# Part 5: Returnable Schedules

## Tender Checklist

A conforming tender meets the requirements of the ITT Part 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 | Schedule 1: Supplier Details Form |
|  | Certificates of Currency for insurances as defined in Schedule 2 | Schedule 2: Insurances |
|  | Business Licences as appropriate as defined in Schedule 3 | Schedule 3: Business Licences |
|  | CVs of key personnel as defined in Schedule 4 | Schedule 4: Key Personnel |
|  | Requirements to meet the Assessment Criteria  Proposed Methodology  Proposed Project Schedule  Management Systems  Examples of Demonstrated Experience | Schedule 5: Non-Price Assessment Requirements |
|  | Price schedule as an Excel document | Schedule 6: Price Schedule |

## Schedule 1: Supplier Details Form

Please complete the attached Word document **Schedule 1 - Supplier Details Form.docx**.

## Schedule 2: Insurances

|  |  |
| --- | --- |
| 1. **Public Liability Insurance (FBA requires at least $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: |  |

## Schedule 3: Business Licences

Include all business licenses relevant to the Scope of Works.

|  |  |  |  |
| --- | --- | --- | --- |
| **Licence** | **Number** | **Class/Category** | **Other details** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Schedule 4: Key Personnel

The Tenderer must nominate the key personnel proposed for delivery of the Works. Attach resumes/CVs to the Tender submission.

|  |  |
| --- | --- |
| **Key Contact for FBA – [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 |  |

## Schedule 5: Non-price Assessment Requirements

Tenderer should submit documentation and evidence supporting the assessment criteria outlined in **Part 3: Evaluation of Tenders**. Minimum evidence required is:

* Proposed methodology;
* Project schedule;
* Management systems; and
* Examples of demonstrated experience.

The Tenderer may submit more documentation to support their Tender as they see fit.

FBA reserves the right to:

1. consider or not consider Tenders that do not supply the minimum documentation; and
2. consider or not consider any documentation exceeding the minimum documentation.

## Schedule 6: Price Schedule

Please complete the two worksheets, Bill of Quantities and Schedule of Rates, in the attached **Schedule 6: Price Schedule.xlsx** file.

The Bill of Quantities should contain all expected costs associated with delivery of the works and the final price to FBA that will form the Contract. Tenderers may add items to, but should not remove items from, the Bill of Quantities. Where an item is not completed, Tenderers should note the reason in the Comments column or risk the Tender being found non-conformant.

The prices the Tenderer provides in the Schedule of Rates are for the development of any potential variations to the Contract should they be required.

The Tenderer may also complete the Payment Schedule worksheet to suggest a schedule of payments against milestones for the potential Contract. If no proposed Payment Schedule is provided, FBA will develop the payment schedule when finalising the Contract.

## Schedule 7: Contract Term Non-conformances

Tenderer must outline proposed non-conformances with **Part 5: Draft Contract**. FBA reserves the right to consider or not consider any Tender not conforming to the requirements outlined in the Tender Documents.

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

## Schedule 7: 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

# Part 6: Draft Contract

Refer to the attached **Part 6 – Draft Contract.pdf**.