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| **Response Template**  **For the delivery of <Enter opportunity title>**  **Important: if there are sections in this document that are not mentioned in the Requirements document, please remove them.** |

1. Instructions to Sellers
   1. You must use this template to provide your response.
   2. You should refer to the Requirements Document for information about the buyer's request.
   3. You provide your response at your own cost.
   4. You should:
      1. Provide clear and concise answers that covers all the information you wish to be considered by the buyer
      2. Not include general marketing material that does not address the requirements or does not relate to the specific requirements
      3. Not assume that the buyer has any knowledge of your capabilities or personnel
2. Seller Details

Provide the following organisational details which will appear in any contract. These details should be for the legal entity that would be the seller under a contract.

1. Name and Address

|  |  |
| --- | --- |
| Seller Name |  |
| Trading Name (if different) |  |
| ACN/ABN |  |
| Website Address |  |
| Postal Address (Head Office) |  |

1. Contact Details

|  |  |
| --- | --- |
| Name |  |
| Title |  |
| Email |  |
| Contact Number/s |  |

1. Seller Referees

Provide details of two referees.

|  |  |
| --- | --- |
| Referee 1 |  |
| Company Name |  |
| Contact Name |  |
| Email |  |
| Phone Office |  |

|  |  |
| --- | --- |
| Referee 2 |  |
| Company Name |  |
| Contact Name |  |
| Email |  |
| Phone Office |  |

1. Summary

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| Provide a brief (no more than 1 x A4 page) summary of your response. You should highlight key aspects including how your organisation will deliver the requirements of this request. |
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1. Conditions of Participation and Mandatory Requirements

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| You must acknowledge if you meet the mandatory requirements that are outlined in the Requirements Document or the buyer may decide to exclude your response from being considered.  Copy and paste each requirement from the Requirements Document. Add as many rows as needed. |
| Requirement  Do you comply with this Mandatory Requirement? Yes / No  Explain how you meet this requirement (if necessary) |
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| Requirement  Do you comply with this Mandatory Requirement? Yes / No  Explain how you meet this requirement (if necessary) |

1. Technical Capability

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| Explain how your organisation will deliver the requirements of each capability outlined in the Requirements Document. |
| Service Requirements  Explain how your organisation will deliver the service requirements. |
| Maintenance and Support  Explain how your organisation will deliver the maintenance and support. |
| Training  Explain how your organisation will deliver training. |
| Deliverables  Explain how your organisation will deliver the deliverables. |

1. Capacity

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| Explain how your organisation will deliver the requirements of each capacity outlined in the Requirements Document. |
| Experience  Explain your organisation’s experience. |
| Key Personnel Expertise  Explain your organisation’s key personnel expertise. |
| Quality [Management] Systems  Explain your quality system or provide details of any quality certifications that you have. |
| Work, Health and Safety  Explain how your organisation will act in accordance with the WHS requirements. |

1. Pricing Requirements
   1. Prices must include any taxes, duties and any other government charges which may be imposed or levied in Australia or overseas.
   2. All prices are required to be quoted in Australian dollars.
   3. Quoted prices must not vary during the quote validity period.
   4. Outline any discounts you have applied to your pricing.
   5. Additional rows may be added to tables as required.
2. Fixed service fees and charges

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| --- | --- | --- | --- | --- |
| Description | Due Date | Price (Ex GST) | GST | Total Price  (Inc GST) |
|  |  |  |  |  |
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|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Total Fixed Service Fees and Charges |  |  |  |  |

1. Milestone pricing

Include fixed costs for performance of the required services.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Due Date | Milestone Description | Price  (Ex GST) | GST | Total Price  (Inc GST) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Total Fixed Service Fees and Charges | |  |  |  |