



**Bulloo
Shire**

**PART 3
TENDERER'S SUBMISSION FORM**

Request for Tender (RFT):	Register of Pre-qualified Suppliers 2025
Closing Time:	4:00pm on Tuesday, 25 th February 2025
RFT Number:	T2024-2025-111

Tenderer <i>(please complete)</i>
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1. TENDER RESPONSE

To: **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:	
FACSIMILE 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 T2024-2025-111	
<p>The Tenderer offers to supply the relevant goods or services detailed in:</p> <ul style="list-style-type: none"> 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, <p>in accordance with the Contract and the representations of the Tenderer contained in this Tender Response and all attachments to this Tender Response.</p>	

ADDENDUM NO.	ADDENDUM DATE	SUBJECT OF ADDENDUM
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This Tender Response (including the prices in Item 3.4, 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, and General Conditions of Contract, as the case may be.

This Tender Response is dated the _____ day of _____ 20____

COMPLETE AND USE THIS EXECUTION CLAUSE IF THE TENDERER IS A CORPORATION:

THE COMMON SEAL of)
 ACN)
 is affixed in accordance with)
 its constitution in the)
 presence of:)

.....
 Secretary/Director

.....
 Director

.....
 Name of Secretary/Director (print)

.....
 Name of Director (print)

.....
 Witness

.....
 Name of Witness (print)

COMPLETE AND USE THIS EXECUTION CLAUSE IF THE TENDERER IS A CORPORATION BUT DOES NOT EXECUTE UNDER A COMMON SEAL:

EXECUTED by)
 ACN)
 by being signed by)
)
 a Director, and)
)
 , a Director/the Secretary in accordance)
 with section 127 of the Corporations Act)
 2001 in the presence of:)

.....
 Witness

.....
 Director

.....
 Name of Witness (print)

.....
 Name of Director (print)

.....
 Witness

.....
 Director/Secretary

.....
 Name of Witness (print)

.....
 Name of Director/Secretary (print)

COMPLETE AND USE THIS EXECUTION CLAUSE IF THE TENDERER IS A CORPORATION, DOES NOT EXECUTE UNDER A COMMON SEAL AND HAS A SOLE DIRECTOR/SECRETARY:

EXECUTED by)
 ACN)
 by being signed by)
)
 the sole Director/Secretary in accordance)
 with section 127 of the *Corporations Act*)
 2001 in the presence of:)

.....
 Witness

.....
 Sole Director/Secretary

.....
 Name of Witness (print)

.....
 Name of Sole Director/Secretary (print)

COMPLETE AND USE THIS EXECUTION CLAUSE IF THE TENDERER IS AN INDIVIDUAL:

SIGNED by:)
)
)
 Print Name)
 in the presence of:)
 Signature

.....
Witness

.....
Name of Witness (print)

COMPLETE AND USE THIS EXECUTION CLAUSE IF THE TENDERER IS A PARTNERSHIP OF INDIVIDUALS (every partner must sign – add more spaces if necessary)

SIGNED by:)
)
)
 Print Name)
 in the presence of:)
 Signature

.....
Witness

.....
Name of Witness (print)

SIGNED by)
)
)
 Print Name)
 in the presence of:)
 Signature

.....
Witness

.....
Name of Witness (print)

2. 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 Tenderers Tender.

2.1. Organisational Profile

Attach a copy of the Tenderers 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. 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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2.3. Agents

Is the Tenderer acting as an agent for another party?	<i>(Circle)</i> Yes / No	
If Yes, attach details (including name and address) of the Tenderers principal and label it “2.3 – Agents”.	“Agents”	Tick if attached <input type="checkbox"/>

2.4. Trusts

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

2.5. Subcontractors

Does the Tenderer intend to subcontract any of the obligations of the Contractor under the contract?	<i>(Circle)</i> 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"/>

2.6. 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?	<i>(Circle)</i> 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"/>

2.7. Financial Position

Is the Tenderer presently able to pay all its debts in full as and when they fall due?	<i>(Circle)</i> Yes / No
Is the Tenderer currently engaged in litigation as a result of which it may be liable for \$50,000.00 or more?	<i>(Circle)</i> Yes / No
Does the Tenderer have sufficient cashflow for 2 months of operation?	<i>(Circle)</i> Yes / No

2.8. 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	\$10,000,000		
Product Liability (if applicable)	\$10,000,000		
Professional Indemnity (if applicable)	\$10,000,000		
Workers Compensation	\$		

2.9. 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. SELECTION CRITERIA

3.1. 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 lodgement of this Tender Response by the Closing Time.	Yes / No
(d) Compliance with and completion of Item 3.4 Price information.	Yes / No

3.2. Qualitative Criteria

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

- a) All information relevant to the Tenderers answers to each criterion must be contained within its Tender Response;
- b) Tenderers are to assume that the evaluation panel has no previous knowledge of the Tenderer's organisation, its activities or experience;
- c) Tenderers must provide full details for any claims, statements or examples used to address the qualitative criteria; and
- d) Tenderers must address each issue outlined within a qualitative criterion.

A) Relevant Experience	Weighting 25%	
<p>Address the following information in an attachment and label it “3.2 – Relevant Experience”:</p> <p>(a) Describe the Tenderer’s experience in completing/supplying goods or services to businesses and councils, including the Bulloo Shire Council; and</p> <p>(b) Provide details of work/projects completed in the past, including work for Bulloo Shire Council (if applicable).</p>	“Relevant Experience”	<p>Tick if attached</p> <input type="checkbox"/>
B) Tenderer’s Resources	Weighting 15%	
<p>Address the following information in an attachment and label it “3.2 – Tenderer’s Resources”:</p> <p>(a) Demonstrate the Tenderer’s ability to supply and sustain the necessary plant, equipment and/or materials; and</p> <p>(b) Describe any contingency measures or back up of resources including personnel (where applicable).</p>	“Tenderers’ Resources”	<p>Tick if attached</p> <input type="checkbox"/>
C) Cost	Weighting 40%	
<p>Tenderers must provide a breakdown of costs, set out in the Schedule of Rates attachments, or a separate price schedule if the attachments are not relevant to Tenderer’s goods or services, and include their estimate schedule of payment for Council to determine value for money in an attachment labelled “3.2 – Cost”.</p>	“Cost”	<p>Tick if attached</p> <input type="checkbox"/>
D) Local Content	Weighting 20%	
<p>Tenderers should demonstrate if they are a business local to the Bulloo Shire and meet the definition in Council’s Procurement Policy.</p> <p>As a minimum, Tenderers should highlight their level of commitment to local employment and sourcing of local goods where possible and label it “3.2 – Local Content”.</p>	“Local Content”	<p>Tick if attached</p> <input type="checkbox"/>

3.3. 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”	<p>Tick if attached</p> <input type="checkbox"/>

3.4. Price Information

Please complete the **Schedule of Rates** attachments for each category tendered, where applicable. All pricing schedules completed shall include Goods and Services Tax (GST). Acceptance by Council of the Tenderer's submission shall not be a guarantee of work.

Attachment 1: Schedule of Rates - Tradesmen

These prices are for the initial twelve (12) months of Contract.

Please fill out attachment 'Schedule of Rates - Tradesmen' and return electronically with Part 3 – Tenderer's Submission Form.

Attachment 2: Schedule of Rates - Plant Hire

Please fill out attachment 'Schedule of Rates –Plant Hire' and return electronically with Part 3 – Tenderer's Submission Form.

Prepare a separate line for each individual plant item.

**For provision of goods or services not relevant to the attachments,
please provide a separate price schedule.**