



TENDER RESPONSE

Air Conditioner Servicing, RCD, and Cold-room Maintenance

CONTRACT NO.: T22/23.35

Notice to Tenderer: Collection, Use and Disclosure of Information

1. Information Privacy

1.1 *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

2.1 *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.*

2.2 *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:*

- (a) *discussed in a local government meeting (as that term is defined in the LGA (Local Government Meeting);*
- (b) *included in a report or other document that:*
 - (i) *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;*
 - (ii) *is directly relevant to a matter considered or voted on at a Local Government Meeting; or*
 - (iii) *is presented at a Local Government Meeting for the consideration or information of the local government or committee; or*
- (c) *otherwise required to be disclosed pursuant to a provision of the LGA or the LGR.*

3. Disclosure under Right to Information Act

3.1 *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.*

3.2 *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:*

- (a) *the name and address of the Principal and the successful Tenderer;*
- (b) *a description of the goods and/or services to be provided or works to be carried out pursuant to the contract;*
- (c) *the date of award of the contract (including the relevant stages if the contract involves more than one stage);*
- (d) *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);*
- (e) *the procurement method used; and*
- (f) *for contracts with a value over \$10 million, the contract, or summary information in respect of the contract, between the Principal and the Tenderer.*

NAME OF TENDERER:

SIGNATURE:

FOR AND ON BEHALF OF TENDERER

DATE:

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	<input type="checkbox"/>	<input type="checkbox"/>
Schedule A – Tenderer Details, Conflict of Interest and Legal Matters	<input type="checkbox"/>	<input type="checkbox"/>
Schedule A1 – Tenderer Details	<input type="checkbox"/>	<input type="checkbox"/>
Schedule A2 – Tenderer’s Representative	<input type="checkbox"/>	<input type="checkbox"/>
Schedule A3 – Conflict of Interest	<input type="checkbox"/>	<input type="checkbox"/>
Schedule A4 – Legal Matters	<input type="checkbox"/>	<input type="checkbox"/>
Schedule B – Financial Details and Solvency	<input type="checkbox"/>	<input type="checkbox"/>
Schedule B1 – Financial Details of Tenderer	<input type="checkbox"/>	<input type="checkbox"/>
Schedule B2 – Solvency of Tenderer	<input type="checkbox"/>	<input type="checkbox"/>
Schedule C – Insurances	<input type="checkbox"/>	<input type="checkbox"/>
Schedule D – Business Profile (Local, Social and Sustainability)	<input type="checkbox"/>	<input type="checkbox"/>
Schedule E – Experience and Technical Capacity	<input type="checkbox"/>	<input type="checkbox"/>
Schedule F – Key Personnel, Subcontractors, Suppliers and Consultants	<input type="checkbox"/>	<input type="checkbox"/>
Schedule F1 – Key Personnel	<input type="checkbox"/>	<input type="checkbox"/>
Schedule F2 – Subcontractors, Suppliers and Consultants	<input type="checkbox"/>	<input type="checkbox"/>

NAME OF TENDERER:

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FOR AND ON BEHALF OF TENDERER

DATE:

Item	Included – Yes ✓	Included – No X
Schedule G – Resources	<input type="checkbox"/>	<input type="checkbox"/>
Schedule H – Management Systems	<input type="checkbox"/>	<input type="checkbox"/>
Schedule H1 – Work Health and Safety	<input type="checkbox"/>	<input type="checkbox"/>
Schedule H2 – Environmental Management	<input type="checkbox"/>	<input type="checkbox"/>
Schedule H3 – Quality Assurance	<input type="checkbox"/>	<input type="checkbox"/>
Schedule I – Work procedures and methodology	<input type="checkbox"/>	<input type="checkbox"/>
Schedule J – Program of Works	<input type="checkbox"/>	<input type="checkbox"/>
Schedule K – Pricing, Cash Flow and Variation Rates	<input type="checkbox"/>	<input type="checkbox"/>
Schedule K1 – Pricing	<input type="checkbox"/>	<input type="checkbox"/>
Schedule K2 – Cash Flow Projection	<input type="checkbox"/>	<input type="checkbox"/>
Schedule K3 – Variation Rates	<input type="checkbox"/>	<input type="checkbox"/>
Schedule L – Statement of Departures	<input type="checkbox"/>	<input type="checkbox"/>
Schedule M – Additional Information	<input type="checkbox"/>	<input type="checkbox"/>

NAME OF TENDERER:

SIGNATURE:

FOR AND ON BEHALF OF TENDERER

DATE:

Tender Form

_____ (Name):

1. lodges a Tender to perform the Works in accordance with the Tender Documents, incorporating:

- (a) the Request for Tender; and
- (b) the following Addenda:

for the sum of:

price in figures (excluding GST):	\$	_____
GST in figures:	\$	_____
price in figures (including GST):	\$	_____

("the Price")

- 2. agrees that it will complete the Works within _____ of the date of acceptance of Tender;
- 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
- 4. acknowledges that this Tender remains valid and open for acceptance until the end of the Tender Validity Period.

Signed for and on behalf of the Tenderer by:

Name:

Position:

Signature:

Date:

who warrants that they are duly authorised to sign for and on behalf of -

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.

NAME OF TENDERER:

SIGNATURE:

FOR AND ON BEHALF OF TENDERER

DATE:

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 Contractor’s Licence No:	
QBCC Licence Category:	
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:	
<p>* Note: The Tenderer is to include a copy of the trust deed, tick if attached: Yes <input type="checkbox"/> No <input type="checkbox"/></p>	

NAME OF TENDERER:

SIGNATURE:

FOR AND ON BEHALF OF TENDERER

DATE:

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 under the Contract exist if the Tenderer is awarded the contract, or are any such conflicts of interest likely to arise during the life of the contract?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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:	

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”.

NAME OF TENDERER: _____

SIGNATURE: _____ FOR AND ON BEHALF OF TENDERER

DATE: _____

Schedule B – Financial Details and Solvency

Schedule B1 – Financial Details of Tenderer

The Tenderer must provide EITHER the details below OR a letter signed by a certified practicing accountant which:

- is dated no earlier than 7 days prior to the date on which the Tender is submitted;
- states that the Tenderer has the financial capacity to meet the cashflow requirements of the project; and
- states the Tenderer’s financial ‘current ratio’.

The Tenderer must verify the responses noted in this Schedule or the information in the accountant’s letter by providing further supporting documentation if and when requested by the Principal.

The Tenderer must provide the details below. The Tenderer must verify the responses noted in this Schedule by providing in its Tender copies of profit and loss statement and balance sheet for the last 3 financial years.

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:		
	2019/2020	2020/2021	2021/2022
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:			

NAME OF TENDERER:

SIGNATURE:

FOR AND ON BEHALF OF TENDERER

DATE:

Item	Last 3 financial years ending June 30:		
	2019/2020	2020/2021	2021/2022
<ul style="list-style-type: none"> i. Employee entitlements ii. Income tax - Other 			
8. Working capital (Item 6 minus Item 7)			
9. Non-current assets <ul style="list-style-type: none"> - Loans - Investments - Property, plant and equipment 			
10. Non-current liabilities <ul style="list-style-type: none"> - Loans - Creditors - Provisions - Other 			
11. Net assets (Item 8 plus Item 9 minus Item 10)			
12. Shareholders/proprietors funds <ul style="list-style-type: none"> - Share capital - Reserves - Accumulated profits/losses 			
(Total of Item 11 should equal total of Item 12)			

NAME OF TENDERER:

SIGNATURE:

FOR AND ON BEHALF OF TENDERER

DATE:

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 <input type="checkbox"/> No <input type="checkbox"/>
2. 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 <input type="checkbox"/> No <input type="checkbox"/>
3. 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 <input type="checkbox"/> No <input type="checkbox"/>
4. 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: <ul style="list-style-type: none"> - 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 <input type="checkbox"/> No <input type="checkbox"/>
5. 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: <ul style="list-style-type: none"> - 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 <input type="checkbox"/> No <input type="checkbox"/>

NAME OF TENDERER: _____

SIGNATURE: _____ FOR AND ON BEHALF OF TENDERER

DATE: _____

Schedule C – Insurances

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

WORKERS COMPENSATION	
Policy Number:	
Expiry Date:	
PUBLIC 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 under the Contract)	
Insurance Company:	
Policy Number:	
Expiry Date:	
Indemnified amount for any one occurrence:	
Any Limit of Indemnity:	
CONTRACT WORKS INSURANCE	
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:	

NAME OF TENDERER:

SIGNATURE:

FOR AND ON BEHALF OF TENDERER

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 Indigenous employment initiatives and targets;
- Provide details on your company's organisational environmental values and how your company integrates consideration of environmental factors into your operational activities;
- Detail the extent of works to be supplied in terms of labour, plant hire, subcontractors and material suppliers from the Principal's Local Government Area and express as a percentage of the Price;

NAME OF TENDERER:

SIGNATURE:

FOR AND ON BEHALF OF TENDERER

DATE:

Schedule E – Experience and Technical Capacity

Provide details of works similar to this Contract currently underway by the Tenderer:

Project Name	Works Performed Relevant to Tended Project	Amount of Contract (\$AUD)	Start Date	Anticipated Completion Date
		\$		
		\$		
		\$		

Please provide details of works similar to this Contract by the Tenderer in the last 5 years:

Project Name	Works Performed Relevant to Tended Project	Amount of Contract (\$AUD)	Client Name and Contact Details
		\$	
		\$	
		\$	

NAME OF TENDERER:

SIGNATURE:

FOR AND ON BEHALF OF TENDERER

DATE:

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 to be involved for this Tender:

- (a) Details of key personnel and their roles/function, experience and capability in the performance of the Works and delivery of similar projects. List demonstrated project management and contract management/administration skills and experience and ability to respond to problems and performance issues. This is required for the following key personnel
 - Contractor's Representative
 - Project Manager
 - Site Foreman
- (b) Curriculum Vitae (one page CVs) of key personnel including listing previous projects worked on/role undertaken, qualifications/certifications held, and memberships of any professional or business associations.
- (c) Details of organisational structure for the Works to be undertaken.
- (d) Details of alternative staff and their experience and capability in the performance of the Works should any of the proposed key personnel not be available to undertake the Works.

Schedule F2 – Subcontractors, Suppliers and Consultants

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

Part of Works	Subcontractor / Supplier / Consultant Name and Address	Value of Works ex GST	Relevant Experience
		\$	
		\$	
		\$	

(Include additional sheets if there is insufficient space provided)

NAME OF TENDERER:

SIGNATURE:

FOR AND ON BEHALF OF TENDERER

DATE:

Schedule G – Resources

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

NAME OF TENDERER:

SIGNATURE:

FOR AND ON BEHALF OF TENDERER

DATE:

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 <input type="checkbox"/> No <input type="checkbox"/>
If Yes, by whom: Certificate Number: <i>(Attach a copy of your Accreditation Certificate)</i>	
2. Does your business or organisation have a random drug and alcohol Policy? <i>(Attach a copy of your Policy)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p align="center">IF TENDERER HAS ANSWERED 'YES' TO QUESTIONS 1 AND 2, TENDERER IS NOT REQUIRED TO COMPLETE QUESTIONS 3 TO 9.</p>	
3. Does the Tenderer have an internal work health and safety management system or plan (not third party certified)? <i>(If yes, attach evidence such as a copy of the manual)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
4. Does your business or organisation have documented safe work methods statements (SWMS) and other procedures for all identified high-risk work?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5. Does your business or organisation have appropriate systems and/or documented procedures for reporting of incidents and hazards?	Yes <input type="checkbox"/> No <input type="checkbox"/>
6. Is there a person appointed to look after health and safety in the workplace?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, state person's name and position:	

NAME OF TENDERER:

SIGNATURE:

FOR AND ON BEHALF OF TENDERER

DATE:

Item	Tick Yes or No
Name:	
Position:	
7. Are all employees aware of their obligations for personal protective equipment (PPE)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
8. Does your business or organisation have current and appropriate qualifications, licences to undertake each task?	Yes <input type="checkbox"/> No <input type="checkbox"/>
9. Does your business or organisation undertake appropriate on site induction and training relevant to each task?	Yes <input type="checkbox"/> No <input type="checkbox"/>

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 <input type="checkbox"/> No <input type="checkbox"/>
2. Has your business or organisation been prosecuted by any workplace health and safety regulator in the past 5 years.	Yes <input type="checkbox"/> No <input type="checkbox"/>
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 <input type="checkbox"/> No <input type="checkbox"/>
4. Is your business or organisation currently the subject of an investigation by any workplace health and safety regulator as a result of the occurrence 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 <input type="checkbox"/> No <input type="checkbox"/>
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 occurrence of a notifiable incident or have any of them been investigated by any workplace health and safety regulator in the past 5 years?	Yes <input type="checkbox"/> No <input type="checkbox"/>
6. In the last five years, have any fatalities occurred on a site where your business or organisation was the head contractor?	Yes <input type="checkbox"/> No <input type="checkbox"/>

NAME OF TENDERER:

SIGNATURE:

FOR AND ON BEHALF OF TENDERER

DATE:

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.

<p>1. Has your business or organisation been third party certified for environmental management systems e.g., ISO 14000 series or other?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>If Yes, by whom: Certificate Number: <i>(Attach a copy of Accreditation Certificate)</i></p>	
<p>2. Does the Tenderer have an internal environmental management system? <i>(If yes, attach evidence such as a copy of the manual)</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>3. Is the Tenderer aware of the relevant provisions within the Principal’s environmental policy and will commit to the requirements of the environmental policy?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>4. Is the Tenderer aware of the environmental & cultural heritage protection requirements relevant to this project?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>5. Is the Tenderer aware of the biosecurity requirements relevant to this project?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

NAME OF TENDERER:

SIGNATURE:

FOR AND ON BEHALF OF TENDERER

DATE:

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 <input type="checkbox"/> No <input type="checkbox"/>
If Yes, by whom: Certificate Number: <i>(Attach a copy of your Accreditation Certificate)</i>	
<p align="center">IF TENDERER HAS ANSWERED 'YES' TO QUESTIONS 1, TENDERER IS NOT REQUIRED TO COMPLETE QUESTIONS 2 TO 6.</p>	
2. Does the Tenderer have an internal quality system or plan (not third party certified)? <i>(If yes, attach evidence such as a copy of the manual)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
3. Does the Tenderer have a quality policy? <i>(If yes, attach evidence of the Policy)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
4. Does the Tenderer have documented quality procedures? <i>(If yes, attach evidence or copy of the procedures)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
5. Are records of inspection, test and other quality assurance or quality control activities maintained and quality records kept for each specific project?	Yes <input type="checkbox"/> No <input type="checkbox"/>
6. Does the Tenderer undertake internal quality audits on a project or contract specific basis?	Yes <input type="checkbox"/> No <input type="checkbox"/>

NAME OF TENDERER:

SIGNATURE:

FOR AND ON BEHALF OF TENDERER

DATE:

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 Works. 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 Works;
- (b) an understanding of the project objectives and deliverables;
- (c) how it will identify potential problems that may arise during performance of the Works;
- (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) comments on constructability;
- (g) commissioning and handover management proposed;
- (h) defect rectification management proposed;
- (i) provide a summary of any cost saving initiatives or opportunities that you have identified or recommend;
- (j) provide a summary of innovative work procedures or any other innovation that you recommend or offer during the course of performance of these Works;
- (k) 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 Works; and
 - B. in respect to any shutdowns of the Principal's facilities which may occur during the course of its performance of the Works;

NAME OF TENDERER:

SIGNATURE:

FOR AND ON BEHALF OF TENDERER

DATE:

Schedule J – Program of Works

The Tenderer is to submit with its Tender a Program for its performance of the Works which is to:

- (a) demonstrate that the Tenderer could, if awarded the contract, satisfactorily complete the Works by the date or within the period described in the Tender Documents for completion;
- (b) be consistent with the duration for completion stated in the Tender Form and show any relevant separable portions;
- (c) be in Microsoft Project format;
- (d) show how the Works will be executed including but not limited to the contract milestone dates, the commencement and completion dates of each trade and/or subcontract work activity, procurement activities and supply contract activity, with activities linked in a logical progression through a 'critical path' and identify any float based on a continuous cycle of work.

An updated electronic Program must also be submitted by the successful Tenderer following award of the contract as required by the General Conditions of Contract.

NAME OF TENDERER:

SIGNATURE:

FOR AND ON BEHALF OF TENDERER

DATE:

Schedule K – Pricing, Cash Flow and Variation Rates

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 the Program in Schedule J

NAME OF TENDERER:

SIGNATURE:

FOR AND ON BEHALF OF TENDERER

DATE:

Schedule K3 – Variation Rates

LABOUR

<u>LABOUR</u>	LABOUR CHARGES PER HOUR (EXCLUDING GST)		
	Normal	Time-and-a-half	Double Time
Project Manager			
Concreter			
Steel Fixer			
Pipe Fitter			
Pipe Layer			
Labourer			
- Skilled			
- Unskilled			
Truck Driver			
Plant Operator			
Supervisor			
Foreman			
Surveyors			
Others (Tenderer to list as required)			

NAME OF TENDERER:

SIGNATURE:

FOR AND ON BEHALF OF TENDERER

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PLANT

Type	Capacity	Plant Hire Per Hour Including Operator (excluding GST)	Standby Charge Per Hour (excluding GST)
Backhoe			
Truck			
Water Truck			
Mobile Crane			
Air compressor, hoses and tools			
Excavator			
Grader			
Bobcat			
Dozer			
Roller			
Welding Equipment			
Others (Tenderer to list as required)			

NAME OF TENDERER: _____

SIGNATURE: _____ FOR AND ON BEHALF OF TENDERER

DATE: _____

Schedule L – Statement of Departures

The Tenderer shall give details of any proposed amendments, qualifications or departures to the draft contract contained in Part 4 – Contract (**the Contract**) or the scope of Works contained in Appendix B Price Scheduling and Scope of Works, 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 Price 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 Price (\$AUD) if amendment, qualification, or departure is accepted. *	
		Reduction Increase No Change	\$
		Reduction Increase No Change	\$
		Reduction Increase No Change	\$
		Reduction Increase No Change	\$
		Reduction Increase No Change	\$
		Reduction Increase No Change	\$
		Reduction Increase No Change	\$

NAME OF TENDERER:

SIGNATURE:

FOR AND ON BEHALF OF TENDERER

DATE:

Schedule M – Additional Information

- Pricing Schedule
- Q19-20.00 Air Conditioner Details & Servicing Schedule 2020-2022
- Q20.21.7- RCD Details & Testing Schedule 2020-2022 FINAL

NAME OF TENDERER:

SIGNATURE:

FOR AND ON BEHALF OF TENDERER

DATE: