

# Part 3A TENDER SUBMISSION FORM

Request for Tender (RFT):	Design & Construction of 1x 3-Bedroom House
Closing Time:	4.00 pm Friday 16 <sup>th</sup> August 2024
RFT Number:	T2024-2025-103

Tenderer (please complete)	

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# 2. TENDER RESPONSE

**The Chief Executive Officer Bulloo Shire Council** PO Box 46 **Thargomindah QLD 4492** 

PLEASE COMPLETE THIS FORM IN BLOCK LETTERS

FULL NAME/S OF TENDERER:	
STREET ADDRESS OF TENDERER:	
ABN OF TENDERER:	
ACN OF TENDERER:	
TELEPHONE NO. OF TENDERER:	
FACSCIMILE NO. OF TENDERER:	
POSTAL ADDRESS OF TENDERER:	
(For service of notices)	
E-MAIL ADDRESS OF TENDERER:	
NATURAL PERSON AUTHORISED TO	
REPRESENT THE TENDERER:	
(If the Tenderer is a corporation)	
In response to TENDER T2024-2025-103	

The Tenderer offers to supply the relevant goods or services 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
This Tender Response (including the		) is irrevocable for 90 days after the Closing
	nse bear the meanings assigned to the Contract and Special Conditions of Co	
This Tender Response is dated the _		
day of		20
COMPLETE AND USE THIS EXECUTION	ON CLAUSE IF THE TENDERER IS A CO	RPORATION:
ACN	)	
is affixed in accordance with	)	
its constitution in the	)	
presence of:	)	
Secretary/Director	 Director	
Name of Secretary/Director (print)	Name of Dire	ector (print)
Witness		
Name of Witness (print)		

Complete and Return this Part

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Part 3

UNDER A COMMON SEAL:	THE TENDERER IS A CORPORATION BUT DOES NOT EXECUTE
<b>EXECUTED</b> by)	
ACN)	
by being signed by)	
a Director, and )	
, a Director/the Secretary in accordance )	
with section 127 of the <i>Corporations Act</i> )	
2001 in the presence of:	
Secretary/Director	Director
Name of Secretary/Director (print)	Name of Director (print)
Witness	Director/Secretary
Name of Witness (print)	Name of Director/Secretary (print)
COMPLETE AND USE THIS EXECUTION CLAUSE IF TA COMMON SEAL AND HAS A SOLE DIRECTOR/SECENCE EXECUTED by	THE TENDERER IS A CORPORATION, DOES NOTE EXECUTE UNDER CRETARY:

Sole Director/Secretary

Name of Sole Director/Secretary (print)

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Name of Witness (print)

Witness

SIGNED by	)	ENDERER IS AN INDIVIDUAL.
	)	
Print Name	)	
in the presence of:	)	
in the presence on	,	Signature
Witness		
Name of Witness (print)	. <del>.</del> .	
realite of withess (print)		
partner must sign – add more spaces i		ENDERER IS A PARTNERSHIP OF INDIVIDUALS (every
SIGNED by:	)	
	)	
Print Name	)	
in the presence of:	)	
•	,	Signature
Witness	- <del>-</del> -	
Name of Witness (print)	. <del>.</del> .	
(р,		
SIGNED by	)	
	)	
Print Name	)	
in the presence of:	)	
•	·	Signature
	· • ·	
Witness		
Name of Witness (print)	· <del>-</del> .	

# 3. CHECKLIST - Mandatory Information

All items in this section must be completed. 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.

# 3.1. 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
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

#### 3.2. Referees

Attach details of the Tenderer's referees, and label it <b>"2.2 – Referees"</b> . The Tenderer should give examples of work provided for its referees where possible.	"Referees"	Tick if attached
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#### 3.3. Agents

Is the Tenderer acting as an agent for another party?	(Circle) 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 □

#### 3.4. Trusts

Is the Tenderer acting as a trustee of a trust?	<i>(Circle)</i> Yes	s / 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

#### 3.5. Subcontractors

Does the Tenderer intend to subcontract any of the obligations of the Contractor under the Contract?	(Circle) Ye	es / 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.	"Subcontrac- tors"	Tick if attached

# 3.6. 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 Contract?	(Circle) 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

# 3.7. Financial Position

Is the Tenderer presently able to pay all its debts in full as and when they fall due?	(Circle) Yes	/ No
Is the Tenderer currently engaged in litigation as a result of which it may be liable for \$50,000.00 or more?	(Circle) 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?	<i>(Circle)</i> Yes	s / 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

# 3.8. Quality Assurance

Does the Tenderer have any documented quality assurance or quality assurance systems?	(Circle) Yes	/ No
If the Tenderer proposes to subcontract, does its subcontractor have a "third party" quality management system in place?	(Circle) Yes	/ No
Supply evidence or details of the Tenderer's quality assurance position and where relevant of its subcontractor's position, in an attachment labelled "2.8 – Quality Assurance".	"Quality Assurance"	Tick if attached

# 3.9. Insurance Coverage

Public Liability	\$20,000,000		
Туре	Value (\$)		
· ·	tions of Contract. Tenderers are to nce coverage (including copies of ry type of insurance specified	"Insurance Coverage"	Tick if attached

Product Liability (if applicable)	\$20,000,000
Professional Indemnity (if applicable)	\$20,000,000
Workers Compensation	\$

# 3.10. Goods and Services Tax

Is the Tenderer registered or required to be registered under the GST Act?	(Circle) Yes / No
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# **3.11.** Non-Conforming Tenders

Has the Tenderer lodged a non-conforming (alternate) Tender?	(Circle)	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 "2.11-Non-Conforming Tender Summary"?	(Circle)	Yes	/	No
"Non-Conforming Tender Summary"	Tick if attached □			

# 3.12. Work Health and Safety

Tenderers must complete Appendix A "Tenderer's Safety Record" and submit it marked "2.12-Tenderer's Safety Record".	"Tenderer's Safety Record"	Tick if attached
Tenderers must complete Appendix B "Contractor's Work Health and Safety Management System Questionnaire" and submit it marked "2.12-Contractor's Work Health and Safety Management System Questionnaire".	"Contractor's Work Health & Safety Management System Questionnaire"	Tick if attached

# 4. SELECTION CRITERIA

### 4.1. Compliance Criteria

Please select '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 by the Closing Time.	Yes / No
(f)	Compliance with and completion of Item 3.4 Price Information.	Yes / No

#### 4.2. Qualitative Criteria

Before responding to the following qualitative criteria, Tenderers must note the following:

- All information relevant to the Tenderer's answers to each criterion must be contained within its Tender;
- 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.

A) Relevant Experience	Weighting	<b>25%</b>
Describe the Respondent's experience in completing /supplying requirements similar to the requirements stated in the Specification and Expression of Interest. Respondents must, as a minimum, address the following information in an attachment and label it "3.2 – Relevant Experience":		
(a) Provide details of similar work; and	"Relevant Experience"	Tick if
(b) Detail the scope of the Respondent's involvement including details of outcomes; and		attached
(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.		

B) Respondent's Resources	Weighting	25%
Respondents should demonstrate their ability to supply and sustain the necessary:		

(a) Plan	t, equipment and materials;			
(b) Key	personnel;			
l.	Include their roles in the performance of the Contract; and			
II.	qualifications, with particular emphasis on experience of personnel in projects with a similar requirement; and	"Respondent's Resources"	Tick if attached	
III.	Membership of any professional or business association; and			
	contingency measures or back up of resources including onnel (where applicable).			
	this information in an attachment and label it "3.2 – dent's Resources".			
II. III. (c) Any pers Provide	and qualifications, with particular emphasis on experience of personnel in projects with a similar requirement; and Membership of any professional or business association; and contingency measures or back up of resources including onnel (where applicable). this information in an attachment and label it "3.2 –	-		-

C) Demonstrated Understanding	Weighting 25%	
Respondents should detail the process they intend to use to achieve compliance with the requirements of the Specification, including:		
(a) Training processes (if required); and	"Demonstrated	Tick if attached
(b) A demonstrated understanding of the scope of work.	Understanding"	
Provide this information in an attachment and label it "3.2 – Demonstrated Understanding".		

D) Cost	Weighting 20%	
Tenderers should complete and return Part 3B – Tender Submission Form - Pricing Schedule including their estimate schedule of payment for Council to determine value for money in an attachment labelled "3.2 – Cost".	"Cost"	Tick if attached

E) Local Content	Weighting 5%	
Tenderers should demonstrate they are a business local to the Bulloo Shire and meet the definition in Council's Procurement Policy.		
Tenderers should also highlight their level of commitment to local employment and sourcing of local goods where possible.	"Local Content"	Tick if attached
As a minimum, Tenderers should provide a current commitment schedule and plant/equipment schedule in an attachment and label it "3.2 – Local Content".		

# 4.3. Discounts

Is the Tenderer prepared to allow a discount for prompt settlement of accounts?	Yes / No	
If the Tenderer is offering different discounts for different periods, or other discounts such as volume discounts, detail them in an attachment labelled "3.3 – Discounts".	"Discounts"	Tick if attached

# 4.4. Price Information

Tenderers are to complete and return Part 3B – Tender Submission Form - Pricing Schedule.

All fees and charges necessary for the successful completion of the works shall be deemed to be included in the prices and rates. Prices and rates are to be <u>exclusive</u> of GST.

# 5. APPENDIX A

# **TENDERER'S HEALTH AND SAFETY RECORD - INCIDENT HISTORY**

Project	Date of Notice (Last 5 years)	Type of Notice	Reason Notice Issued
		□ Prohibition Notice □ Infringement Notice □ Electrical Safety Protection Notice □ Unsafe Equipment Notice □ Enforceable Undertaking	
		<ul> <li>□ Prohibition Notice</li> <li>□ Infringement Notice</li> <li>□ Electrical Safety Protection Notice</li> <li>□ Unsafe Equipment Notice</li> <li>□ Enforceable Undertaking</li> </ul>	
		<ul> <li>□ Prohibition Notice</li> <li>□ Infringement Notice</li> <li>□ Electrical Safety Protection Notice</li> <li>□ Unsafe Equipment Notice</li> <li>□ Enforceable Undertaking</li> </ul>	
		<ul> <li>□ Prohibition Notice</li> <li>□ Infringement Notice</li> <li>□ Electrical Safety Protection Notice</li> <li>□ Unsafe Equipment Notice</li> <li>□ Enforceable Undertaking</li> </ul>	

# 6. APPENDIX B

# CONTRACTOR'S WORK HEALTH AND SAFETY (WHS) 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 and 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 Act 2011, s20 Duty of persons conducting businesses or undertakings involving management or control of workplaces

In this section, person with management or control of a workplace means a person conducting a business or undertaking to the extent that the business or undertaking involves the management or control, in whole or in part, of the workplace.

The person with management or control of a workplace must ensure, so far as is reasonably practicable, that the workplace, the means of entering and exiting the workplace and anything arising from the workplace are without risks to the health and safety of any person.

# WHS Act 2011, s21 Duty of persons conducting businesses or undertakings involving management or control of fixtures, fittings or plant at workplaces

In this section, person with management or control of fixtures, fittings or plant at a workplace means a person conducting a business or undertaking to the extent that the business or undertaking involves the management or control of fixtures, fittings or plant, in whole or in part, at a workplace.

The person with management or control of fixtures, fittings or plant at a workplace must ensure, so far as is reasonably practicable, that the fixtures, fittings and plant are without risks to the health and safety of any person.

#### WHS Regulations 2011, s292 Meaning of construction project

In this chapter, a construction project is a project that involves construction work where the cost of the construction work is \$250,000 or more.

#### WHS Regulations 2011, 293 Meaning of principal contractor

A person conducting a business or undertaking that commissions a construction project is, subject to this section, the principal contractor for the project.

If the person mentioned in subsection (1) engages another person conducting a business or undertaking as principal contractor for the construction project and authorizes the person to have management or control of the workplace and to discharge the duties of a principal contractor under this chapter, the person so engaged is the principal contractor for the project.

A construction project has only one principal contractor at any specific time.

WHS POLICY AND MANAGEMENT			
	YES 🗸	NO ✓	
Acknowledgement:			
The Tenderer acknowledges that for construction project works (being works of \$250,000 or greater) where the Tenderer has management and control of the site, that the Tenderer will operate under their own Construction Health and Safety Management Plan in coordination, consultation and cooperation with the Bulloo Shire Council.			
Does the Tenderer have a written WHS Policy or Commitment Statement?			
If Yes, provide a copy of the Policy.			
If no, briefly explain reasons:			
Does the Tenderer have a Construction Health and Safety Management Plan prepared for the tendered works?		NO	
If Yes, provide copy of Construction Health and Safety Management Plan Index Pag	ge		
Is the Construction Health and Safety Management Plan audited or reviewed on a regular basis?		NO	
If Yes, provide details of last audit or review and any non-compliances.			
Does the Tenderer have a WHS organisation chart?	YES	NO	
If Yes, provide a copy.			
Does the Tenderer clearly identify and advise the WHS responsibilities for all		NO	
workers?			

If Yes, provide details of how workers are advised.		
Does the Tenderer hold line managers accountable for WHS performance?	YES	NO
If Yes, provide details of how accountability is managed.		
WHS INDUCTIONS	1	
Is the Tenderer inducted to the Bulloo Shire Council?	YES	NO
If Yes, provide the date:		
Are the Tenderer's workers inducted with the Bulloo Shire Council?		NO
If Yes, provide the date:		
SAFE WORK PRACTICES AND PROCEDURES		
Acknowledgement:	YES	NO
The Tenderer acknowledges that all incidents are to be recorded internally, however also reported to Bulloo Shire Council.		
All incident information provided to the Bulloo Shire Council will assist in continual improvement.		
The Action Organisation (Bulloo Shire Council or Tenderer) will be determined at the awarding of the Contract.		
Does the Tenderer prepare operating procedures or other specific safety	YES	NO
documents relevant to its sites where it has management or control of work?		
If yes, provide a list of any operating procedures or other specific safety documenthis Tender.	ents relev	ant to

Indicate which Work Method Statement's or instructions for high risk construction work will be used:	YES	NO
WHS Regulation 2011, s291 Meaning of high-risk construction work - means construction work that:		
(a) involves a risk of a person falling more than 2m; or		
(b) is carried out on a telecommunication tower; or		
(c) involves demolition of an element of a structure that is loadbearing or otherwise related to the physical integrity of the structure; or		
(d) involves, or is likely to involve, the disturbance of asbestos; or		
(e) involves structural alterations or repairs that require temporary support to prevent collapse; or		
(f) is carried out in or near a confined space; or		
(g) is carried out in or near a shaft or trench with an excavated depth greater than 1.5m; or		
(g) is carried out in or near a tunnel; or		
(h) involves the use of explosives; or		
(i) is carried out on or near pressurized gas distribution mains or piping; or		
(j) is carried out on or near chemical, fuel or refrigerant lines; or		
(k) is carried out on or near energized electrical installations or services; or		
(I) is carried out in an area that may have a contaminated or flammable atmosphere; or		
(m) involves tilt-up or precast concrete; or		
(n) is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians; or		
(o) is carried out in an area at a workplace in which there is any movement of powered mobile plant; or		
(p) is carried out in an area in which there are artificial extremes of temperature; or		
(q) is carried out in or near water or other liquid that involves a risk of drowning; or		

(r) involves diving work.		
Does the Tenderer provide operating procedures, Work Method	YES	NO
Statements/Instructions or other specific safety documents, to workers?		
If Yes, please explain how this is done.		
	ı	I
Does the Tenderer have any Permit to Work systems?	YES	NO
If Yes, provide a copy of a Permit to Work relevant to this Tender.		
Which personnel of the Tenderer are responsible for investigating incidents?		
Does the Tenderers incident reports contain prevention recommendations?	YES	NO
Who is responsible for implementing recommended incident remedial actions?		
Does the Tenderer have a process/procedure for plant hazard identification,	YES	NO
inspections, maintenance, repairs for plant operated/owned/managed by the Tenderer?		
Does the Tenderer have processes and procedures for the handling, storage, use	YES	NO
and disposal of hazardous chemicals and dangerous goods?		
If Yes, provide details.		

Part 3

Complete and Return this Part

Does the Tenderer have processes and procedures for emergency response – appropriate emergency plans, communications plans, first aid equipment, trained and current first aiders?		NO
If Yes, provide details.		
WHS TRAINING		
Does the Tenderer provide WHS training to its workers?	YES	NO
·		
For this tender, forecast what training is likely to be needed by the workforce ar	nd how yo	u intend
delivering it:		
Provide a summary or examples of WHS training courses provided for, or under during the past 12 months.	ertaken by	workers
Does the Tenderer maintain records of all training and induction programs	YES	NO
undertaken by workers?		
WHS INSPECTION		
Does the Tenderer conduct regular health and safety inspections at work sites	YES	NO
under their control or management?		
Does the Tenderer retain the inspection checklists?	YES	NO
Who normally completes workplace health and safety inspections?		
How long are the inspection checklists retained?		
How do Tenderer workers report hazards at workplaces? Provide brief summary.		

WHS COMMUNICATION, COOPERATION AND CONSULTATION			
How does the Tenderer consult, cooperate and communicate with the client, ot and others? Provide brief summary on methodology.	her PCBU,	workers	
Does the Tenderer have a company WHS advisor?	YES	NO	
If Yes, provide details of the WorkSafe QLD Work Health and Safety Certificate of Authorisation.			
WHS PERFORMANCE MONITORING			
Does the Tenderer have WHS performance on the agenda for management	YES	NO	
meetings?			
Does the Tenderer have senior management involved in the analysis of WHS	YES	NO	
performance?			