



## **Section E**

# **Tender Return Schedules**

### **Contract for Civil Works in Milikapiti Melville Island Extension to Oval**

**TENDER NO:** T01-20-21

**CONTACT  
INFORMATION:**

Superintendent: Chris Smith  
Telephone: 0427451735  
Email: Chris.smith@Tiwiislands.nt.gov.au

**TENDER CLOSING  
INFORMATION:**

Date: Friday, 28 August 2020  
Time: 2:00 pm Central Standard Time

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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## Form 1 Tender Form – Formal Offer

<b>Contract no.:</b> .....	<b>Project:</b> .....
<b>Tenderer:</b> .....	
.....	
.....	
<b>Registered office address:</b> .....	<b>Business address:</b> .....
.....	
.....	
<b>Telephone:</b> .....	<b>Facsimile:</b> .....
<b>Email:</b> .....	

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.

Tenderer confirms amendments have been signed and returned:

**Signature:** .....

**Conflicts of interest**

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:	<input type="checkbox"/> Yes ✓	<input type="checkbox"/> No ✓
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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)**



## **Form 2 Tender Prices**

Please provide the total cost (excluding GST) of the goods and services to the Tiwi Islands Regional Council.

Include clearly labelled attachments if required.



### Form 3 Details of Tenders Proposed Sub-Contractors

Provide details of all sub-contractors you propose to use in the contract, including CAL Registration if available.

A series of horizontal dotted lines for entering details of proposed sub-contractors.

**(Attach extra page(s) if insufficient space)**



## Form 4 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"/> Yes ✓ <input type="checkbox"/> No ✓
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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 (\$)



## Form 5 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 \_\_\_\_\_.



## Form 6 Financial Details

### 1. Tenderer's bank:

Full Trading  
Name: .....

Branch: .....

Address: .....

Contact person: .....

Title .....

Telephone: .....

Facsimile .....



## Form 7 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)**



## Form 8 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.

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## Form 9 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: .....



## **Form 10 Schedule of Works and Completion Dates**

Tenderers are required to provide a proposed schedule of works and completion date

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## Form 12 Details of Indigenous Participation

Tiwi Islands Regional Council is an indigenous employer and promotes the employment and training of indigenous workers. Please outline indigenous participation in this tender.

[Area with horizontal dashed lines for writing response]

**(Attach any supporting documentation)**





## Form 13 CAL Registration

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**(Attach any supporting documentation)**



## Form 14 Details of Current Commitments

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**(Attach any supporting documentation)**