|  |  |
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| **Schedule A – Response Schedules** | |
| **Contract Number** | **31-14/15** |
| **Contract Title** | Goods and Services Register of Prequalified Suppliers (RoPS) |
| [**Schedule A – Response Schedules** 1](#_Toc419992034)  [SCHEDULE A1 – FORM OF TENDER AND RESPONDENT DETAILS 2](#_Toc419992035)  [SCHEDULE A2 – BUSINESS FINANCIAL PROFILE 4](#_Toc419992036)  [SCHEDULE A3 – INSURANCE, LICENSING & PREQUALIFICATIONS 5](#_Toc419992037)  [SCHEDULE A4 – PRICING AND CATEGORY SCHEDULE 8](#_Toc419992038)  [SCHEDULE A8 – SAFETY 9](#_Toc419992039)  [SCHEDULE A9 – ENVIRONMENT 10](#_Toc419992040)  [SCHEDULE A10 – QUALITY 11](#_Toc419992041)  [SCHEDULE A11 – LOCAL ECONOMIC DEVELOPMENT 12](#_Toc419992042)  [SCHEDULE A12 – CONFLICT OF INTEREST AND DECLARATION 13](#_Toc419992043) | |

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| NOTICE TO RESPONDENTS |
| All forms within this Tender Response Schedule are returnable and must be completed in the format provided. Please do not renumber or reformat any schedules. Sometimes schedules may be marked as *not required to be completed for this particular ITO – simply return the schedule with the other schedules you have completed.* The completed Tender Response Schedule and associated files may only be in the following file formatsMicrosoft Office Suite version 2003 – 2010 Word (.doc), Microsoft Excel (.xls)  * Microsoft Project version 2003 - 2010  Portable Display Format (.pdf)Hard copy documents must not be changed, reformatted or altered in any way. If you need more room please add it as per the below additional attachments example. If you have additional attachments please ensure the attachment is a separate file to the Tender Response Form and the file is named with reference to the relevant schedule.  For example: *Schedule A5 Attachment – Past Project Examples.doc* |

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| **Privacy Notice:** The Council is collecting Personal Information from the Supplier for the purpose of administering the Invitation Process and Contract. Personal Information may be shared with Queensland Government agencies and bodies, non-government organisations and other governments in Australia for that purpose. Personal Information may be made publicly available in accordance with the requirements of the Queensland Government’s policies. An individual is able to gain access to Personal Information held by the Council about the individual in certain circumstances. |

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| SCHEDULE A1 – FORM OF TENDER AND RESPONDENT DETAILS |

Chief Executive Officer

Douglas Shire Council

PO Box 723

MOSSMAN QLD 4873

I/We

(Registered business name or trading name)

being duly qualified and licensed to do so in the State of Queensland, do hereby submit a Tender to be included onto the Douglas Shire Council Register of Prequalified Suppliers (RoPS) for Goods and Services.

It is acknowledged that this tender is submitted in accordance with the Conditions of Offer and mandatory requirements outlined in the Invitation. We confirm that the below Notices to Tenderer (NTT) addenda have been received and are incorporated into our offer.

Notice to Tenderer (NTT) Addenda

|  |  |
| --- | --- |
| NTT Number:       Received | NTT Number:       Received |
| NTT Number:       Received | NTT Number:       Received |

| **LEGAL ENTITY NAME** of Respondent  (Individual / Company) |  |
| --- | --- |
| **If Respondent is a company – *full name of all directors and secretaries are required.*** |  |
| ACN (Australian Company Number) |  |
| ABN (Australian Business Number) |  |
| Respondent’s Registered Business Name or Trading Name |  |
| **Respondent’s registered Business Number (BN) (if applicable)** |  |
| State or Territory in which Business / Corporation / Individual is registered |  |
| Name of Holding Company / Corporate Group (if applicable) |  |
| Is the Respondent registered for GST? | Yes  No |
| Postal address |  |
| Street address |  |
| Local office address |  |
| Contact name |  |
| Contact address |  |
| Contact e-mail |  |
| Contact fax |  |
| Contact telephone |  |
| Contact mobile |  |
| **Right to Information Act 2009 (Qld).**  **Is any part of this tender of substantial concern to the Respondent if Council is required to release it under the *Right to Information Act 2009 (Qld)*?**  **If “YES” specify the schedule(s) of your tender and proposed non-disclosure reason (e.g. trade secret, results of research, commercial value, confidential nature):**  **\*\*\*\*Note: This information is sought for the purpose of applying any relevant exemptions that might be available under the *Right to Information Act 2009 (Qld)*.**  **However, Council can give no guarantee that the information will be protected from disclosure under the *Right to Information Act 2009 (Qld)*.** | Yes  No  Applicable schedule(s) :  Non-disclosure reason: |

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| SCHEDULE A2 – BUSINESS FINANCIAL PROFILE |

*Chapter 6 of the Local Government Regulation 2012 states that the local government must have due regard to sound contracting principles.* This includes assessing financial status to ensure adequate capability to perform contracts on time and in accordance with agreed requirements.

**A copy of all financial documentation listed below must be submitted with your tender response. Suppliers who do not provide the documentation for this criterion will not progress to the next evaluation phase.**

**All information contained herein is treated as “Commercial in Confidence”. Tenderers should note that Council may contact your financial referees and may make independent credit checks and enquiries to validate your response.**

**Financial Position** \* X  attached

|  |  |
| --- | --- |
| Is the Tenderer presently able to pay all its debts in full as and when they fall due? |  |
| Is the Tenderer currently engaged in litigation for which a liability may be incurred? |  |
| You must attach the tenderers Profit and Loss statements for the last (1) years, being   * Financial Year ending 30/06/14   You must also include with the above a list of financial referees from the tenderers Bank and/or accountant. | document attached  document attached |

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| SCHEDULE A3 – INSURANCE, LICENSING & PREQUALIFICATIONS |

|  |  |  |
| --- | --- | --- |
| **INSURANCE REQUIREMENTS** \* X  attached  **All Insurance Certificates of Currency must be in the Respondent’s correct legal entity name. Suppliers only need to complete the areas on this form that are as appropriate to their circumstances.** | | |
| **Insurance Type** | **Minimum Requirement** | **Policy Details** |
| **Public Liability Insurance** | As appropriate  $20M minimum  requirement | Insurer:  Policy Number:  Expiry Date:  Copy of Certificate of Currency attached |
| **Professional Indemnity Insurance** | As appropriate  $10M minimum requirement | Insurer:  Policy Number:  Expiry Date:  Copy of Certificate of Currency attached |
| **Product Liability** | As appropriate | Insurer:  Policy Number:  Expiry Date:  Copy of Certificate of Currency attached |
| **Work Cover Insurance**  (Mandatory for all requirements if you are an employer) | As appropriate | Insurer:  Policy Number:  Expiry Date:  Copy of Certificate of Currency attached |
| **Vehicle Insurance** | As appropriate | Insurer:  Policy Number:  Expiry Date:  Copy of Certificate of Currency attached |
| **Plant and Equipment Insurance** | As appropriate | Insurer:  Policy Number:  Expiry Date:  Copy of Certificate of Currency attached |

##### SCHEDULE A3 – INSURANCE, LICENSING & PREQUALIFICATIONS

|  |  |
| --- | --- |
| **LICENSING AND QUALIFICATION REQUIREMENTS. As appropriate** \* X  attached | |
| Registered Practicing Engineer Queensland (RPEQ) License Number | document attached |
| Applicable trade contractors qualification requirements | document attached |
| Traffic Management Accreditation | document attached |
| Marine Safety Queensland – Vessel operator licence | document attached |
| Commercial Divers | document attached |
| All other licences and qualifications necessary to deliver the project | document attached |
| Certificates of Competency | document attached |
| **QBCC LICENCE DETAILS – Design, Construction & Project management - As appropriate** | |
| Our firm has QBCC Licence/s: Yes  No  If yes please provide details below and attach copies of licence(s): | |
| Name on Licence: |  |
| Description of Licence: |  |
| Licence Number: | document attached |
| Expiry Date: |  |
| Restrictions: |  |
| **GOVERNMENT PREQUALIFICATION SYSTEMS - As appropriate** | |
| **DHPW** – PQC System PQC level | document attached |
| **TRANSPORT & MAIN ROADS (TMR) - As appropriate** | |
| * Engineering Consultant Prequalification System (CFEP) | document attached |
| * Contract Administration Prequalification System (CAS) | document attached |
| * Environmental Design & Engineering Prequalification System | document attached |

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| SCHEDULE A4 – PRICING AND CATEGORY SCHEDULE |

**Schedule of rates or pricing structure**

**This is an Example only of how to complete this form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Trades Person or Professional Services person. No. of people** | **Trades Assistant**  **No. of trades assistants** | **Labourer / Unskilled**  **No. of labourers / unskilled staff** |
| **Ad hoc mowing** | **2** | **2** | **2** |
| **Professional services 58.1 Architectural** | **3** |  |  |

|  |  |
| --- | --- |
| **Percentage % Discount off or Added to Retail Price**  **for provision of trade goods and materials related to associated activities for this service** | **-40** |

|  |
| --- |
| **Methodology on how respondent will validate pricing structure for trade goods and materials**  Supplier will provide copies of all input costs for any Goods (and materials) required to provide for this Service upon request in the form of a tax invoice for purchase of product from wholesaler. or  We have added a 10% administration charge for attendance and overheads |

**Note to Tenderer. The rate is to be inclusive of everything required to perform the hourly rates.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Douglas Shire Council** | **Normal rate per hour for a trades person or professional services person (inclusive of GST)** | **Normal rate per hour for a trades assistant (inclusive of GST)** | **Normal rate per hour for a labourer / unskilled staff (inclusive of GST)** |
| **1 or more hours)** | 75 | 60 | 50 |

| **Emergency Response Period** | **rate per hour for a trades person or professional services (inclusive of GST)** | **rate per hour for a trades assistant (inclusive of GST)** | **rate per hour for a labourer / unskilled staff (inclusive of GST)** |
| --- | --- | --- | --- |
| **(1 or more hours)** | 75 | 60 | 50 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **The respondent will supply and execute After Hours Call-Out Services** | **Yes \*** |  | **No \*** |  |
| **After Hours Call-Out Service Charge (inclusive of GST)** | 75 | | | |
| **Minimum After Hours Call-Out Service Period (1 or more hours)** | **2** | | | |
| **Other Pricing information may be added here or attached**  **Refer to** *Schedule A4 Attachment – my other pricing.doc* | | | | |

\* X  response.

# SCHEDULE A4 – PRICING AND CATEGORY SCHEDULE

**Complete 1 sheet per category or sub category**

**Schedule of rates or pricing structure**

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Trades Person or Professional Services person. No. of people** | **Trades Assistant**  **No. of trades assistants** | **Labourer / Unskilled**  **No. of labourers / unskilled staff** |
|  |  |  |  |

|  |  |
| --- | --- |
| **Percentage % Discount off or Added to Retail Price**  **for provision of trade goods and materials related to associated activities for this service** |  |

|  |
| --- |
| **Methodology on how respondent will validate pricing structure for trade goods and materials** |

**Note to Tenderer. The rate is to be inclusive of everything required to perform the hourly rates.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Douglas Shire Council** | **Normal rate per hour for a trades person or professional services person (inclusive of GST)** | **Normal rate per hour for a trades assistant (inclusive of GST)** | **Normal rate per hour for a labourer / unskilled staff (inclusive of GST)** |
| **1 or more hours)** |  |  |  |

| **Emergency Response Period** | **rate per hour for a trades or professional services person (inclusive of GST)** | **rate per hour for a trades assistant (inclusive of GST)** | **rate per hour for a labourer / unskilled staff (inclusive of GST)** |
| --- | --- | --- | --- |
| **(1 or more hours)** |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **The respondent will supply and execute After Hours Call-Out Services** | **Yes \*** |  | **No \*** |  |
| **After Hours Call-Out Service Charge (inclusive of GST)** |  | | | |
| **Minimum After Hours Call-Out Service Period (1 or more hours)** |  | | | |
| **Other Pricing information may be added here or attached** | | | | |

\* X  response

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| SCHEDULE A8 – SAFETY |

Safety is very important to Council; please tell us how you comply with your obligations under the Health and Safety Act.

|  |  |
| --- | --- |
| Is your firm certified to AS 4801 (Occupational Health & Safety Management Systems) by an approved certification body?  If **YES**, a copy of the accreditation certificate is required to be attached.  If you have answered **yes** to this question and you have attached a copy of your valid accreditation certificate, you do not need to complete the rest of the questions on this response form. | Yes  No  document attached |
| If you answered **No**, that’s OK too. Please Complete the rest of this form to tell us what you do to protect and look after your workers, our staff and the general public (in relation to this tender).  Please provide the following: |  |
| 1. Your firm’s Safety Policy | document attached |
| 1. A relevant example of an Emergency Plan or   Tell us what you do if an emergency occurs | document attached |
| 1. A relevant example of a Safety Management Plan or   Tell us how you intend to work safely | document attached |
| 1. A relevant example of a Safe Operating Procedures / Job Safety Analysis or a Safe work method statement | document attached |
| 1. Your firm's incident / accident report form and process | document attached |
| 1. Anything else you do or have in place to ensure you comply with your obligations under the Health and Safety Act | document attached |
| Has your firm ever received a work improvement, prohibition notice or other fine or offence under any workplace health and safety legislation? | Yes  No |
| If **YES**, provide details. Council is interested in the steps taken following the event to improve your work practices and the improvements made since the event. | document attached |

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| SCHEDULE A9 – ENVIRONMENT |

Protecting our environment is important to Council; please tell us how you help to protect our environment.

|  |  |
| --- | --- |
| Is your firm accredited to ISO 14001 by an approved certification body?  If yes, attach a copy of the accreditation certificate  If you have answered **yes** to this question and you have attached a copy of your valid accreditation certificate, you do not need to complete the rest of the questions on this response form.  If you answered **No**, that’s OK too. Please Complete the rest of this form to tell us what you do to protect and look after our environment. | Yes  No  document attached |
| Does your firm have an environmental policy?  If yes, attach a copy. | Yes  No  document attached |
| What do you do to protect and minimise your impact on our environment?  Provide details or an attachment:  e.g. any energy, water, waste, packaging, transport and community initiatives that improve sustainability | document attached |
| Outline any environmental or sustainability processes that your firm has in place which are relevant to this tender. | document attached |

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| SCHEDULE A10 – QUALITY |

Quality is important to Council; please tell us how you ensure the quality of your products and services is maintained at an acceptable level.

|  |  |
| --- | --- |
| Is your firm accredited to ISO 9001 by an approved certification body?  If **YES**, a copy of the accreditation certificate is required to be attached.  If you have answered **yes** to this question and you have attached a copy of your valid accreditation certificate, you do not need to complete the rest of the questions on this response form.  If you answered **No**, that’s OK too. Please Complete the rest of this form to tell us what you do to quality assure your products and services (in relation to this tender). | Yes  No  document attached |
| Please provide details of the systems, processes and procedures that you have in place to ensure quality of the outputs and materials that are produced by your business. | document attached |
| Provide details of how you ensure that the services you deliver to your clients are of high quality.  If your business measures quality please attach examples as evidence. | document attached    document attached |

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| SCHEDULE A11 – LOCAL ECONOMIC DEVELOPMENT |

Please indicate if your business is:

1) Locally owned and operated - Owners, head office, management and staff located within Douglas Shire.

2) Not locally owned but with local operation - permanent staff are located within the Far Northern Region

3) Not locally owned but with local operation - permanent staff are located within the Northern Region (Townsville)

4) Not locally owned but with local operation - permanent staff are located within Queensland

5) Not locally owned or operated - staff are not located within Queensland

|  |  |  |
| --- | --- | --- |
| If you have a local office within **(1 or 2 above)**, please provide details  (I.e. location, number of employees, duties, functions etc.) | Location:  Number of Staff:  Employment type:  Sub-Contractors:  Consultants:  Other: e.g.  Accountant/book keeper etc…… | Permanent full/part time:  Casual full/part time: |
| Provide details of how you would contribute to economic growth and/or sustainable economic benefits to the Shire. | Amount or % of contract direct spend in  1) Douglas Shire  2) Far Northern Region  3,4,5) Other Region  Other contributions & benefits:  document attached | |
| Provide details of how you would contribute to local employment & training generation in the Shire.  Are you willing to provide Public (non- fee) Coaching & Information session opportunity in the Douglas Shire | **Employment & Training opportunity for**  Employment & Training:  Other Benefit  document attached  **Public (non- fee) coaching & information session opportunity**  School forum (1 hr) :  Community forum (1 hr):  Other Event: :  document attached | |

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| SCHEDULE A12 – CONFLICT OF INTEREST AND DECLARATION |
| The following information is disclosed for the purposes of this Tender Response Form. Respondents must provide details of any actual, perceived or potential conflict of interest that exists or may arise in relation to the making and/or acceptance of this Tender Response Form.  **If there is nothing to declare, Respondents must insert “None” in the space below.**  In submitting any Tender Response Form, the Respondent warrants that to the best of its knowledge and belief and subject to any disclosures detailed below:  (a) no family, business or pecuniary relationships exist between the Parties to this Invitation to Tender;  (b) neither the Respondent nor its officers, employees, contractors or family members have:  (i) engaged in any unethical behaviour or sought and/or obtained an unfair advantage; or  (ii) received or will receive any pecuniary or in-kind advantage from any other Respondent.  In relation to this Invitation to Tender;  (c) no officer, employee, contractor or family member associated with the Respondent is or has been engaged by the Principal in a position or role that in any way relates back to this Tender Response Form;  (d) no officer, employee, contractor or family member associated with the Council has been offered any benefit or inducement associated with this Tender, including any offer relating to employment; and  (e) other than specified below, neither the Respondent nor any of its officers, employees, contractors or family members have or are likely to have any Conflict of Interest.  The Respondent further undertakes to notify the Council via the Contract Administrator in writing immediately if any warranty contained in this Tender Response Form becomes incorrect. | |
|  | |

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| DECLARATION |

The Respondent offers to provide the relevant Goods and/or Service to the Council in accordance with the information, standards, warranties and representations in this Tender Response Form and the terms of the Contract.

The Respondent agrees that, by submitting this Tender Response Form, it is bound by the Conditions of Tender, and gives all representations, warranties and acknowledgements required by the Invitation to Tender.

The Respondent agrees that its submission will remain open for acceptance by the Council and will be valid and irrevocable for the Validity Period.

The Respondent undertakes to immediately notify the Contract Administrator for Council in writing if any warranty contained in this Tender Response Form becomes, or may become incorrect.

The signatories below represent and warrant that they are authorised to execute this Tender Response Form for and on behalf of the Respondent.

Signed:

For and on behalf of :

Full name and position of signatory:

Date: