes  No |
| 5. Are any of the directors of your business or organisation or the Key Personnel listed in Schedule F1 currently the subject of an investigation by any workplace health and safety regulator as a result of the occurance of a notifiable incident or have any of them been investigated by any workplace health and safety regulator in the past 5 years? | Yes  No |
| 6. In the last five years, have any fatalities occurred on a site where your business or organisation was the head contractor? | Yes  No |

## Schedule H2 – Environmental Management

The Tenderer is to complete and attach this Schedule to its Tender. The purpose of this Schedule is to provide an overview of the status of the Tenderer’s construction environmental management plan (EMP) documents and procedures. Tenderers must provide details of environmental management systems, or processes and procedures

The Tenderer must, if and when requested to do so by the Principal, verify the responses noted in this Schedule by providing copies of the project site specific environmental management plan, site-specific cultural heritage protection searches and any other documented evidence on request by the Principal.

|  |  |
| --- | --- |
| 1. Has your business or organisation been third party certified for environmental management systems e.g. ISO 14000 series or other? | Yes  No |
| If Yes, by whom:  Certificate Number:  *(Attach a copy of Accreditation Certificate)* |  |
| 1. Does the Tenderer have an internal environmental management system?   *(If yes, attach evidence such as a copy of the manual)* | Yes  No |
| 1. Is the Tenderer aware of the relevant provisions within the Principal’s environmental policy and will commit to the requirements of the environmental policy? | Yes  No |
| 1. Is the Tenderer aware of the environmental & cultural heritage protection requirements relevant to this project? | Yes  No |
| 1. Is the Tenderer aware of the biosecurity requirements relevant to this project? | Yes  No |

## Schedule H3 – Quality Assurance

The Tenderer is to complete and attach this Schedule to its Tender.

The Tenderer must, if and when requested to do so by the Principal, verify the responses noted in this Schedule by providing copies of relevant quality policies, procedures, certificates etc. that provides evidence of their quality requirements for the contract.

| **Item** | **Tick Yes or No** |
| --- | --- |
| 1. Does your business or organisation have third party certification for Quality, e.g. to ISO 9001 series or other? | Yes  No |
| If Yes, by whom:  Certificate Number:  *(Attach a copy of your Accreditation Certificate)* | |
| **IF TENDERER HAS ANSWERED 'YES' TO QUESTIONS 1, TENDERER IS NOT REQUIRED TO COMPLETE QUESTIONS 2 TO 6.** | |
| 2. Does the Tenderer have an internal quality system or plan (**not** third party certified)?  *(If yes, attach evidence such as a copy of the manual)* | Yes  No |
| 3. Does the Tenderer have a quality policy?  *(If yes, attach evidence of the Policy)* | Yes  No |
| 4. Does the Tenderer have documented quality procedures?  *(If yes, attach evidence or copy of the procedures)* | Yes  No |
| 5. Are records of inspection, test and other quality assurance or quality control activities maintained and quality records kept for each specific project? | Yes  No |
| 6. Does the Tenderer undertake internal quality audits on a project or contract specific basis? | Yes  No |

# Schedule I – Work procedures and methodology

The Tenderer is to provide with its Tender a statement of its proposed arrangements, procedures and methodologies to be adopted by it in carrying out the Scope. In doing so, this statement is to address the following points:

(a) a brief overview of the methodology proposed by the Tenderer for the execution of the Scope;

(b) an understanding of the project objectives and deliverables;

(c) how it will identify potential problems that may arise during performance of the Scope;

(d) how it will overcome any such problems. Provide potential solutions to those problems;

(e) identify construction/project risks and strategies for management and mitigation of these risks;

(f) non-conformance management proposed;

(g) provide a summary of any cost saving initiatives or opportunities that you have identified or recommend;

(h) provide a summary of innovative procedures or any other innovation that you recommend or offer during the course of performance of the Scope;

(i) details of how it proposes to co-ordinate and work with the Principal’s staff and with other contractors which might be retained by the Principal on the same Site:

A. for the duration of the Scope; and

B. in respect to any shut downs of the Principal’s facilities which may occur during the course of its performance of the Scope.

# Schedule J – Not used

# Schedule K – Pricing and Cash Flow

## Schedule K1 – Pricing

This Schedule is attached separately and is to be completed and returned in **Excel format** with the Tender submission.

## Schedule K2 – Cash Flow Projection

The Tenderer is to provide a cash flow projection schedule.

The schedule is to

(a) provide anticipated monthly progress claims for the duration of the Contract inclusive of accumulative totals; and

(b) be consistent with any program included in the Tender.

# Schedule L – Statement of Departures

The Tenderer shall give details of any proposed amendments, qualifications or departures to the Contract contained in Part 4 – Contract or the scope contained in Part 5 – Scope of the Request for Tender, in the attached schedule, including:

1. the amendment, qualification or departure proposed;

2. the reason for proposing the change; and

3. the effect on the Tenderer's rates, prices or sums if the amendment, qualification or departure is accepted.

The Tenderer's Tender is subject to the following amendments, qualifications or departures:

| **Part, Clause  or Item** | **Amendments, Qualifications or Departure** | **Reduction or increase in rates, prices or sums ($AUD) if amendment, qualification or departure is accepted.\*** | | |
| --- | --- | --- | --- | --- |
|  |  | [IDENTIFY RATE, SUM OR PRICE] | [INSERT 'REDUCTION', 'INCREASE' OR 'NO CHANGE'] | $ |
|  |  | [IDENTIFY RATE, SUM OR PRICE] | [INSERT 'REDUCTION', 'INCREASE' OR 'NO CHANGE'] | $ |
|  |  | [IDENTIFY RATE, SUM OR PRICE] | [INSERT 'REDUCTION', 'INCREASE' OR 'NO CHANGE'] | $ |
|  |  | [IDENTIFY RATE, SUM OR PRICE] | [INSERT 'REDUCTION', 'INCREASE' OR 'NO CHANGE'] | $ |
|  |  | [IDENTIFY RATE, SUM OR PRICE] | [INSERT 'REDUCTION', 'INCREASE' OR 'NO CHANGE'] | $ |

***\* Note:*** *If nothing stated, the Tenderer warrants that the amendment, qualification or departure will have no effect on the Price.*

***\*\* Note:*** *delete whichever is not applicable*

# Schedule M – Not used

# Schedule N – Additional Information