

RESPONSE SCHEDULES

CONTRACT NAME:

CONTRACT NO.:



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 Response 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 Response 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 Response 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 Response (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:
 - 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 Response 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 Request for Tender or a Response, if a Response 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 Responses);
 - (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.



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 are 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 – Technical Data		
Schedule H – Management Systems		



Item	Included – Yes ✓	Included – No X
Schedule H1 – Work Health and Safety		
Schedule H2 – Environmental Management		
Schedule H3 – Quality Assurance		
Schedule I – Not Used		
Schedule J – Not used		
Schedule K – Pricing		
Schedule K1 – Pricing		
Schedule K2 – Not Used		
Schedule K2 – Not Used		
Schedule L – Statement of Departures		
Schedule M – Additional Information		



Tender Form

Cont	tract / T	Fender Number and Name::		
Conf	tractor /	/ Tenderer Name:		
 lodges a Tender to perform the works in accordance with the Tender documents, incorporati 				
	(a)	the Request for Tender Parts; and		
	(b)	the following Addenda:		
6 (1				
for tr	ne sum	01:		
	pri	ice in figures (excluding GST):	\$	
	GS	ST in figures:	\$	
	pri	ice in figures (including GST):	\$	
2.	oblig		od the Request for Tender and in particular all of its given in, and representations made or to be made in the	
3.			alid and open for acceptance until the end of the	
4.	agree	oonse Validity Period. es that it will complete the works within t ender.	timeframes as specified in the Technical Speciafication of	
Sign	ed for a	and on behalf of the Tenderer by:		
Naı	me:			
POS	sition:			
Sig	nature:	: 		
Dat	te:			

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 Response 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	e 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 conflict will be dealt with below:	way in which	n any

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 EITHER the details below OR a letter signed by a certified practising accountant which:

- is dated no earlier than 7 days prior to the date on which the Response 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.

Item		Last 3 financial years ending 30 June:		
		2020/2021	2021/2022	2022/2023
1.	Turnover (revenue) including contract receipts			
2.	Total expenses (excluding depreciation)			
3.	Depreciation			
4.	Profit before tax (item 1 minus items 2-3)			
5.	Current - Cash			
6.	Current assets – Trade debtors			
7.	Current assets – Inventory			
8.	Current assets – Other			
9.	Total current assets (items 5-8)			
10.	Current liabilities - Trade creditors			
11.	Current liabilities – Employee entitlements			
12.	Current liabilities - Tax			
13.	Current liabilities - Other			
14.	Total current liabilities (items 10-13)			
15.	Working capital (item 9 minus item 14)			
16.	Non-current assets - Property, plant and equipment			
17.	Non-current assets - Other			



Item		Last 3 financial years ending 30 June:		
		2020/2021	2021/2022	2022/2023
18.	Total non-current assets (items 16-17)			
19.	Non-current liabilities - Borrowings			
20.	Non-current liabilities - Provisions			
21.	Non-current liabilities - Other			
22.	Total non-current liabilities (items 19-21)			
23.	Net assets (item 15 plus item 18 minus item 22)			



Schedule B2 – Solvency of Tenderer

Ite	m	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 □	
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 □ No □	
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 □ No □	
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: - 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 □	
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: - 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 Contract) (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 Contract) (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 its 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 works similar to those identified in the Scope <u>currently underway</u> by the Tenderer:

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

Please provide details of works similar to those identified in the Scope by the Tenderer in the last 5 years:

Project Name	Scope Performed Relevant to this Contract	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 / Contractor's Representative
 - Project Manager
 - Site Foreman
- (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 – Technical Data

The Tenderer should add any specific technical data relating to the services into this schedule.



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 its ability and capacity to effectively manage its WHS responsibilities for the contract.

Item			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	s, by whom:				
Certif	icate Number:				
(Atta	ch a copy of your Accreditation Certificate)				
2.	Does your business or organisation have a random drug and alcohol Policy?	Yes □	No 🗆		
(Atta	ch a copy of your Policy)				
	ENDERER HAS ANSWERED 'YES' TO QUESTIONS 1 AND 2, TENDER COMPLETE QUESTIONS 3 TO 9.	ER IS NOT RE	QUIRED		
3.	Does the Tenderer have an internal work health and safety management system or plan (not third party certified)?	Yes □	No 🗆		
(If ye	s, attach evidence such as a copy of the manual)				
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	s, state person's name and position:				
Name	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 🗆		



Item		Tick Yes or 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 Response. 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)		
2.	Does the Tenderer have an internal environmental management system? (If yes, attach evidence such as a copy of the manual)	□ Yes	□ No
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?	□ Yes	□ No
4.	Is the Tenderer aware of the environmental & cultural heritage protection requirements relevant to this project?	□ Yes	□ No
5.	Is the Tenderer aware of the biosecurity requirements relevant to this project?	☐ Yes	□ No
6.	Has your business or organisation been issued any Penalty Infringement Notice or other fine relating to an environment or heritage matter in the last 2 years?	□ Yes	□ No
7.	Has your business or organisation been prosecuted by the Environmental Protection Agency or any other government regulator of environmental or heritage matters in the last 5 years?	□ Yes	□ No
8.	Have any of the directors of your business or organisation or the Key Personnel listed in Schedule F1 been prosecuted prosecuted by the Environmental Protection Agency or any other government regulator of environmental or heritage matters in the last 5 years?	□ Yes	□ No
9.	Is your business or organisation currently the subject of an investigation by an investigation by the Environmental Protection Agency or any other government regulator of environmental or heritage matters as a result of the occurance of a notifiable incident or has your business or organisation been investigated by any workplace an investigation by the Environmental Protection Agency or any other government regulator of environmental or heritage matters in the past 5 years?	□ Yes	□ No



Schedule H3 – Quality Assurance

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

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 evidence of its ability to meet the quality requirements of 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	s, by whom:			
Certif	icate Number:			
(Attac	ch a copy of your Accreditation Certificate)			
	ENDERER HAS ANSWERED 'YES' TO QUESTION 1, TENDERER IS NO MPLETE QUESTIONS 2 TO 6.	T REQUIRED	то	
2. (If ye.	Does the Tenderer have an internal quality system or plan (not third party certified)? s, attach evidence such as a copy of the manual)	Yes □	No 🗆	
3.	Does the Tenderer have a quality policy? s, attach evidence of the Policy)	Yes □	No 🗆	
4. (If ye.	Does the Tenderer have documented quality procedures? s, 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 – Not Used



Schedule J – Not Used



Schedule K – Pricing

Schedule K1 - Pricing

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

Schedule K2 - Not Used

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 Response.

Schedule K3 - Not Used

Labour

<u>Type</u>	LABOUR CHARGES PER HOUR (EXCLUDING GST)			
	Normal	Time-and-a-half	Double Time	



<u>Plant</u>

Туре	Capacity	Plant Hire Per Hour Including Operator (excluding GST)	Standby Charge Per Hour (excluding GST)



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 Response 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']	\$
				\$
				\$
				\$
				\$

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



Schedule M – Additional Information