

TENDER SCHEDULES
PART B: RETURNABLE SCHEDULES

Management of Sam Adams College

RFT 2023-2024-0605

15 April 2024

Schedule 2: Tender Form

**To:** **Muswellbrook Shire Council (ABN 86 864 180 944)**, of 60-82 Bridge Street, Muswellbrook NSW 2333 (**Council**)

**By:**

*[insert company name] (ACN [insert])*

of

*[address]*

*[email]*

*[telephone]*

(**Tenderer**).

The Tenderer:

* + 1. hereby submits the attached Tender in accordance with Request for Tender [insert reference] (**RFT**) and Addenda [insert] to complete the Works or Services (as applicable) detailed in the RFT:
			1. in accordance with the contract included in Schedule [insert] to the RFT (**Contract**); and
			2. for the total price of $[insert] (ex GST);
		2. in consideration of the administrative time and expense to the Council of evaluating this Tender, agrees that this Tender is open for acceptance by the Council and cannot be withdrawn by the Tenderer until the end of the Tender Validity Period (as defined in the RFT);
		3. undertakes that if this Tender is accepted by the Council in writing prior to the end of the Tender Validity Period, it will execute and be bound by the Contract;
		4. agrees that this Tender will not be accepted by the Council unless and until the Contract is executed by the Council; and
		5. to the fullest extent permitted by law, waives all rights it might now or in the future have against the Council and/or its officers, employees and agents in respect of errors in, or omissions from, the RFT.

|  |  |  |
| --- | --- | --- |
| **EXECUTED** by **[INSERT NAME OF TENDERER]** (ACN [insert]) in accordance with section 127 of the *Corporations Act* 2001 (Cth): |  |  |
|  |  |  |
| Signature of Director |  | Signature of Director / Secretary |
|  |  |  |
| Name of Director |  | Name of Director / Secretary |

SCHEDULE 3: Lump sum tender price

This contract is a Lump Sum Contract, any amounts stated against items are listed purely for assessment purposes. The Tenderer shall be responsible for the completion of all contract activities and this Schedule shall not restrict completion. Line items against which no amounts are stated whether quantities or rates are given or not, shall be regarded as covered by other line items in this Schedule. This Schedule may be used for the purpose of progressing a claim assessment and as a basis for negotiations for variations under the Contract.

This Schedule shall be read in conjunction with all other parts of the Contract. All pricing shall remain fixed for the period of the contract, not subject to rise and fall.

|  |  |  |
| --- | --- | --- |
| **Item reference no.** | **Description** | **Amount $ excl. GST** |
| 1 | Fee for Management Services, including cleaning and maintenance per annum |  |
| Total excluding GST (as reflected in the Tender Form) |  |

SCHEDULE 4: Schedule of Rates

For the purposes of variation assessment, the following rates will apply to work completed under contract. Prior to commencement of any work deemed a variation, the Contractor must provide an estimate to the Principal outlining estimated time to complete the work as well as applicable rates. A variation will not be deemed accepted unless written instruction to proceed has been issued by the Principal in accordance with Clause 5 of the Conditions of Contract.

|  |  |
| --- | --- |
| **Description**  | **Amount $ excl. GST**  |
| Hourly rate for Resident Manager |  |

SCHEDULE 5: DEPARTURES FROM CONTRACT

List all qualifications and departures from the Request for Tender with sufficient detail to allow their scope and application to be considered. The Principal will review the requested amendments as part of the tender assessment process.

The Tenderer acknowledges that the Principal may review departures and attempt to reach a commercially acceptable position with one or more Tenderers as part of the assessment process, prior to reporting to Council for resolution and award.

*Where departures have been provided in a separate document, insert the document name below.*

|  |  |  |
| --- | --- | --- |
| **RFT REFERENCE IF APPLICABLE**  | **QUALIFICATION/****DEPARTURE** | **DETAILS** |
|  |  |  |
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**By submitting this schedule, the Tenderer declares that all qualifications and departures to its Tender are listed in this schedule. The Tenderer further declares that the provided Contract Terms have been reviewed fully and any and all amendment requests have been listed in the table above.**

Signature of Tenderer’s Authorised Officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Schedule 6: CONFLICT OF INTEREST DECLARATION

The Tenderer must confirm whether there exist any interests, relationships (including those of family members and employees) or clients that may or do give rise to a conflict of interest:

|  |  |
| --- | --- |
| 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.

Signature of Tenderer’s Authorised Officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Schedule 7: Warranty and REPRESENTATION ON NON-COLLUSIVE TENDER

I, …………………………………………………………………………..   (Print name)

of ……………………………………………………………………….   (Tendering Organisation)

do hereby solemnly declare and affirm the following:

1. I hold the position of …………………………………….., and am duly authorised by the tendering organisation to lawfully proclaim the following and, after having made due inquiry believe the following to be completely accurate to the best of my knowledge.

2. Neither the Tenderer nor the Tenderer’s agents or servants have entered into any contract or agreement to offer payment of any kind to a trade association, representative of the Superintendent or representative of the Principal in the event of a winning tender by this Organisation.

3. Neither the Tenderer nor the Tenderer’s Agents or Servants have had any knowledge of the price of tenders submitted by its competitors nor did the Tenderer furnish the price of the enclosed tender to any source external to the Tendering Organisation prior to the close of the tender date as specified within the Request for Tender.

4. Neither the Tenderer nor the Tenderer’s agents or servants have entered into any contract or agreement to offer payment of any kind to an unsuccessful Tenderer in the event of a winning tender.

5. The Tenderer is not aware of any facts which would affect the decision of the Principal in accepting the tender nor has the Tenderer attempted to acquire information relevant to the tender award process by soliciting the Principal, the superintendent or their representative’s agents or servants.

6. Neither the Tenderer nor the Tenderer’s Agents or Servants have entered into any agreement with other Tenderers or third party which results in a payment of unsuccessful tenderers fees.

7. The contents of this document are true and correct to the best of my knowledge and in no way have been written under duress of any form.

I make this solemn warranty and representation to the Principal as to the matter aforesaid, according to the law in this behalf made, and subject to the punishment by law provided for any wilfully false statement.

Signature of Tenderer: …………………………………………………………………(Signature)

Phone number: ……………….….………………………………………………………….…….…

Email address: ……………………………………………………………………………………….

Subscribed and declared this ….……………………….. (Day) ……………………….... (Date)

Before me: ………………………………………………………………………….… (Print name)

Witness: ……………………………………………………………………………...… (Signature)

Schedule 8: DECLARATION OF COUNCIL ENGAGEMENT STANDARD

This is to confirm that I/we, the undersigned, have read, understood and agree to the terms and conditions of both of the following Muswellbrook Shire Council documents, either as provided, or available on [Council’s Website](https://www.muswellbrook.nsw.gov.au/policies/):

* Statement of Business Ethics
* Model Code of Conduct

I further acknowledge that this signed Declaration is a requirement in the Assessment for awarding the contract.

Signature of Tenderer: ………………………………………………………….…. (Signature)

Name: ……………………………………………………………………………… (Print Name)

Position: …………………………………………………………………………………………...

Representing Company: …………………………………………………………………………

Subscribed and declared this ….……………………….. (Day) …………………….... (Date)

Before me: ……………………………………………………………………….… (Print Name)

Witness: …………………………………………………………….……………...… (Signature)

Schedule 9: PARTNERSHIP, CONSORTIUM OR JOINT VENTURE DECLARATION

If the organisation consists of a partnership, consortium or joint venture, then provide:

|  |  |
| --- | --- |
| **Date of information:** |  |
| **Nature of the Relationship:** |
|  |
| **Other details:** |
|  |

**Mandatory Information to Be Supplied with Tender:**

Certified copy of the agreement forming the partnership, consortium or joint venture; and an organisation chart to illustrate the group structure or relationship.

|  |  |
| --- | --- |
| Yes/No |  |

Signature of Tenderer’s Authorised Officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Schedule 10: Tenderer’s Particulars

|  |  |
| --- | --- |
| **Tenderer:** (full trading name) |  |
| **ABN:** |  |
| **ACN:** |  |
| **GST Registered? (Yes / No)** |  |
| **Registered Office Address:** |  |
| **Postal Address:** |  |
| **Phone:** |  |
| **Email:** |  |
| **Legal Status:**  |  |

Note: If the Tenderer is a Trust or a Trustee of a Trust, then a full copy of the Trust Deed must be submitted with the Submission.

AUTHORISED OFFICER CONTACT DETAILS

The person nominated to be the Tenderer’s Representative for the purpose of all notices to be given by Council regarding their Submission and under the proposed contract should the supplier be successful is:

|  |  |
| --- | --- |
| **Name:** |  |
| **Position:** |  |
| **Phone:** |  |
| **Mobile:** |  |
| **Email:** |  |

ACCOUNTANT’S DETAILS

|  |  |
| --- | --- |
| **Company:** |  |
| **Principal Business Address:** |  |
| **Contact Person:** |  |
| **Telephone:** |  |
| **Term of Engagement:** |  |

Schedule 11: Financial Assessment

The successful Submission will be subject to financial assessments prior to award. Additionally, the Tenderer will be required to provide the following information to the Principal to substantiate its capability to fulfil the requirement.

For individuals: you may be required to provide a credit check, should you be the successful tenderer.

|  |  |
| --- | --- |
| **FINANCIAL INSTITUTION:** (full trading name) |  |
| **Branch:** |  |
| **Is business registered for GST? (Yes / No)** |  |
| **Address:** |  |
| **Contact person:** |  |
| **Title:** |  |
| **Telephone:** |  |
| **Bank Code (BSB):** |  |
| **Account number:** |  |
| **Title of Account:** |  |

As part of the Submission, attach a letter from the Tenderer’s bank providing the following details:

1. Bank, branch, and account names,
2. Type and limit of bank overdraft facility,
3. Type and limit of bank guarantee facility,
4. Current bank overdraft balance,
5. Number and amount of bank guarantees outstanding,
6. Details of other bank funding facilities available to the Tenderer, such as term loans, lines of credit, commercial bills and other debt instruments.

Council may request the last three year’s financial statements from any Tenderer prior to contract award.

SChedule 12: insurances

The following insurances will be required. The Tenderer must provide the details and copies of its current policies for these insurances.

WORKERS COMPENSATION OR PERSONAL ACCIDENT AND ILLNESS INSURANCE

Insurance against any death of or injury to persons employed by the Tenderer as required by the Workers Compensation Act 1987.

***ALTERNATIVELY:*** Where the Tenderer has **no employees** and in lieu of Workers Compensation Insurance, insurance for personal accident and illness under a policy that provides:

1. Weekly benefits of at least 75% of weekly income:
2. Death and capital benefits of at least $250,000; and
3. Minimum benefit period of 24 months.

|  |  |
| --- | --- |
| **Insurance Company:** |  |
| **Amount of coverage** *(as detailed above)***:** | Yes / No |
| **Policy number:** |  |
| **Expiry date:** |  |

PUBLIC LIABILITY INSURANCE

Insurance against death or injury to any third party or parties or loss of or damage to any property including loss of use of property whether it is damaged or not howsoever caused during the course of the contract. The policy must contain a cross liability clause and a “principal’s clause” and must not be less than the amount indicated for any one occurrence but must be unlimited in the aggregate.

|  |  |
| --- | --- |
| **Insurance Company:** |  |
| **Amount of coverage** *($20 million)***:** | Yes / No |
| **Policy number:** |  |
| **Expiry date:** |  |

MOTOR VEHICLE INSURANCE

In the case of any motor vehicle used in the performance of the contract, a motor vehicle insurance covering accidental damage, fire and theft is required. The policy shall be for a sum not less than the full market value of the vehicle. In addition, where such vehicles are:

**Registered Vehicles**

Insurance against injury to any third party or parties under a Compulsory Third-Party Insurance as required by the *NSW Motor Accidents Act 1988;* and

Insurance against loss of or damage to any property howsoever caused by the use of the vehicle when being driven by the Tenderer, its employees or any person not employed by the Tenderer. The policy must not be less than $20,000,000 and shall be extended to include “CTP Gap Coverage Endorsement” cover and note the interest of the Principal as an insured.

|  |  |
| --- | --- |
| **Insurance Company:** |  |
| **Amount of coverage:** *($20 million)* | Yes / No |
| **Policy number:** |  |
| **Expiry date:** |  |

**Unregistered Vehicles (Plant)**

Note: Any damage arising as a result of the plant being used as a “tool of trade” is to be covered by either an extension of the Tenderer’s Comprehensive Motor Vehicle Insurance or the liability endorsed onto Tenderer’s Public Liability Insurance.

Schedule 13: Work health and safety

This questionnaire forms part of Council’s evaluation process. The objective of the questionnaire is to provide an overview of the status of the Tenderer’s WHS Management System. Tenderers will be required to verify their responses noted in their questionnaire by providing evidence of their ability and capacity in relevant matters.

**Note:** Successful Tenderers will be required to re-submit this information during onboarding into Council’s Contractor Management System Vault.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **SUBJECT** | **YES** | **NO** |
| **Contractor Management System** |
| **1.** | **Are you currently onboarded in the Council’s Contractor Management system VAULT?** |  |  |
| **2.** | **If yes, are you currently pre-qualified for category 2 projects?** |  |  |
| **WHS Policy and Management** |
| 1. | **Does your organisation have a written company WHS Policy?***If yes, please provide a copy of the signed policy.* |  |  |
| 2. | **Does your organisation have a WHS Management System (manual or plan)?***If yes, please provide a copy.* |  |  |
| 3. | **Has your company’s WHS Management System been certified by a recognised independent authority (AS/NZS 45001 Occupational Health and Safety Management Systems Specification or accredited with NSW Government Department or other recognised independent authority?)***If yes, please provide a copy of certification or accreditation.* |  |  |
| 4. | **Are WHS responsibilities clearly identified for all levels of Management?** |  |  |
| *[Insert response here]* |
| 5. | **Does your organisation have Safe Work Method Statements (SWMS) or specific WHS instructions relevant to its operations?***If yes, please provide a summary listing of procedure or instructions, as well as 3 samples of SWMS relevant to the work to be completed.* |  |  |
| 6. | **Does your organisation have documented incident Reporting and investigation Procedures?***If yes, please provide copy or screenshot of this and/or a standard incident report form.* |  |  |
| 7. | **Are there procedures for maintaining, inspecting and assessing the hazards of plant operated / owned by the company?***If yes, please provide relevant copies.* |  |  |
| 8. | **Are there procedures for storing and handling hazardous chemicals / materials?***If yes, please provide relevant copies.* |  |  |
| 9. | **Are there procedures for identifying, assessing and controlling risks associated with hazardous manual tasks?***If yes, please provide relevant copies.* |  |  |
|  | **SUBJECT** | **YES** | **NO** |
| **10.** | **Are inductions carried out for all workers and is record maintained of all training and induction programs for your company?** |  |  |
| *[Insert response here]* |
| **11.** | **Are regular WHS inspections undertaken at workplaces/worksites?** |  |  |
| *[Insert response here]* |
| **12.** | **Is there a procedure by which workers can report hazards within workplaces?** |  |  |
| *[Insert response here]* |
| **13.** | **Does your company have a Health & Safety Representative (HSRs)?**  |  |  |
| *[Insert response here]* |
| **14.** | **Does your organisation have a consultation process in place to identify, communicate and resolve WHS related issues?** |  |  |
| *[Please describe what communication actions are undertaken.]* |
| **15.** | **Are workers involved in decision-making regarding WHS matters?** |  |  |
| **16.** | **Is there a system for recording and analysing WHS performance statistics including number and type of injuries and incidents?***If yes, please provide sample evidence.* |  |  |
| **17.** | **Are workers regularly provided with information on company WHS performances?** |  |  |
| *[Insert response here]* |
| **18.** | **Has your organisation ever been convicted of an WHS offence, or entered into an enforceable undertaking with a regulator?** |  |  |
| [If yes, insert detail of the following:* *Were there any prosecutions or fines and if so, what action has been taken to reduce the likelihood of a recurrence?*
* *Details of the agreement with the regulator*
 |

Schedule 14: INDUSTRIAL RELATIONS

The Principal will seek to engage Tenderers who can demonstrate a commitment to maintaining sound industrial relations’ principles and practices. The Principal will, as a minimum, require Tenderers and their subcontractors to comply with the industrial relations aspects of the NSW Department of Local Government “Code of Practice for the Construction Industry” and accompanying NSW Government “Industrial Relations Management Guidelines”.

**Note:** **Further information may be required to be submitted as substantiation.**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **SUBJECT** | **YES** | **NO** |
| **1.** | **Are employees paid under an award?** *(If yes which award?)* |  |  |
| *(If yes provide details)* |
| If the organisation has ten (10) or less employees, the Tenderer is **not** required to complete Questions 2 to 10. |
| **2.** | **Does the organisation have an IR policy and procedures as part of its overall management system?**  |  |  |
| *(If yes provide details)* |
| **3.** | **Does the organisation have appropriately qualified and experienced personnel to deal with industrial relations matters?** |  |  |
| *(If yes provide details)* |
| **4.** | **Does the organisation have workplace agreements or other arrangements to be used in the performance of the contract?**  |  |  |
| *(If yes provide details)* |
| **5.** | **Does the organisation have contingency plans for maintaining the continuity of the contract in the event of industrial disruption?**  |  |  |
| *(If yes provide details)* |
| **6.** | **Can the organisation provide details of its IR record in relation to the avoidance of and resolution of industrial disputation?**  |  |  |
| *(If yes provide details)* |
| **7.** | **Does the organisation have procedures for assessing subcontractors’ compliance with IR and employment obligations?** |  |  |
| *(If yes provide details)* |
| **8.** | **Does the organisation have effective measures to co-ordinate relationships between subcontractors, other contractors and unions?**  |  |  |
| *(If yes provide details)* |
| **9.** | **Have you had an IR dispute that has resulted in lost time in the last twelve (12) months?**  |  |  |
| *(If yes provide details)* |
| **10.** | **Do you have a current IR dispute that may influence this contract?** |  |  |
| *(If yes provide details)* |

SCHEDULE 15: Modern Slavery Reporting

The Principal seeks to engage Tenderers who can demonstrate a commitment to preventing Modern Slavery in their supply chains. Tenderers are required to provide information on their organisation’s awareness and maturity regarding detection and prevention of Modern Slavery as part of the Submission. The Principal will, as a minimum, require Tenderers to support Council in fulfilling its legislated reporting requirements regarding Modern Slavery.

|  |  |  |
| --- | --- | --- |
| **Question** | **YES** | **NO** |
| **1.** | **Is your organisation required to report under the Modern Slavery Act (Cth) 2018?** |  |  |
| *If yes, please attach a copy of your modern slavery statement(s) or provide details of statement preparation activities undertaken so far.* |
| If yes and relevant attachments have been provided, proceed to question 7. |
| **2.** | **Does your organisation have any policies relating to managing the risks generally associated with Human Rights, Corporate Social Responsibility, Ethical Sourcing, Fair Employment Practices and fair payments to subcontractors and employee’s?** |  |  |
| *[If yes, provide detail here]* |
| **3.** | **Does your organisation undertake activities to detect and manage modern slavery risks within your organisation?** |  |  |
| *[If yes, provide detail here]* |
| **4.** | **Does your organisation undertake activities to detect and manage modern slavery risks within your supply chain?** |  |  |
| *[If yes, provide detail here]* |
| **5.** | **Has your organisation formally undertaken a modern slavery risk assessment for your supply chain?** |  |  |
| *[If yes, provide detail here]* |
| **6.** | **Does your organisation provide or give access to modern slavery related training for staff and/or your supply chain?** |  |  |
| *[If yes, provide detail here]* |
| **7.** | **Which country(ies) are the products you provide manufactured in? Include countries where raw materials and any components are sourced (if known).** |  |  |
| *[Please provide detail here]* |

SCHEDULE 16: Local content

Council is committed to supporting local economy through engagement of local suppliers. Tenderers are to substantiate their status as local suppliers and/or confirm in what capacity they are able to support local businesses.

|  |  |
| --- | --- |
| **Question** | **Yes / No** |
| **1.** | **Local Supplier Status** |
|  | 1. Does your business have a location/store within the Muswellbrook LGA?
 |  |
|  | 1. Does your business have a location/store within the Hunter Valley?
 |  |
|  | 1. If you are a Sole Trader / Individual, do you currently reside within Muswellbrook Shire Council LGA?
 |  |
| **2.** | **Support of Local Content** |
|  | 1. Does your business obtain materials from local suppliers?
 |  |
|  | *[If yes, insert detail of materials to be purchased locally and companies engaged to do so]* |
|  | 1. Does your business anticipate using local subcontractors?
 |  |
|  | *[If yes, insert detail of local subcontractors identified and the type of work they would be engaged for]* |
|  | 1. Does your business anticipate using local accommodation for staff in connection with this project?
 |
|  | *[If yes, insert information on anticipated duration and number of staff, as well as any other ways the Tenderer anticipates supporting local economy during the project]* |
|  | 1. Does your organisation anticipate employing staff currently residing within Muswellbrook Shire Council LGA?
 |  |
| **3.** | **Does your company proactively identify how projects completed can support the local economy?** |
|  | *[Insert detail here]* |

SChedule 17: Experience and capability

Describe the organisation’s experience in projects of a similar nature to the contract completed in the last 3 years. Please give priority to projects that are specific to the scope and nature of the Submission. Minimum of two (2) of the provided references should be from clients other than Muswellbrook Shire Council.

If you are an individual, provide references of past clients / relevant employers below.

**Note: Council reserves the right to make independent enquires.** All statements obtained from the nominated referee will remain confidential between the Council and the referee, unless required to be disclosed by law.

|  |  |
| --- | --- |
| **PROJECT 1** *(name)* |  |
| **Client** (Referee): |  |
| **Contact Person:** |  | **Telephone:** |  |
| **Email:** |  |
| **Total End Project Value:** | **$** | **Initial Contract Value:** | **$** | **Duration:** |  |
| **Total Variations Value:** |  |
| **Main Reasons for Variations:** |  |
| **Detailed description of the project or task:** |
| *[insert detail here]* |

|  |  |
| --- | --- |
| **PROJECT 2** *(name)* |  |
| **Client** (Referee): |  |
| **Contact Person:** |  | **Telephone:** |  |
| **Email:** |  |
| **Total End Project Value:** | **$** | **Initial Contract Value:** | **$** | **Duration:** |  |
| **Total Variations Value:** |  |
| **Main Reasons for Variations:** |  |
| **Detailed description of the project or task:** |
| *[insert detail here]* |

|  |  |
| --- | --- |
| **PROJECT 3** *(name)* |  |
| **Client** (Referee): |  |
| **Contact Person:** |  | **Telephone:** |  |
| **Email:** |  |
| **Total End Project Value:** | **$** | **Initial Contract Value:** | **$** | **Duration:** |  |
| **Total Variations Value:** |  |
| **Main Reasons for Variations:** |  |
| **Detailed description of the project or task:** |
| *[insert detail here]* |

|  |  |
| --- | --- |
| **PROJECT 4** *(name)* |  |
| **Client** (Referee): |  |
| **Contact Person:** |  | **Telephone:** |  |
| **Email:** |  |
| **Total End Project Value:** | **$** | **Initial Contract Value:** | **$** | **Duration:** |  |
| **Total Variations Value:** |  |
| **Main Reasons for Variations:** |  |
| **Detailed description of the project or task:** |
| *[insert detail here]* |

SCHEDULE 18: CURRENT COMMITMENTS

Describe the Tenderer’s current commitments in projects of a similar nature.

Should you intend to cease providing services listed below, please provide detail on notice period(s) required.

|  |  |
| --- | --- |
| **PROJECT 1** *(name)* |  |
| **Client** (Referee): |  |
| **Contact Person:** |  | **Telephone:** |  |
| **Email:** |  |
| **Total Project Value:** | **$** | **Duration:** |  |
| **Time until completion:** |  |
| **Variations:** |  |
| **Detailed description of the project or task:** |
| *[insert detail here]* |

|  |  |
| --- | --- |
| **PROJECT 2** *(name)* |  |
| **Client** (Referee): |  |
| **Contact Person:** |  | **Telephone:** |  |
| **Email:** |  |
| **Total Project Value:** | **$** | **Duration:** |  |
| **Time until completion:** |  |
| **Variations:** |  |
| **Detailed description of the project or task:** |
| *[insert detail here]* |

*NOTE: Insert additional tables as required.*

SCHEDULE 19: PRIOR TERMINATION OF PROJECT(S)

Provide detail on any non-completion of previous projects (termination or non-performance).

|  |  |
| --- | --- |
| Has your organisation ever failed to complete a project? | Yes / No |
| If yes, please provide details: |
| *[insert response here]* |

Schedule 20: Proposed Personnel

Please provide a management organisational chart and provide detail of the personnel who will have primary responsibility and accountability for the performance of the contract.

**Note:**

1. An organisational chart (if relevant) and résumés (CVs) for each person nominated must be attached.

2. The successful Tenderer must take reasonable steps ensure that the personnel named in this schedule are assigned to this project throughout the term of the contract.

|  |  |
| --- | --- |
| **Name 1:** |  |
| **Position:** |  |
| **Reporting too:** |  |
| **Years of relevant experience:** |  |
| **Proposed role in project:** |  |

*Insert more tables as required.*

Schedule 21: PHYSICAL RESOURCES

**NOMINATED EQUIPMENT**

List the equipment and/or machinery proposed to be used to perform the contract:

|  |  |  |
| --- | --- | --- |
| **Equipment** | **Owned or Leased** | **Year of Manufacture** |
|  |  |  |
|  |  |  |
|  |  |  |
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*(insert additional line(s) if needed)*

SCHEDULE 22: ADDITIONAL INFORMATION/INNOVATION

Detail any matters which have not been covered in the other returnable Schedules and which it is believed should be taken into consideration when the Submission is being evaluated. Particularly, detail matters which will provide improved value for money:

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