



## **PART C**

### **RESPONSE FORMS**

**Design & Construct  
Upgrade to the Visitor Information Centre  
(Terrestrial Centre)  
Low Street, Georgetown**

<b>Request for Tender (RFT)</b>	<b>Design &amp; Construct Upgrade to the Visitor Information Centre (Terrestrial Centre) Low Street, Georgetown</b>
<b>Closing Time:</b>	<b>4.00pm, Friday 18<sup>th</sup> October 2019</b>
<b>RFT Number:</b>	<b>ESC2019-006</b>



## 1. TENDER RESPONSE

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

PLEASE COMPLETE THIS FORM IN BLOCK LETTERS

<b>FULL NAME/S OF TENDERER:</b>	
<b>STREET ADDRESS OF TENDERER:</b> (For service of notices)	
<b>ABN OF TENDERER:</b>	
<b>ACN OF TENDERER:</b>	
<b>TELEPHONE NO. OF TENDERER:</b>	
<b>FACSIMILE NO. OF TENDERER:</b> (For service of notices)	
<b>POSTAL ADDRESS OF TENDERER:</b> (For service of notices)	
<b>EMAIL ADDRESS OF TENDERER:</b>	
<b>NATURAL PERSON AUTHORISED TO REPRESENT THE TENDERER:</b> (If the Tenderer is a corporation)	

**In response to RFT - ESC2019-006**

The Tenderer offers to supply the **Goods and Services** detailed in:

- (a) the Request for Tender and in particular the Specification; and
- (b) the addenda issued after the date of issue of the Request for Tender as listed below,



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in accordance with the Contract and the representations of the Tenderer contained in this Tender Response and all attachments to this Tender Response.

ADDENDUM NO.	ADDENDUM DATE	SUBJECT OF ADDENDUM
.....	.....	.....
.....	.....	.....

**(Insert particulars of all addenda issued by the Principal)**

This Tender Response (including the prices in Item 3-3, 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, General Conditions of Contract and Special 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)



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**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)



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**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

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.

### 2.1 ORGANISATIONAL PROFILE

Attach a copy of the Tenderer’s 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?	Yes / No	
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?	Yes / No	
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?	Yes / No	
If Yes, in an attachment labelled “2.5 – 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"/>

### 2.6 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	
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 “2.6 – Conflict of Interest”.	“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?	Yes / No	
Is the Tenderer currently engaged in litigation as a result of which it may be liable for \$50,000.00 or more?	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?	Yes / No	
In order to demonstrate the Tenderer’s financial ability to undertake the Contract, in an attachment labelled “2.7 – Financial Position” 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?	Yes / No	
If the Tenderer proposes to subcontract, does its subcontractor have a “third party” quality management system in place?	Yes / No	
Supply evidence or details of the Tenderer’s quality assurance position and where relevant of its supplier’s or subcontractor’s position, in an attachment labelled “2.8 – Quality Assurance”.	“Quality Assurance”	Tick if attached <input type="checkbox"/>



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**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"/>
<i>Type</i>	<i>Value (\$)</i>		
Public Liability	\$10,000,000		
Product Liability	\$10,000,000		
Qld Building Licence			
Workers Compensation	\$10,000,000		

**2.10 ELECTRONIC COPIES OF TENDER**

The Tenderer <b>is not</b> required to provide an electronic copy of the Tender.	
The Tenderer has provided an electronic copy of the Tender?	Yes / No

**2.11 GOODS AND SERVICES TAX**

Is the Tenderer registered or required to be registered under the GST Act?	Yes / No
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**2.12 NON-CONFORMING TENDERS**

Has the Tenderer lodged a conforming Tender?	Yes / No	
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 <b>"2.12 – Non-Conforming Tender Summary"</b> ?	Yes / No	
	<b>"Non-Conforming Tender Summary"</b>	Tick if attached <input type="checkbox"/>

**2.13 OCCUPATIONAL SAFETY AND HEALTH**

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





### **3. SELECTION CRITERIA**

#### **3.1 COMPLIANCE CRITERIA**

Please select with a yes or no whether the Tenderer has complied with the following compliance criteria:

<b>Description of Compliance Criteria</b>		
(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
(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 3.3 Price information.	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.

<b>A) Relevant Experience</b> Describe the Tenderer's experience in completing /supplying similar <b>Goods and Services</b> . Tenderers must, as a minimum, address the following information in an attachment and label it " <b>3.2 – Relevant Experience</b> ":	<b>Weighting 25%</b>	
	(a) Provide details of similar work; and (b) Detail the scope of the Tenderer's involvement including details of outcomes; and (c) Provide details of issues that arose during the project and how these were managed; and (d) Demonstrate sound judgement and discretion; and (e) Demonstrate competency and proven track record of achieving outcomes.	<b>"Relevant Experience"</b>



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<p><b>B) Key Personnel skills and experience</b>  Tenderers should provide as a minimum in an attachment labelled <b>“3.2 – Key Personnel”</b> information of proposed personnel to be allocated to this project, including:</p> <ul style="list-style-type: none"> <li>(a) Their role in the performance of the Contract; and</li> <li>(b) Curriculum vitae; and</li> <li>(c) Membership of any professional or business association; and</li> <li>(d) Qualifications, with particular emphasis on experience of personnel in projects with a similar requirement; and</li> <li>(e) Any additional relevant information.</li> </ul>	<b>Weighting 15%</b>	
	<b>“Key Personnel”</b>	<b>Tick if attached</b>  <input type="checkbox"/>
<p><b>C) Tenderers’ Resources</b>  Tenderers should demonstrate their ability to supply and sustain the necessary:</p> <ul style="list-style-type: none"> <li>(a) Plant, equipment and materials; and</li> <li>(b) Any contingency measures or back up of resources including personnel (where applicable).</li> </ul> <p>As a minimum, Tenderers should provide a current commitment schedule and plant/equipment schedule in an attachment and label it <b>“3.2 – Tenderers’ Resources”</b>.</p>	<b>Weighting 25%</b>	
	<b>“Tenderers’ Resources”</b>	<b>Tick if attached</b>  <input type="checkbox"/>
<p><b>D) Demonstrated Understanding</b>  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) A project schedule/timeline (where applicable); and</li> <li>(b) The process for the delivery of the <b>Goods/Services/Goods and Services</b>; and</li> <li>(c) Training processes (if required); and</li> <li>(d) A demonstrated understanding of the scope of work.</li> </ul> <p>Supply details and provide an outline of the Tenderer’s proposed methodology in an attachment labelled <b>“3.2 – Demonstrated Understanding”</b>.</p>	<b>Weighting 5%</b>	
	<b>“Demonstrated Understanding”</b>	<b>Tick if attached</b>  <input type="checkbox"/>



### 3.3 PRICE INFORMATION

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

#### Contract Price Basis

The Tender is a fixed price contract for the Design & Construct	
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<b>Price</b> Tenderers should detail the process they intend to use to achieve compliance with the requirements of the Specification, including: (a) A detailed schedule of the cost estimates should be provided with the lump sum price	<b>Weighting 30%</b>	
	“Price”	Tick if attached <input type="checkbox"/>

Item Description	Tender Unit	Price Tendered per unit (ex GST)	GST Component	Price Tendered per unit (inc GST)
Design Element	Fixed Lump Sum			
Construction	Fixed Lump Sum			
Total Design & Construct	Fixed Lump Sum			

Attach schedule of costs to the Tender Response and mark it 3.3 Price Information



**APPENDIX A**  
**TENDERER'S SAFETY RECORD**

<b>Project</b>	<b>Date of Accident/Notice</b>	<b>Accident or Infringement Notice</b>	<b>Reason</b>	<b>Time Lost</b>



**APPENDIX B**

**CONTRACTOR'S OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEM QUESTIONNAIRE**

This questionnaire forms part of the Principal's tender evaluation process and is to be completed by Tenderers, submitted with their Tenders and labelled as "**Contractor's Occupational Health and Safety Management System Questionnaire**". The objective of the questionnaire is to provide an overview of the status of the Tenderer's safety management system. Tenderers may be required to verify the responses noted in the questionnaire by providing evidence of their ability and capacity in relevant matters.

<b>OHS Policy and Management</b>	<b>YES</b>	<b>NO</b>
Does the Tenderer have a written health and safety policy? If Yes, provide a copy of the policy. Comments _____ _____ _____	<input type="checkbox"/>	<input type="checkbox"/>
Does the Tenderer have an OHS Management System? If Yes, provide details. _____ _____ _____	<input type="checkbox"/>	<input type="checkbox"/>
Is the OHS Management System audited or reviewed on a regular basis? If Yes, provide details of last audit and outcomes. _____ _____ _____	<input type="checkbox"/>	<input type="checkbox"/>
Does the Tenderer have an OHS organisation chart? If Yes, provide a copy. Comments _____ _____ _____	<input type="checkbox"/>	<input type="checkbox"/>
Are health and safety responsibilities clearly identified for all employees? If Yes, provide details. _____ _____ _____	<input type="checkbox"/>	<input type="checkbox"/>
Are line managers held accountable for health and safety performance? If Yes, provide details. _____ _____ _____	<input type="checkbox"/>	<input type="checkbox"/>



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**Safe Work Practices and Procedures**

**YES**

**NO**

Has the Tenderer prepared safe operating procedures or specific safety instructions relevant to its operations?

If Yes, provide a summary listing of procedures or instructions.

Comments

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Are safe operating procedures or specific safety instructions issued to employees?

If Yes, please explain how this is done.

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Does the Tenderer have any permit to work systems?

If Yes, provide a copy of a standard incident report form.

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Which personnel of the Tenderer are responsible for investigating incidents?

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Do incident reports contain prevention recommendations?

Who is responsible for implementing remedial measures recommended?

Are there procedures for maintaining, inspecting and assessing the hazards of plant operated/owned by the Tenderer?

If Yes, provide details.

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Are there procedures for storing and handling hazardous substances?

If Yes, provide details.

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Are there procedures for assessing and controlling risks associated with manual handling?

If Yes, provide details.

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**Occupation Safety and Health**

**YES NO**

Describe how safety and health training is conducted by the Tenderer?

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Provide a summary or examples of safety and health training courses provided for, or undertaken by employees during the past 12 months.

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Is a record maintained of all training and induction programs undertaken for employees of the Tenderer?  
If Yes, provide examples of safety training records.

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Provide details of any safety induction programs for employees and or/sub contractors of the Tenderer.

**Safety and Health Workplace Inspection**

Are regular health and safety inspections at work sites undertaken?  
If Yes provide details.

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Is a standard workplace inspection checklist used to conduct health and safety inspections?  
If Yes, provide details or examples.

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Who normally completes workplace safety and health inspections?

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How are workplace safety and health inspection reports dealt with?

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Is there a procedure by which employees can report hazards at workplaces?  
If Yes, provide details.

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**Safety and Health Consultation**

**YES**      **NO**

Is there a workplace safety committee?  
If Yes, provide details.

    

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Are there guidelines on procedures governing the safety committee operation?

    

Are there employee elected health and safety representatives  
If Yes, provide details.

    

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Does the Tenderer have a company safety officer?  
Comments:

    

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**Safety and Health Performance Monitoring**

Is there a system for recording and analysing safety performance statistics?  
If Yes, provide details.

    

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Is safety performance on the agenda for management meetings?  
If Yes, provide details.

    

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Is senior management involved in the analysis of safety performance statistics?

    

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Has the Tenderer ever been convicted of an occupational health and safety offence  
If Yes, provide details.

    

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