Invitation to Tender (ITT)

|  |
| --- |
|  |

FBA-24.6 Preferred Supplier List

Part 2 of 3

Schedule 5 – Returnable Schedules

Release Date: 19 September 2024

Close Date: 17 October 2024

# Guidance Note for Tender Submissions

Please use the following information as a guide to ensure your response meets the requirements and is considered compliant.

**Attachments for Additional Information:**

* + If there is insufficient space within the response section for a Tenderer to provide a complete answer to a question, the Tenderer may include an attachment.

**Completion and Labelling of Response Annexures and Attachments:**

* + Response Annexures and any attachments must be complete to ensure a compliant submission.
  + All attachments should be clearly labelled to correspond with the questions they are addressing.

**Detail in Responses:**

* + Responses to criteria that provide little or no detail (e.g., "to be advised") will be deemed unacceptable.
  + Such responses will be scored accordingly in the evaluation process, potentially affecting the overall assessment of your submission.

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# Schedule 5 – Response Annexure

## Tenderer Profile

|  |  |
| --- | --- |
| **Company Information** | |
| Full Business Name: |  |
| Trading Name (if any): |  |
| ABN: |  |
| Registered address: |  |
| Principal place of business street address: |  |
| Postal address: |  |
| Telephone: |  |
| Email: |  |
| Name and title of Contact Person responsible for this Tender response: |  |
| Contact telephone: |  |
| Contact email: |  |
| Tenderer is a Trust | If the Tenderer is trading under a trust arrangement, please ensure a copy of the relevant deed is attached.  ATTACHED |

## Tender Checklist

A conforming tender meets the requirements of the ITT Schedule 1, Section 1.9. Failure to return any of the following items may result in the Tender being excluded from evaluation due to non-conformance.

|  |  |  |
| --- | --- | --- |
| **Checklist of required attachments** | | |
|  | Part 5: Returnable schedules completed in full and signed by an authorised representative of the Tenderer | |
|  | Completed Supplier Details Form | Part 1: Supplier Details Form |
|  | Certificates of Currency for insurances as defined in Schedule 2 | Part 2: Insurances |
|  | Details of existing Local & Indigenous Employment | Part 3: Local & Indigenous Participation |
|  | Confirmation of Compliance with ITT Mandatory Criteria | Part 4: Mandatory Criteria Compliance |
|  | Requirements to meet the Assessment Criteria  Capability  Experience  Key Personnel (including CVs)  Environmental, Social and Governance (ESG)  Methodology and Approach  Business Licenses as appropriate  Quality and Risk  References | Part 5: Technical Response  ***Note: Tenderers must complete an additional copy of the Part 5 response document for each service that they are tendering for.*** |
|  | Price schedule as an Excel document | Part 6: Price Schedule |
|  | Proposed contractual departures (if applicable) | Part 7: Contract departures |
|  | Acknowledgement of terms and conditions of this invitation to tender | Part 8: Tenderer’s Acknowledgement |

## Tender Submission

### Service Selection

Tenderers are requested to tick the corresponding box for each service they are submitting a tender response for.

**Please Note:**

* Tenderers must submit separate responses to ***Part 5 – Technical Response*** of this Schedule 5 for each service they are nominating to provide.
* This may require the duplication of some information across responses.

|  |  |  |
| --- | --- | --- |
| Category | Service | Tendering  (indicate by marking the checkbox) |
| Civil Earthworks | Civil Earthworks |  |
| Professional Services | Engineering Design and Signoff |  |
| Fish Passage Design and Installation |  |
| Revegetation Plans |  |
| Soil Conservation Design |  |
| Species Management Program |  |
| Technical Investigations |  |
| Management | Fencing |  |
| Irrigation Install and Maintenance |  |
| Feral Pest Control |  |
| Planting |  |
| Weed Control |  |

# Part 1 - Supplier Details Form (Fba01-37-01)

|  |
| --- |
| If a supplier is awarded a place on the supplier list, the information provided in the Supplier Details Form will be used. The completion of this form does not commit FBA to engage with the proposed supplier and does not create a contract.  The Supplier Details Form must be completed by any entity that may invoice FBA for payment. This form supports the agreement and/ or arrangement between FBA and the supplier and facilitates financial payments. No payments will be processed until this form is completed. The Supplier Details Form is valid only for the financial year in which it is completed. It is the supplier's responsibility to notify FBA of any changes affecting the information in the form.  *Note: Completion of this form is mandatory as part of the tenderer’s submission.* |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. BUSINESS DETAILS | | | | | | | | | |
| Entity Name: |  | | | | | | | | |
| Trading Name:  (if applicable) |  | | | | | | | | |
| ABN: |  | | | GST REGISTERED: | | | | Yes | No |
| IndigenousSupplier  (Aboriginal &/or Torres Strait Islander) | Yes | No | | Registered with Supply Nation <https://supplynation.org.au/> | | | | Yes | No |
| Address: |  | | | | | | | | |
| Email: |  | | | | | | | | |
| Web Address: |  | | | | | | | | |
| Phone: |  | | | Mobile: | |  | | | |
|  |  | | |  | |  | | | |
| 1. BUSINESS CONTACT PERSON | | | | | | | | | |
| Name: |  | | | | | | | | |
| Position Title: |  | | | | | | | | |
| Email: |  | | | | | | | | |
| Phone: |  | | | Mobile: | |  | | | |
|  | | | | | | | | | |
| 1. INSURANCES | | | | | | | | | |
| My Entity holds the following insurances relevant to the formal agreement terms and conditions: | | | | | | | | | |
| Insurance Type | Applicable | | | | Not Applicable | | | | |
| Public Liability |  | | | |  | | | | |
| Workcover |  | | | |  | | | | |
| Professional Indemnity |  | | | |  | | | | |
| Plant and Equipment |  | | | |  | | | | |
|  |  | | | |  | | | | |
| 1. FINANCIAL DETAILS | | | | | | | | | |
| Bank Name: |  | | | | | | | | |
| BSB: |  | | | | | | | | |
| Account Name: |  | | | | | | | | |
| Account Number: |  | | | | | | | | |
|  |  | | | | | | | | |
| 1. FINANCIAL CONTACT PERSON | | | | | | | | | |
| Same details as 2. BUSINESS CONTACT PERSON. *Please proceed to section 7.* | | | | | | | | | |
| Authorised Contact Name: |  | | | | | | | | |
| Position Title: |  | | | | | | | | |
| Accounts Email Address: |  | | | | | | | | |
| Phone: |  | | Mobile: | | | |  | | |
|  | | | | | | | | | |

|  |  |  |
| --- | --- | --- |
| 1. SERVICE CATEGORIES | | |
| My Entity has the skills and qualifications to deliver the following services |  | |
|  | | |
| 1. DECLARATION | | |
| By signing this Supplier Details Form I declare and understand: | | |
|  | | I have attached the relevant Certificate of Currencies |
|  | | I am the authorised person to supply these details |
|  | | All details are true and correct |
|  | | Any changes to these details need to be communicated with FBA |
|  | | FBA will only make payment to this account |
|  | | These details need to be provided per financial year for the duration of our partnership |
| Signature: | |  |
| Name: | |  |
| Date: | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *FBA USE ONLY* | | | | |
| *Supplier Details Form received* | | | *Date:* | *Name:* |
| Yes | No | NA | *Confirm ABN Details* | |
| Yes | No | NA | *Confirm Registration with Supply Nation* | |
| Yes | No | NA | *Section 3 Business Arrangement status correct* | |
| Yes | No | NA | *Insurances uploaded as attachment to LINK!* | |
| Yes | No | NA | *Reckon Supplier Centre updated* | |
| Yes | No | NA | *Supplier Details Form Hyperlinked to Reckon* | |
| *Signature:* | |  | | |
| *Name:* | |  | | |
| *Date:* | |  | | |

# Part 2 – Insurance

Tenderers are advised that FBA reserves the right to request copies of the insurance certificates listed in the tables below, prior to contract award. If such a request is made, tenderers must supply the required documentation promptly.

|  |  |
| --- | --- |
| 1. **Public Liability Insurance (FBA requires a minimum of $20,000,000 per claim)** | |
| Insurer: |  |
| Limit of Cover: | $ |
| Policy Number: |  |
| Expiry Date: |  |
| Exclusions: |  |

|  |  |
| --- | --- |
| 1. **Workers’ Compensation (WorkCover) Insurance (as required by law)** | |
| Insurer: |  |
| Limit of Cover: | $ |
| Policy Number: |  |
| Expiry Date: |  |

|  |  |
| --- | --- |
| 1. **Professional Indemnity Insurance** | |
| Insurer: |  |
| Limit of Cover: | $ |
| Policy Number: |  |
| Expiry Date: |  |
| Exclusions: |  |

|  |  |
| --- | --- |
| 1. **Plant and Equipment Insurance** | |
| Insurer: |  |
| Limit of Cover: | $ |
| Policy Number: |  |
| Expiry Date: |  |
| Exclusions: |  |

# Part 3 – Local Benefits & Indigenous Participation

|  |  |
| --- | --- |
| **Local Benefits and Indigenous Participation** | |
| How many employees are currently working within the Fitzroy Basin?  What is the total number of employees working across Queensland within your entire business? | [Insert response] |
| Of the employees identified in the above question, how many identify as Indigenous? | [Insert response] |
| Where is your Head Office located? | [Insert response] |
| Please provide the locations of your other company facilities, such as shopfronts, warehouses, depots, and regional offices. | [Insert response] |
| Please provide the number of employees who currently reside and work within these facilities and are part of your supply chain. | [Insert response] |
| Does or will your organisation use local subcontractors for the supply of works or services within the Fitzroy Basin?  If yes, please provide details roles and responsibilities of these subcontractors. | [Insert response] |

# 

# Part 4 – Mandatory Criteria Compliance

## 4.1 Ethical Supplier Threshold

It is a mandatory criterion that the Tenderer must comply with the Ethical Supplier Threshold. Please provide the following details:

|  |  |
| --- | --- |
| After 1 August 2019, has the Tenderer: (indicate by inserting a ✓) | |
| Contravened a civil remedy provision of Chapter 2 or Chapter 3 of the Fair Work Act 2009 (Cth), or committed an offence against the Fair Work Act? | YES  NO |
| Contravened a civil remedy provision of Chapter 2, 3, 4, 5, or 7 of the Industrial Relations Act 2016, or committed an offence against the Industrial Relations Act, or failed to pay employment related levies, or other payments, established under Queensland legislation? | YES  NO |
| Failed to make superannuation contributions on behalf of employees in accordance with law? | YES  NO |
| Purported to treat employees as independent contractors, where they are not? | YES  NO |
| Required persons who would otherwise be employees to provide an Australian Business Number so that they could be treated as independent contractors? | YES  NO |
| Engaged persons on unpaid work trials or as unpaid interns, where they should be treated as employees? | YES  NO |
| Entered into an arrangement for the provision of labour hire services with a person who is not licensed under the Labour Hire Licensing Act 2017, or a supplier who is an unlicensed provider under the Act? | YES  NO |
| Paid employee’s wages below those provided for in an applicable modern award? | YES  NO |
| If yes to any of the above, has the non-compliance been investigated and an outcome obtained previously (after 1 August 2019) by a Queensland Government procuring agency? | Reference/Case number:  \_\_\_\_\_\_\_\_\_\_\_\_\_ |

Compliance information disclosure consent:

* In making this declaration, the Supplier certifies that the responses in this form are complete, accurate, up to date and not misleading in any way.
* Fitzroy Basin Association (FBA) may obtain information about the supplier relevant to this evaluation criteria that may be held by any Government Department or Instrumentality and take the information into account in assessing the offer.

## 4.2 Work Health and Safety

Tenderers must provide evidence that their Work Health and Safety (WHS) processes meet the minimum standards of FBA. This includes current WHS policies and procedures, along with relevant certifications. These documents should demonstrate the tenderer’s ability to maintain a safe working environment in accordance with industry standards and legislation.

|  |  |  |
| --- | --- | --- |
| **Document** | **Attached  (indicate by inserting a ✓)** | **Comments (if any)** |
|  | ☐ |  |
|  | ☐ |  |
|  | ☐ |  |
|  | ☐ |  |
|  | ☐ |  |
| [Insert additional rows as required] | ☐ |  |

## 4.3 Scope of Work Compliance

| Tenderers are to confirm that they hold the necessary qualifications and licenses required for the nominated Scope(s) of Work for which they are tendering. Tenderers may be requested to provide copies of these credentials prior to contract award. **Scope of Work** | **Criteria** | **Confirmed  (indicate by inserting a ✓)** |
| --- | --- | --- |
| Scopes of Work | Supplier confirms compliance with the requirements for the nominated Scope(s) of Work they are tendering for, and are available to provide copies of credentials prior to contract award. | ☐ |

# 

# Part 5 – Technical Response

***Guidance Note: Tenderers must complete an additional copy of this Part 5 response document for each service that they are tendering for.***

|  |  |
| --- | --- |
| **Applicable Services** | |
| **Applicable Services**  Supplier is to nominate which field of services this response schedule applies to. | Choose an item. |



## 5.1 Capability and Experience

### 5.1.1 Experience

Tenders must have experience in the Scope of Works (SoWs) they are tendering for. Please include your response to the questions in the table below.

|  |  |
| --- | --- |
| **Experience** | |
| **Company Experience:**  Describe your company's experience and skills in delivering projects similar to the category of services you are tendering for. | [Insert response] |
| **Business Operations:**  Briefly state how long your company has been operating, your reliability in the industry, and highlight any key projects or accomplishments that demonstrate your experience providing the services as outlined in applicable scope of work that you are tending for. | [Insert response] |

### 5.1.2 Capability

Tenderers must have and maintain sufficient capability to undertake the nominated Scope of Work (SoW).   
This includes having the necessary skills, resources, and ability to complete the tasks to the required standards.

| **Capability** | |
| --- | --- |
| **Resource Allocation:**  Outline the key resources and equipment your company will allocate if you receive a place on the supplier list. | [Insert response] |
| **Project Management Approach:**  How do you manage projects to ensure they are delivered successfully?  Please describe your approach and any methods or tools you use. | [Insert response] |
| **Subcontractor Details**  Do you use or plan to use subcontractors to deliver any part of your works and or services? If so, please provide details on their roles and responsibilities and how you ensure they would meet FBA’s required standards. | [Insert response] |
| **Management Capability**  Describe your company’s management approach and provide examples of how you have successfully managed similar projects. | [Insert response] |
| **Organisational Structure**  Describe your company’s organisational structure and how it supports the delivery of the works and or services. | [Insert response] |
| **Financial Capability**  Please provide a summary of your financial position such as recent financial statements or balance sheets, to demonstrate your financial stability and capability. | [Insert response] |

## 5.2 Key Personnel

The Tenderer must nominate the key personnel proposed for delivery of the Works/Services.

* Attach resumes/CVs to the Tender submission.
* CV attachments are to be a maximum of two pages each.

| **Key Personnel** | |
| --- | --- |
| [Project Role Title] | |
| Name |  |
| Position Title |  |
| Phone |  |
| Email |  |
| Qualifications |  |
| Relevant Licences |  |
| Relevant Experience |  |
| [Project Role Title] | |
| Name |  |
| Position Title |  |
| Qualifications |  |
| Relevant Licences |  |
| Relevant Experience |  |
| [Project Role Title] | |
| Name |  |
| Position Title |  |
| Qualifications |  |
| Relevant Licences |  |
| Relevant Experience |  |
| [Project Role Title] | |
| Name |  |
| Position Title |  |
| Qualifications |  |
| Relevant Licences |  |
| Relevant Experience |  |
| [Project Role Title] | |
| Name |  |
| Position Title |  |
| Qualifications |  |
| Relevant Licences |  |
| Relevant Experience |  |

## 5.3 Environmental, Social and Governance (ESG)

Environmental, Social, and Governance (ESG) criteria are central to FBA’s objectives. Therefore, we require all tenderers to address these aspects to the best of their ability.

|  |  |
| --- | --- |
| **ESG** | |
| **Environmental and Sustainability**  Please describe how you manage environmental and sustainability issues in your services and within your company.  Include any certifications, practices, or initiatives you use to reduce environmental impact. | [Insert response] |
| **Social Impact:**  How do you ensure fair labour practices, maintain employee safety and get involved with the community? | [Insert response] |
| **Governance and Compliance**  Outline your approach to governance and how you maintain ethical practices and legal compliance.  Do you have any policies to manage business ethics, anti-corruption, and transparency | [Insert response] |

## 5.4 Technical Qualifications

### 5.4.1 Methodology and Approach

| **Methodology and Approach** | |
| --- | --- |
| **Methodology:**  Please describe the methodology and approaches you will use to meet the requirements outlined in the Scope of Works. | [Insert response] |
| **Approach:**  How will you make sure you meet the specifications and successfully deliver the services? | [Insert response] |

### 5.4.2 Business Licenses

Please provide details of all business licenses relevant to the Scope of Works and attach copies where applicable.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Licence** | **Number** | **Class/Category** | **Other details** | **Copy Attached** (indicate by inserting a ✓) |
|  |  |  |  | 🞏 |
|  |  |  |  | 🞏 |
|  |  |  |  | 🞏 |
| [Insert additional rows as required] |  |  |  | 🞏 |

## 5.5 Quality and Risk

| **Quality Management and Risk Assurance** | |
| --- | --- |
| **Quality Management:**  Please provide details on the quality management plans and procedures currently in place within your company. Copies of these documents may be requested prior to contract award.  How do these plans help ensure successful service delivery and maintain high standards? | [Insert response] |
| **Risk Management:**  Please explain how you will identify, manage, and reduce potential risks.  Please include details on any relevant certifications or qualifications that support your risk management approach. | [Insert response] |

## 5.6 References

Tenderers are required to provide details for at least two referees who can be contacted for reference checks. The referees should be able to speak to your company’s capability and performance related to similar projects or services.

|  |  |
| --- | --- |
| **Referee 1** | |
| Name: |  |
| Referees Company: |  |
| Position/Title: |  |
| Contact Information: (email address and phone number) |  |
| Project/Service Details: |  |
| Relationship: |  |
| **Referee 2** | |
| Name: |  |
| Referees Company: |  |
| Position/Title: |  |
| Contact Information: (email address and phone number) |  |
| Project/Service Details: |  |
| Relationship: |  |
| Name: |  |

# Part 6 – Price Schedule

## 6.1 Price Schedule

Please complete the Schedule of Rates, in the attached **FBA-24.6 PSL ITT Part 3 of 3 - Schedule of Rates.xlsx** file.

The prices the Tenderer provides in the Schedule of Rates will be used to assess any potential Request for Quotes and to issue orders or call-offs under the Contract.



# Part 7 - Departures

## 7.1 Contract Departures

Tenderer must outline any proposed departures to **Part 1,** **Schedule 6: Draft Contract**. FBA reserves the right to consider or not consider any Tender not conforming to the requirements outlined in the Tender Documents.

Note: Additional terms for the master agreement structure are currently in development, and will be released as an addendum to this ITT. These will be released during the tender process via an addendum.

|  |  |  |  |
| --- | --- | --- | --- |
| Term Ref. | Description | Reasoning | Impact |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Part 8 – Tender Acknowledgement

## Tenderer’s Acknowledgement

The signatory below makes the following declarations for an on behalf of the Tenderer to Fitzroy Basin Association (FBA):

1. The Tenderer has examined all of the Invitation Documents;
2. The Tenderer declares that:
   1. the Tender constitutes a formal Offer for the provision of the Works;
   2. it has read and understood the obligations outlined in the Invitation Documents;
   3. all of the contents of the Tender are accurate;
   4. there are no relationships between the Tenderer and FBA, FBA staff, or other parties with dealings with FBA that may constitute a conflict of interest, either actual, potential or perceived should the Tenderer be selected;
   5. it has sufficient financial, staff and other resources to carry out and supply the Works in accordance with the Invitation to Tender;
   6. it is not aware of any circumstances, including but not limited to legal action, that could impact on the viability of the Tenderer or the capacity to deliver the Works; and
   7. it has or will have all insurance required before entering into Contract for the works and for the duration of the Works.

Signed by an Authorised Representative of the Tenderer who declares that they are duly authorised to sign for and enter into contracts on behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Business Name]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorised Person Name Authorised Person Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Signature