



PART 3

TENDER RESPONSE

Request for Tender (RFT)

Spray Seal Works

Closing Time:

25.08.2017

RFT Number:

001-17.18



1 TENDER RESPONSE

To: Operations Manager
 The District Council of Elliston
 PO Box 46
 ELLISTON SA 5670

PLEASE COMPLETE THIS FORM IN BLOCK LETTERS

Tenderer's Trade Name:			
ABN of Tenderer:		ACN of Tenderer:	
Street Address:			
Postal Address: (For service of notices)			
Person Authorised to Represent the Tenderer:			
Telephone No.		Fax No.	
Email Address:			

In response to RFT 001-16.17 Spray Seal Works

The Tenderer offers to execute and complete the Work 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, 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 _____

..... Signature of Tenderer Name (print)
..... Position in Company	
..... Signature of 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 “ 2.1 – Organisational Profile ”.	“ Organisational Profile ”	Tick if attached <input type="checkbox"/>
If corporations are involved, attach their current ASIC company extracts search including latest annual return and label it “ 2.1 – ASIC Company Extracts ”.	“ ASIC Company Extracts ”	Tick if attached <input type="checkbox"/>

2.2

2.3 REFEREES

Attach details of the Tenderers’ referees, and label it “ 2.2 – Referees ”. The Tenderer should give examples of work provided for its referees where possible.	“ Referees ”	Tick if attached <input type="checkbox"/>
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2.4

2.5 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 “ 2.3 – Agents ”.	“ Agents ”	Tick if attached <input type="checkbox"/>

2.6

2.7 TRUSTS

Is the Tenderer acting as a trustee of a trust?	Yes / No	
If Yes, in an attachment labelled “ 2.4 – Trusts ”: (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.	“ Trusts ”	Tick if attached <input type="checkbox"/>



2.8

2.9 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"/>

2.10

2.11 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"/>

2.12

2.13 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?	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"/>



2.14

2.15 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"/>

2.16

2.17 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 “2.9 – Insurance Coverage”.		“Insurance Coverage”	Tick if attached <input type="checkbox"/>
	<i>Type</i>	<i>Value (\$)</i>	
	Public Liability	\$10 million	
	Contracts Work Insurance	\$10 million	

2.18

2.19 WORK HEALTH SAFETY

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



2.20

2.21 ELECTRONIC COPIES OF TENDER

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

2.22

2.23 GOODS AND SERVICES TAX

Is the Tenderer registered or required to be registered under the GST Act?	Yes / No
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2.24

2.25 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 “ 2.13 Non-conforming Tender Summary ”?	Yes / No	
	“ Non-conforming Tender Summary ”	Tick if attached <input type="checkbox"/>

3 SELECTION CRITERIA

2.26

2.27 3.1 COMPLIANCE CRITERIA

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

Description of Compliance Criteria	
(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
(g) Compliance with all necessary Licences and Registrations	Yes / No

2.28 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.
- The stating of criteria ‘weighting’ by the Principal is optional (ie Councils may elect not to advise the weighting percentage).

<p>A) Relevant Experience Describe the Tenderer’s experience in completing /supplying similar projects. Tenderers must, as a minimum, address the following information in an attachment and label it “3.2 – Relevant Experience”:</p> <p>(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. (f) Complete the “Project Reference Sheet” in Appendix C. (g) Provide details of all necessary licences and registrations held by the Tenderer.</p>		<p>“Relevant Experience”</p>	<p>Tick if attached <input type="checkbox"/></p>
<p>B) Key Personnel skills and experience Tenderers should provide as a minimum in an attachment labelled “3.2 – Key Personnel” information of proposed personnel to be allocated to this project, including:</p> <p>(a) Their role in the performance of the Contract; and (b) Curriculum vitae; and (c) Membership of any professional or business association; and (d) Qualifications, with particular emphasis on experience of personnel in projects with a similar requirement; and (e) Any additional relevant information.</p>		<p>“Key Personnel”</p>	<p>Tick if attached <input type="checkbox"/></p>
<p>C) Tenderers’ Resources Tenderers should demonstrate their ability to supply and sustain the necessary:</p> <p>(a) Plant, equipment and materials; and (b) Any contingency measures or back up of resources including personnel (where applicable).</p> <p>As a minimum, Tenderers should complete Appendix D “Tenderer’s Resources Schedule” and submit it marked “Tenderer’s Resources Schedule”.</p>		<p>“Tenderers’ Resources”</p>	<p>Tick if attached <input type="checkbox"/></p>
<p>D) Demonstrated Understanding Tenderers should detail the process they intend to use to achieve compliance with the requirements of the Specification, including:</p> <p>(a) A project schedule/timeline (where applicable); and (b) The process for the delivery of the Work; and (c) Training processes (if required); and (d) A demonstrated understanding of the scope of the Work.</p> <p>Supply details and provide an outline of the Tenderer’s proposed methodology in an attachment labelled “3.2 – Demonstrated Understanding”.</p>		<p>“Demonstrated Understanding”</p>	<p>Tick if attached <input type="checkbox"/></p>



E) Environmental Sustainability Credentials Respondents should demonstrate their commitment to the environment, including: (a) Environmental Policy; and (b) Demonstrate commitment to reducing greenhouse gas emission; and (c) Demonstrate commitment to green purchasing.		
	“Demonstrated Commitment”	Tick if attached <input type="checkbox"/>

2.29 PRICE INFORMATION

“The Contract Price is Fixed”

Tenderers **must** complete the following Price Schedule. Before completing the Price Schedule, Tenderers should ensure they have read the entire Request for Tender.

If No, please indicate how the Tenderers proposed price variation mechanism differs from the one outlined above. Supply details and label it “Price Variation Mechanism”.	“Price Variation Mechanism”	Tick if attached <input type="checkbox"/>
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A) Price schedule

Tenderers must complete the following price schedule. Before completing the Price Schedule, Tenderers should read the entire Request for Tender.

Tenderers **must** complete the entire following price schedule.

All quantities listed in the following schedules are **estimates only** and are provided as a guide only. All quantities are subject to change. All prices must include any applicable GST.

NO.	DESCRIPTION	UNIT	AMOUNT (ex GST)	AMOUNT GST	AMOUNT (inc GST)
1.	Supply of 14 mm Grey-Stone	tonne			
2.	Supply of 10 mm Grey-Stone	tonne			
3.	Supply of 7mm Grey-Stone	tonne			
4.	Delivery of 14, 10 and 7mm Grey-Stone	tonne			
5.	Single Coat Seals	m2			
6.	2 Coat Seals	m2			
7.	Preparation Works/ Minor Repairs	m2			



<u>NAME OF ROAD</u>	<u>LENGTH</u>	<u>WIDTH</u>	<u>AREA</u>	<u>SEAL</u>	<u>COST PER M2</u>
PYGERY ROAD	2373	6.6	15661.8	10MM	
VENUS BAY ROAD	860	6.8	5848	10MM	
NTH TERRACE -LOCK	223	9.7	2163.1	10MM	
STARKE STREET-LOCK	76	9.3	706.8	10MM	
KAPARA ROAD-ELLISTON	106	6.3	667.8	10MM	
SEVENTH STREET-ELLISTON	102	7	714	7MM	
BEACH TERRACE -ELLISTON	107	7	749	7MM	
WATERLOO BAY DRIVE AND STREETS	587	7	4109	10MM	
MT WEDGE	10000	7.2	72000	14/7MM	



APPENDIX A

SCHEDULE OF ITEMS AND LABOUR TO BE SUPPLIED BY PRINCIPAL

- **NIL**



APPENDIX C

CONTRACTOR’S WORK HEALTH 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 Work Health 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.

WHS Policy and Management	YES	NO
Does the Tenderer have a written Work Health Safety policy? If Yes, provide a copy of the policy. Comments _____ _____ _____	<input type="checkbox"/>	<input type="checkbox"/>
Does the Tenderer have a WHS Management System? If Yes, provide details. _____ _____ _____	<input type="checkbox"/>	<input type="checkbox"/>
Is the WHS 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 a WHS organisation chart? If Yes, provide a copy. Comments _____ _____ _____	<input type="checkbox"/>	<input type="checkbox"/>
Are work health safety responsibilities clearly identified for all employees? If Yes, provide details. _____ _____ _____	<input type="checkbox"/>	<input type="checkbox"/>
Are line managers held accountable for work health safety performance? If Yes, provide details. _____ _____ _____	<input type="checkbox"/>	<input type="checkbox"/>



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

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

If Yes, please explain how this is done.

Does the Tenderer have any permit to work systems?

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

Which personnel of the Tenderer are responsible for investigating incidents?

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.

Are there procedures to storing and handling hazardous substances?

If Yes, provide details.

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

If Yes, provide details.



Work Health Safety

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

YES

NO

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

Is a record maintained of all training and induction programs undertaken for employees of the Tenderer?

If Yes, provide examples of safety training records.

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

Work Health Safety Workplace Inspection

Are regular work health safety inspections at work sites undertaken?

If Yes provide details.

Is a standard workplace inspection checklist used to conduct work health safety inspections?

If Yes, provide details or examples.

Who normally completes work health safety site inspections?

How are work health safety site inspection reports dealt with?

Is there a procedure by which employees can report hazards at workplaces?

If Yes, provide details.



Work Health Safety Consultation

YES **NO**

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

Are there guidelines on procedures governing the work health safety committee operation?

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

Does the Tenderer have a company work health safety officer?
Comments:

Work Health Safety Performance Monitoring

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

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

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

Has the Tenderer ever been convicted of a work health safety offence
If Yes, provide details.



APPENDIX D
PROJECT REFERENCE SHEET

Name of the Project	Value (approx)	Date Started	Date Completed	Client	Referees Name	Telephone Number

