



Section E

Tender Return Schedules for

Contract for Supply and Install of *CrimSafe or similar security screens for doors and windows on 40 houses on Tiwi Islands*

Tender no:	T03-18-19
Tender Superintendent	Chris Smith 0427 451 735 chris.smith@tiwiislands.nt.gov.au
Tender documents	Tender documents are available for download on https://www.tenderlink.com/tiwiislands/ or on the Tiwi Island Regional Council website www.tiwiislands.org.au/services/tenders
Tender closing information	TIME: 2PM (Central Standard time) DATE: 19 November 2018
How to submit your tender	Submit your tender on https://www.tenderlink.com/tiwiislands/

All tenders for this Contract must be lodged through the Tiwi Islands Regional Council electronic tender portal <https://www.tenderlink.com/tiwiislands/>



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Schedule 1 Tender Form – Formal Offer

Contract no.:	Project:
Tenderer:	
.....	
.....	
Registered office address:	Business address:
.....
Telephone:	Facsimile:
Email:	

All Tenderers are required to complete the following table:

Legal structure	Name	Australian Company Number (ACN)	Australian Business Number (ABN)
Company			
Trust *			
Individual			
Partnership			

** Include details of both the trust and its trustee, including a copy of the Trust Deed and all amendments to it.*

The Tenderer named above, hereby offers to provide Goods, Works and/or Services in accordance with:

- (a) Conditions of Tendering;
- (b) Conditions of Contract;
- (c) Any addenda to the above;
- (d) This Tender including all its schedules.

The Tenderer also acknowledges that if it is the successful tenderer, the details from these Tender Return Schedules shall be incorporated into the Conditions of Contract and the Tenderer shall be required to execute a formal contract in those terms.

The Tenderer warrants and represents that:

- (a) It has fully acquainted itself with all of the documents referred to in the Tender and all matters relating there to;
- (b) Agrees to be bound by the Conditions of Tendering;
- (c) All of the information provided in its tender is true and correct;



- (d) It has made its own enquires and investigations and has had the opportunity to obtain professional advice and all other relevant information so as to inform itself of all risks and contingencies which may affect its tendered price; and
- (e) It has allowed for all such risks and contingencies in its tender price.

Tenderer to sign and return any amendments issued during the tender period (if any) in confirmation of their receipt.

<p>Tenderer confirms amendments have been signed and returned:</p> <p>Signature:</p>

Conflicts of interest

<p>The Tenderer shall confirm whether there exists any interests, relationships (including those of family members and employees) or clients that may or do give rise to a conflict of interest:</p>	<table style="width: 100%; text-align: center;"> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Yes ✓</td> <td>No ✓</td> </tr> </table>	<input type="checkbox"/>	<input type="checkbox"/>	Yes ✓	No ✓
<input type="checkbox"/>	<input type="checkbox"/>				
Yes ✓	No ✓				

If 'Yes', as an attachment to this declaration the Tenderer shall detail the area in which that conflict or potential conflict does or may arise and provide details of strategies for preventing conflicts of interest.

Executed by Authorised Officer of Tenderer who has delegated authority to enter into a contract:

Signature:

Name and Title: Date:

Signature of witness:

Name of witness: Date:

Contact person for enquiries about this tender

Name:
Position:
Address:
Telephone:
Mobile:
Email:

(Attach details, as required)



Schedule 2 Tender Prices

<how this page is presented will depend on whether the contract is a schedule of rates or a lump sum. The details from this page, when completed and a tender accepted, would be transferred to Annexure 2 of the Conditions of Contract, so this page needs to be compatible with Annexure 2 to the Conditions of Contract.>



Schedule 3 Warranty

Provide details of warranty/ies for all tendered Goods and how replacements under warranty conditions will be arranged, including response times and allocation of costs in problem finding and replacement (if required).

(Attach extra page(s) if insufficient space)



Schedule 4 Continuity of Supply and Support

Tenderer to provide details of continuity contingency plans and any proposed subcontractor which would be extended to provide continuity of supply of Goods under the Contract, including software/systems support.

Lined area for tenderer response, consisting of multiple horizontal dotted lines.

(Attach extra page(s) if insufficient space)



Schedule 5 Statement of Conformity

The Tenderer is to signify whether or not its Tender conforms in all respects to the requirements of the Tender Documents by indicating below:

Does the Tender conform?	<input type="checkbox"/> <input type="checkbox"/> Yes ✓ No ✓
--------------------------	---

If the Tender does not conform to all the requirements of the Tender Documents, the Tenderer must list below all areas of non-conformity and the reasons therefore, and must value each area of non-conformity so that, in the event such non-conformity is deemed acceptable, the comparative tender price can be adjusted accordingly. If any non-conformity is not priced and/or is determined to be unacceptable, the Tender may not be further considered.

Area of non-conformity and reason	Value of non-conformity (\$)



Schedule 6 Collusive Tendering – Statutory Declaration

I, (Full name),
(Position)

of
(Name of Tenderer)

.....
(Address of Tenderer)

do solemnly and sincerely declare that:

1. Definitions

In this Statutory Declaration:

‘**Bidders**’ means any tenderers for the Contract and includes the Tenderer;

‘**The Contract**’ means the Contract to which this Tender and Statutory Declaration pertains;

‘**Industry Association**’ means any organisation of which bidders are members;

‘**The Tenderer**’ means (*insert name of company, other body corporate, firm, or individual*);

‘**Tender Price**’ means the amount or amounts indicated by a Bidder as the lowest amount or amounts for which that Bidder is prepared to perform the Contract.

2. Introduction

2.1 I hold the position of (*insert title*)

of the Tenderer and am duly authorised to make this declaration on its behalf.

2.2 I make this declaration on behalf of the Tenderer and on behalf of myself.

3. No Knowledge of Tender Prices

Prior to the Tenderer submitting its tender for the Contract, neither the Tenderer, nor any of its employees or agents, had knowledge of the Tender Price, or proposed Tender Price, of any Bidder (other than the Tenderer) who submitted, or proposed to submit, a tender for the Contract.

4. Disclosure of Tender Price

Neither the Tenderer, nor any of its employees or agents has disclosed nor will they disclose prior to the Closing Date the Tenderer’s Tender Price to:

4.1 any other Bidder who has submitted or will submit a Tender for the Contract;

4.2 any other person, company, body corporate, or firm proposing to submit a Tender for the Contract;

4.3 any person or organisation connected or associated with a Bidder, person, company, body corporate, or firm of a kind referred to in Clauses 4.1 or 4.2.

5. Provision of Information



Except as stated herein, neither the Tenderer, nor any of its employees or agents, has provided or will provide information to:

- 5.1 any other Bidder who has submitted or will submit a Tender for the Contract;
- 5.2 any other person, company, body corporate, or firm proposing to submit a Tender for the Contract; or
- 5.3 any other person, company, body corporate, or firm for the purpose of assisting in the preparation of a tender for the Contract.

Exceptions:

.....

6. Genuine Competition

The Tenderer is genuinely competing for the Contract.

7. Industry Association Agreements

Neither the Tenderer, nor any of its employees or agents, has entered into any contract, agreement, arrangement or understanding, other than as disclosed to the Council in the Tenderer’s Tender, that the successful Bidder for the Contract will pay any money to, or provide any other benefit or other financial advantage to, an Industry Association in respect of the Contract.

8. Unsuccessful Tenderers’ Fees

Neither the Tenderer, nor any of its employees or agents, has entered into any contract, agreement, arrangement or understanding that the successful Bidder for the Contract will pay any money to, or provide any other benefit or other financial advantage to, any other Bidder who unsuccessfully tendered for the Contract.

9. Qualifications to Tenders

Neither the Tenderer, nor any of its employees or agents, has entered into any contract, agreement, arrangement or understanding that Bidders for the Contract would include an identical or similar condition or qualification in their Tenders for the Contract if any such condition or qualification is included in the Tenderer’s Tender.

This declaration is true and I know it is an offence to make a statutory declaration knowing it is false in a material particular.

AND I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the *Oaths, Affidavits and Declarations Act*.

Declared at),
in the.....),
this **day of** 20....)
(Signature of person making the declaration)

In the presence of _____ Signature of witness (this may be any adult person)
 Witness to print his or her full name _____.



Witness address or telephone number_____.



Schedule 7 Financial Details

1. Tenderer's bank:

Full Trading
Name:

Branch:

Address:

Contact person:

Title

Telephone:

Facsimile

2. Financial capacity reference

The Tenderer shall provide a letter from its Bankers verifying that it has the financial capacity to provide an irrevocable Bank Guarantee for the security amount stated in the contract.

(Attach Letter)



Schedule 8 Financial Capacity

To provide evidence of financial viability, the Tenderer shall furnish copies of financial information covering the last three (3) financial years for itself. **If a member of a group of Companies, the same details are required for each member of the group.** In the column headed '*Supplied with Tender*' indicate whether the information accompanies the submission. If the Tenderer is a trust such information must be provided in respect of both the Trust and its Trustee.

Note: Financial Information should be submitted in a separate sealed envelope clearly endorsed;
 'Financial Information for attention of the Contracts Administrator', together with the project title and Contract number.

Supplied with tender	Yes	No
<p>1. Financial Statements for the last three (3) years for the entity under consideration, including: Note: Consolidated accounts of a parent organisation or group to which the entity belongs are not acceptable unless the entity is covered by a Class Order (Deed of Cross Guarantee). Where a company is covered by a Class Order, in addition to the accounts of the parent, the entity under consideration will also be required to provide its own financial statements in the form of Trading Statements and Profit and Loss Accounts for the last three (3) years.</p> <ul style="list-style-type: none"> i. Statements of Financial Position ii. Statements of Financial Performance iii. Statement of Cash Flows iv. Notes to and Forming Part of the Accounts v. Accountant's Report vi. Where existing, Auditor's Report 		
<p>2. Where latest financial statements are more than six (6) months old, the latest management report showing:</p> <ul style="list-style-type: none"> i. Statement of Financial Position ii. Statement of Financial Performance 		
<p>3. Where the company is required to lodge audited financial statements with the ASIC, copies of these statements for the last three (3) years.</p>		
<p>4. Where any financial statements supplied are not audited, copies of the entities income tax returns for the last three (3) years.</p>		
<p>5. Current and projected cash flows for all work on hand.</p>		
<p>6. Forecast budget for forthcoming financial year including Revenue and Profit/Loss.</p>		
<p>7. Names and contact numbers of:</p> <ul style="list-style-type: none"> i. Five (5) major suppliers ii. Five (5) major subcontractors 		
<p>8. Details relating to the Tenderer's history and Directors Profiles.</p>		



Accountant/auditor:

Name of
Practice:

.....

Business
Address:

.....

.....

Telephone:

Facsimile:

.....



Schedule 9 Insurances

Tenderer to provide details of insurance currently held by it and any proposed subcontractor(s) which would be extended to provide cover for work under the Contract.

Insurance Type	Policy No.	Extent Of Cover		Expiry Date	Name Of Insurer
		Per Incident \$A	In Aggregate \$A		
Public Liability					
Workers Compensation					

(Attach Certificates of Currency or other verification of the above insurances)



Schedule 10 Local Industry Participation

Council wishes to:

- Support local business with provision of opportunity to provide goods / services;
- Stimulate the local economy both directly and indirectly;
- Utilise existing knowledge and supply chains available locally; and
- Increase the skill(s) base locally through training opportunities.

To ensure maximum exposure and opportunity for local industry / business, tenderers must provide detail on the following:

- (a) Proposed economic and social contribution to the Darwin region;
- (b) Details of the local sub-contractors and local suppliers of goods and services;
- (c) Identification of employment agencies and local training strategies;
- (d) Identification and commitment to reporting on local participation and expenditure throughout the project (annually);
- (e) Establishment of local industry participation goals and key outcomes with measurable key performance indicators (KPI's);
- (f) Subcontractor / supplier substitution policy.



(Attach extra page(s) if insufficient space)



Schedule 11 Management, Staff and Technical Resources

Provide a management organisation chart plus indicate below key personnel who will have prime responsibility and accountability for the performance of the contract.

Note: *Attach a résumé (CV) for each key person nominated. Limited to a maximum of one page per person*

Name 1: _____ **Position:** _____

Reporting to: _____ **Years of relevant experience:** _____

Line responsibilities:

Name 2: _____ **Position:** _____

Reporting to: _____ **Years of relevant experience:** _____

Line responsibilities:

Name 3: _____ **Position:** _____

Reporting to: _____ **Years of relevant experience:** _____

Line responsibilities:

Name 4: _____ **Position:** _____

Reporting to: _____ **Years of relevant experience:** _____

Line responsibilities:



Staff Resources:

Tenderer to provide details of the staff, consultants and contractors (as relevant) which would be utilised, and to what extent.

Description of Technical Resources:

The technical resources proposed to be used to perform the contract:

(Attach extra page(s) if insufficient space together with the organisation chart and résumés)



Schedule 12 Relevant Experience and Performance

Tenderers are required to provide detail on at least one relevant system that has been set up by the organisation, including details of the System infrastructure and functions of the System and operation. Performance details of this system should be provided if available.

(Attach extra page(s) if insufficient space)



Schedule 13 Referees

Provide at least three (3) referees who can attest to the Tenderer’s capabilities in undertaking the contract.

Note: *Council reserves the right to make its own independent enquiries.*

First referee

Company Name:

Address:

Contact Person:

Telephone: Facsimile:

Second referee

Company Name:

Address:

Contact Person:

Telephone: Facsimile:

Third referee

Company Name:

Address:

Contact Person:

Telephone: Facsimile:



Schedule 14 Quality Assurance

Demonstrate commitment to quality outcomes and understanding and acceptance of the principles of Quality Assurance ('QA').

Subject		Yes	No
1	Does the organisation have a Quality Assurance management system as part of its overall management system? (If yes, give details or include a copy of the Corporate QA Manual)		
2	Is the QA System currently accredited to an ISO Standard? (If yes, give details)		

If answered 'yes' to Q1 and Q2, completion of Questions 3 to 11 is not required.

3	Does the organisation have a quality policy? If yes, then does it:		
	Have the documented support and commitment of the General Manager and senior management?		
	Demonstrate that it relates to the organisation's activities, products and services?		
	Demonstrate that it reflect the organisation's values and guiding principles?		
	Provide a guide to the setting of quality objectives and targets?		
	Include a guide towards the monitoring of appropriate management practices?		
4	Is there a management representative responsible for ensuring that the quality principles are implemented and maintained?		
5	Is the organisation able to provide documented evidence to demonstrate its understanding and acceptance of the philosophy of quality systems? If yes, is it by:		
	Minutes of management review?		
	Internal audit reports?		
	A typical Quality Plan?		
6	Are details of the quality principles included in the organisation's training and induction program?		
7	Are there documented procedures for control of quality from subcontractors and suppliers?		
8	Are there documented procedures for corrective action that include investigation into the cause of quality non-conformances and determination of the corrective action needed?		
9	Is there evidence that the General Manager and senior management have reviewed the quality principles of the organisation to ensure continuing applicability and effectiveness?		
10	Are these reviews regular?		



11	Is there any follow-up to the reviews?		
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Schedule 15 Work Health and Safety

Demonstrate commitment to Work Health and Safety (WH&S) and understanding and acceptance of the principles of WH&S.



Subject		Yes	No
1	Does the organisation have a WH&S Management Plan as part of its overall management system? (If yes, give details)		
2	Is the WH&S Management Plan accredited by a Government agency or an accredited third party? (If yes, give details)		
3	Has the organisation prepared safe Work Method Statements (or Standard Operation Procedures) for all of its work activities? (If yes, give details)		
4	Does your organisation have and comply with a WH&S induction program for employees? (If yes, give details)		
5	Does your organisation assess the WH&S capabilities and performance of your subcontractors? (If yes, give details)		
6	Has the organisation been issued with any WH&S Prohibition Notices, Improvement Notices or fines in the past two (2) years? (If yes, give details)		
7	Has the organisation been charged with or prosecuted for an offence under any Work Health and Safety Law in the last five (5) years? (If yes, please provide brief details)		
8	Is the organisation able to provide documented evidence that within its organisation, there are people or resources nominated to: Define WH&S management policies and objectives, priorities and targets? Define the responsibilities of personnel for WH&S matters? Identify system verification requirements and allocating human, technical and financial resources adequate to meet those requirements? Ensure compliance with WH&S legislation and regulations? Keep abreast of changes in WH&S legislation and regulations, codes, guidelines and standards? Acquire and disseminate WH&S management information? Plan and conduct training in WH&S management, including inducting new employees? Oversee the development and implementation of WH&S procedures? Assess subcontractors' and suppliers' abilities to comply with WOH&S requirements? Ensure compliance with safe work practices and procedures, WH&S Management Plans, WH&S policies, WH&S legislation and regulations, codes, guidelines and standards by both employees and subcontractors?		



Schedule 16 Proposed Method of Delivery

Tenderers are required to provide detailed descriptions of proposed methods of delivery of the screens and subsequent installation.

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Schedule 17 Works Completion Dates and Stages of Completion

Please outline a schedule for the delivery and installation of the security screens and an estimate of the times for completion of work in each community.

(Attach extra page(s) if insufficient space)



Schedule 18 Schedule of Current Commitments

Please supply an indication of your businesses current commitments which may have a bearing on your capacity to supply and install the security screens.

(Attach extra page(s) if insufficient space)



Schedule 19 Tenderers CAL Accreditation (if applicable)

(Attach extra page(s) if insufficient space)



Schedule 20 List of Sub-Contractors and their CAL Accreditations (if applicable)

(Attach extra page(s) if insufficient space)