



PART 3

RESPONSE FORMS

Request for Tender (RFT)	Management of the Georgetown Student Hostel Facility
Closing Time:	4.00pm (AEST), Friday 21st October 2022
RFT Number:	ESC2022 - 005



1. TENDER RESPONSE

To: The Chief Executive Officer
Etheridge Shire Council
Po Box 12
GEORGETOWN QLD 4871

1.1 ETHERIDGE SHIRE COUNCIL

TENDER NO ESC2022-005

*Management of the Georgetown Student Hostel
Tender Form*

DETAILS OF TENDERER:

COMPANY NAME / INDIVIDUAL(S)

ADDRESS

CONTACT NAME & TITLE

ABN / ACN

TELEPHONE NO

FACSIMILE NO

EMAIL ADDRESS

CERTIFICATE:

I,

OF

ACCEPT THE CONDITION AND SPECIFICATION OF CONTRACT FOR TENDER ESC2014-003 AND LODGE THIS TENDER IN GOOD FAITH.

SIGNATURE

WITNESS SIGNATURE

WITNESS (NAME IN FULL)



Part 3- Response Forms for the Management of the Georgetown Student Hostel Facility

1.2 ETHERIDGE SHIRE COUNCIL

TENDER NO ESC2022-005

***Management of the Georgetown Student Hostel Facility
Tender Form***

Schedule of Rates

Schedule of Tendered Prices

Item	Description	Unit	Tendered Rate
1	Price	Per Annum	

All price/rates tendered are to be GST inclusive.

1.3 ETHERIDGE SHIRE COUNCIL

TENDER NO ESC2022-005

***Management of the Georgetown Student Hostel Facility
Tender Form***

Term

Proposed Term of the Management Contract / Agreement

Item	Description	Unit	Proposed Term / Options
1	Term	Years	

SIGNATURE: _____ DATE: ____/____/____

WITNESS: _____ DATE: ____/____/____

COMPANY/ NAME: _____ ABN: _____



Part 3- Response Forms for the Management of the Georgetown Student Hostel Facility

2. CHECKLIST

The following checklist has been provided to assist the Tenderer with completion and submission of its Tender. 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 Tender Response.

ORGANISATIONAL PROFILE

Attach a copy of the Tenderer's 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"/>

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"/>
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TRUSTS

Is the Tenderer acting as a trustee of a trust?	Yes / No	
If Yes, in an attachment labelled " 2.3 – 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"/>

SUBCONTRACTORS

Does the Tenderer intend to subcontract any of the obligations of the Contractor under the Contract?	Yes / No	
If Yes, in an attachment labelled " 2.4 – 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.	"Subcontractors"	Tick if attached <input type="checkbox"/>

CONFLICT OF INTEREST

Will any actual or potential conflict of interest in the performance of the Tenderers' 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?	Yes / No
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<p>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 "2.5 – Conflict of Interest".</p>	<p>"Conflict of Interest"</p>	<p>Tick if attached <input type="checkbox"/></p>
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INSURANCE COVERAGE

<p>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 "2.6 – Insurance Coverage".</p>		<p>"Insurance Coverage"</p>	<p>Tick if attached <input type="checkbox"/></p>
Type	Value (\$)		
Public Liability	\$20,000,000		
Product Liability	N/A		
Professional Indemnity	\$20,000,000		
Workers Compensation	N/A		

GOODS AND SERVICES TAX

<p>Is the Tenderer registered or required to be registered under the GST Act?</p>	<p>Yes / No</p>
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NON-CONFORMING TENDERS

<p>Has the Tenderer lodged a conforming Tender?</p>	<p>Yes / No</p>	
<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 "2.7 – Non-Conforming Tender Summary"?</p>	<p>Yes / No</p>	
	<p>"Non-Conforming Tender Summary"</p>	<p>Tick if attached <input type="checkbox"/></p>



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3. SELECTION CRITERIA

3.1 COMPLIANCE CRITERIA

Please select with a 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 lodgement of this Tender Response by the Closing Time.	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.

<p>A) Relevant Experience Describe the Tenderer's experience in supplying similar services. Tenderers must, as a minimum, address the following information in an attachment and label it "3.1 – Relevant Experience":</p> <p>(a) Provide details of similar work (if applicable); and</p> <p>(b) If the tenderer has not undertaken this type of work before, demonstrate how the tenderer will perform the duties as detailed within the tender documents and agreement for services; and</p> <p>(c) Provide details of any backup contingency plans if the tenderer is unable to perform the duties as detailed within the tender documents and agreement for services (i.e. illness, bereavement, injured etc...)</p> <p>(d) Demonstrate your knowledge on child nutrition matters.</p>	Weighting 30%	
	"Relevant Experience"	Tick if attached <input type="checkbox"/>

<p>B) Qualifications Tenderers should provide as a minimum in an attachment labelled "3.2 – Qualifications":</p> <p>(a) The tenderer needs to demonstrate that they hold as a minimum the following qualifications:</p> <p>(i) Blue Card & Positive Notice Letter (enabling the tenderer to engage in child-related activities regulated by the Commission for Children and Young People and Child Guardian Act 2000)</p> <p>(ii) First Aid & CPR</p> <p>(b) Their role in the performance of the Contract; and</p> <p>(c) Curriculum vitae; and</p> <p>(d) Membership, and Qualifications, and</p> <p>(e) Any additional relevant information.</p>	Weighting 25%	
	"Qualifications"	Tick if attached <input type="checkbox"/>



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<p>C) Tenderers' Resources Tenderers should demonstrate their ability to supply and sustain the necessary:</p> <p>(a) Any additional skills that the tenderer may possess (i.e. Childcare Certificate III, Handyman Skills, Trade Qualifications); and</p> <p>(b) Any contingency measures or back up of resources including personnel (where applicable).</p> <p>Tenderers should provide details as an attachment and label it "3.3 – Tenderers' Resources".</p>	Weighting 15%	
	"Tenderers' Resources"	Tick if attached <input type="checkbox"/>

<p>D) Demonstrated Understanding Tenderers should detail the process they intend to use to achieve compliance with the requirements of the Specification, including:</p> <p>(a) A demonstrated understanding of the agreement for services. Supply details and provide as an attachment labelled "3.4 – Demonstrated Understanding".</p>	Weighting 10%	
	"Demonstrated Understanding"	Tick if attached <input type="checkbox"/>

3.3 PRICE INFORMATION

Contract Price Basis

<p>E) Contract Price Basis</p>	Weighting 20%	

<p>Does the Tenderer agree to the price variation mechanism provided for in the Agreement for Services?</p>	Yes / No	
<p>If No, please indicate how the Tenderer's proposed price variation mechanism differs from the price variation mechanism provided for in the General Conditions of Contract. Supply details and label it "3.5A – Price Variation Mechanism".</p>	"Price Variation Mechanism"	Tick if attached <input type="checkbox"/>

Price Schedule

<u>Item</u>	Description	Unit	Tendered Rate
1	Contract Price	Per Annum	\$_____ (inc GST)