



## RESPONSE SCHEDULES

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CONTRACT NAME:

CONTRACT NO.:

## **Notice to Tenderer: Collection, Use and Disclosure of Information**

### **1. Information Privacy**

- 1.1 The Principal collects personal information and non-personal information in the Response so that it can properly conduct the procurement process and otherwise carry out its functions as a local government authority. The Principal is authorised to collect this information under the Local Government Act 2009 (Qld) (**LGA**) and the Local Government Regulation 2012 (Qld). The information in the Tenderer's Response will be accessible by employees of the Principal and third party personnel engaged to assist the Principal in conducting the procurement process or otherwise carrying out the functions of the Principal. Information in the Response may also be disclosed in accordance with the Procurement Process Conditions and as required by law, including the Local Government Regulation 2012 (Qld) (**LGR**) and the Right to Information Act 2009 (Qld) (**the RTI Act**) as described below.

### **2. Publication and display of relevant details under Local Government Regulation**

- 2.1 The LGR provides that the Principal must, as soon as possible after entering into a contractual arrangement worth \$200,000 or more (exclusive of GST) publish relevant details of the contract (including the person with whom the Principal has entered into the contractual arrangement, the value of the contractual arrangement and the purpose of the contractual arrangement) on the Principal's website and display relevant details of the contract in a conspicuous place in the Principal's office. The relevant details must be published or displayed in this manner for a period of at least 12 months.
- 2.2 The Principal may also be required to make documentation and information contained in, or provided by the Tenderer in connection with, a Response (including documentation and information identified by the Tenderer as confidential) publicly available where that documentation or information is:
- (a) discussed in a local government meeting (as that term is defined in the LGA (**Local Government Meeting**));
  - (b) included in a report or other document that:
    - (i) relates to an item on the agenda for a Local Government Meeting and is made available to councillors or committee members for the purposes of the meeting;
    - (ii) is directly relevant to a matter considered or voted on at a Local Government Meeting; or
    - (iii) is presented at a Local Government Meeting for the consideration or information of the local government or committee; or
  - (c) otherwise required to be disclosed pursuant to a provision of the LGA or the LGR.

### **3. Disclosure under Right to Information Act**

- 3.1 The RTI Act provides members of the public with a legally enforceable right to access documents held by Queensland Government agencies (including the Principal). The RTI Act requires that documents be disclosed upon request, unless the documents are exempt or on balance, disclosure is contrary to public interest. Information or documentation contained in or provided by a Tenderer in connection with a Response is potentially subject to disclosure to third parties, including documentation and information identified by the Tenderer as confidential. Any application for disclosure will be assessed in accordance with the terms of the RTI Act.
- 3.2 Notwithstanding any other provision of the Request for Tender or a Response, if a Response is accepted, the Principal may publish on a Queensland Government website or by any other means, contract information including:
- (a) the name and address of the Principal and the successful Tenderer;
  - (b) a description of the goods and/or services to be provided or works to be carried out pursuant to the contract;
  - (c) the date of award of the contract (including the relevant stages if the contract involves more than one stage);
  - (d) the contract value (including the value for each stage if the contract involves more than one stage and advice as to whether any non-price criteria were used in the evaluation of Responses);
  - (e) the procurement method used; and
  - (f) for contracts with a value over \$10 million, the contract, or summary information in respect of the contract, between the Principal and the Tenderer.

## Tender Overview and Checklist

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The Tenderer is to attach this checklist and all of the documents and information stated in the table below, to its tender. A Tender which does not include this checklist and all of the information below may be treated as a Non-Conforming Tender. Terms which are capitalised but not defined in these Response Schedules have the meaning assigned to them in the written request for tender documents which are issued or made available to the Tenderer with these Response Schedules.

| Item   | Included –<br>Yes ✓      | Included –<br>No X       |
|--|--------------------------|--------------------------|
| <b>Tender Form</b>   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Schedule A – Tenderer Details, Conflict of Interest and Legal Matters</b> | <input type="checkbox"/> | <input type="checkbox"/> |
| Schedule A1 – Tenderer Details   | <input type="checkbox"/> | <input type="checkbox"/> |
| Schedule A2 – Tenderer's Representative                                      | <input type="checkbox"/> | <input type="checkbox"/> |
| Schedule A3 – Conflict of Interest   | <input type="checkbox"/> | <input type="checkbox"/> |
| Schedule A4 – Legal Matters  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Schedule B – Financial Details and Solvency</b>                           | <input type="checkbox"/> | <input type="checkbox"/> |
| Schedule B1 – Financial Details of Tenderer                                  | <input type="checkbox"/> | <input type="checkbox"/> |
| Schedule B2 – Solvency of Tenderer   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Schedule C – Insurances</b>   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Schedule D – Business Profile (Local, Social and Sustainability)</b>      | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Schedule E – Experience and Technical Capacity</b>                        | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Schedule F – Key Personnel, Subcontractors, Suppliers and Consultants</b> | <input type="checkbox"/> | <input type="checkbox"/> |
| Schedule F1 – Key Personnel  | <input type="checkbox"/> | <input type="checkbox"/> |
| Schedule F2 – Subcontractors, Suppliers and Consultants                      | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Schedule G – Resources</b>  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Schedule H – Management Systems</b>                                       | <input type="checkbox"/> | <input type="checkbox"/> |

| Item  | Included –<br>Yes ✓      | Included –<br>No X       |
|---|--------------------------|--------------------------|
| Schedule H1 – Work Health and Safety                | <input type="checkbox"/> | <input type="checkbox"/> |
| Schedule H2 – Environmental Management              | <input type="checkbox"/> | <input type="checkbox"/> |
| Schedule H3 – Quality Assurance                     | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Schedule I – Work procedures and methodology</b> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Schedule J – Program of Works</b>                | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Schedule K – Pricing and Cash Flow</b>           | <input type="checkbox"/> | <input type="checkbox"/> |
| Schedule K1 – Pricing                               | <input type="checkbox"/> | <input type="checkbox"/> |
| Schedule K2 – Cash Flow Projection                  | <input type="checkbox"/> | <input type="checkbox"/> |
| Schedule K2 – Cash Flow Projection Variation Rates  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Schedule L – Statement of Departures</b>         | <input type="checkbox"/> | <input type="checkbox"/> |
| Schedule M – <b>Additional Information</b>          | <input type="checkbox"/> | <input type="checkbox"/> |

# Tender Form

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Contract / Tender Number and Name::

Contractor / Tenderer Name:

1. lodges a Tender to perform the works in accordance with the Tender documents, incorporating:

(a) the Request for Tender Parts; and

(b) the following Addenda:

|  |
|--|
|  |
|  |
|  |

for the sum of:

|                                   |    |
|-----------------------------------|----|
| price in figures (excluding GST): | \$ |
| GST in figures:                   | \$ |
| price in figures (including GST): | \$ |

2. acknowledges that it has read and understood the Request for Tender and in particular all of its obligations under, warranties given or to be given in, and representations made or to be made in the Request for Tender or any part of them; and
3. acknowledges that this Response remains valid and open for acceptance until the end of the Response Validity Period.
4. agrees that it will complete the works within timeframes as specified in the Technical Specification of this tender.

Signed for and on behalf of the Tenderer by:

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

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

who warrants that they are duly authorised to sign for and on behalf of

*Note: The Tender Form is to be signed for and on behalf of the Tenderer by a person or persons having full authority to bind the Tenderer for the purposes of the Response and evidence of such authority must be provided on request.*

# Schedule A – Tenderer Details, Conflict of Interest and Legal Matters

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## Schedule A1 – Tenderer Details

|   |  |
|---|--|
| Name of Tenderer:   |  |
| Head Office Address:  |  |
| Local Branch Office Address:  |  |
| ABN or ACN:   |  |
| Trading As:   |  |
| QBCC Licence No. (if applicable):   |  |
| QBCC Licence Category (if applicable):  |  |
| Telephone Number:   |  |
| Name of Directors:  |  |
| Name of Manager:  |  |
| Name of Secretary:  |  |
| Name of Parent Company:   |  |
| Names of Subsidiary and Associated Companies:   |  |
| Is the Tenderer acting as a trustee of a Trust?   |  |
| Name and Details of Tenderer's Trust*   |  |
| Trust Name:   |  |
| Names and addresses of all of beneficiaries:  |  |
| <p>* <b>Note:</b> The Tenderer is to include a copy of the trust deed, tick if attached: Yes <input type="checkbox"/> No <input type="checkbox"/></p> |  |

## Schedule A2 – Tenderer's Representative

Please identify the person who will be the Tenderer's representative during the Procurement Process.

|                         |  |
|-------------------------|--|
| Name of Representative: |  |
| Office Number:          |  |
| Mobile Number:          |  |
| Email address:          |  |
| Postal Address:         |  |

## Schedule A3 – Conflict of Interest

|   |  |
|---|--|
| Will any actual or potential conflict of interest in the performance of the Tenderer's obligations exist if the Tenderer is engaged to carry out the whole or part of the Scope during the Term, or are any such conflicts of interest likely to arise during the life of the contract? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If Yes, please provide details of any actual or potential conflict of interest and the way in which any conflict will be dealt with below:  |  |
|   |  |

## Schedule A4 – Legal Matters

Please provide details of any significant outstanding legal matters affecting the Tenderer or any significant legal disputes involving the Tenderer settled or determined in the last three (3) years.

| Nature of legal matter | Status of legal matter | Date resolved (if resolved) |
|------------------------|------------------------|-----------------------------|
|                        |                        |                             |
|                        |                        |                             |

**Note:** This is a mandatory schedule. If there are no legal matters to note please indicate "Not Applicable".

## Schedule B – Financial Details and Solvency

### Schedule B1 – Financial Details of Tenderer

The Tenderer must provide EITHER the details below OR a letter signed by a certified practising accountant which:

- is dated no earlier than 7 days prior to the date on which the Response is submitted;
- states that the Tenderer has the financial capacity to meet the cashflow requirements of the project; and
- states the Tenderer's financial 'current ratio'.

The Tenderer must verify the responses noted in this Schedule or the information in the accountant's letter by providing further supporting documentation if and when requested by the Principal.

| Item   | Last 3 financial years ending 30 June: |           |           |
|--|--|-----------|-----------|
|  | 2020/2021                              | 2021/2022 | 2022/2023 |
| 1. Turnover (revenue) including contract receipts      |  |           |           |
| 2. Total expenses (excluding depreciation)             |  |           |           |
| 3. Depreciation  |  |           |           |
| <b>4. Profit before tax (item 1 minus items 2-3)</b>   |  |           |           |
| 5. Current - Cash                                      |  |           |           |
| 6. Current assets – Trade debtors                      |  |           |           |
| 7. Current assets – Inventory                          |  |           |           |
| 8. Current assets – Other                              |  |           |           |
| <b>9. Total current assets (items 5-8)</b>             |  |           |           |
| 10. Current liabilities - Trade creditors              |  |           |           |
| 11. Current liabilities – Employee entitlements        |  |           |           |
| 12. Current liabilities - Tax                          |  |           |           |
| 13. Current liabilities - Other                        |  |           |           |
| <b>14. Total current liabilities (items 10-13)</b>     |  |           |           |
| <b>15. Working capital (item 9 minus item 14)</b>      |  |           |           |
| 16. Non-current assets - Property, plant and equipment |  |           |           |
| 17. Non-current assets - Other                         |  |           |           |



| Item   | Last 3 financial years ending 30 June: |           |           |
|--|--|-----------|-----------|
|  | 2020/2021                              | 2021/2022 | 2022/2023 |
| <b>18. Total non-current assets (items 16-17)</b>          |  |           |           |
| 19. Non-current liabilities - Borrowings                   |  |           |           |
| 20. Non-current liabilities - Provisions                   |  |           |           |
| 21. Non-current liabilities - Other                        |  |           |           |
| <b>22. Total non-current liabilities (items 19-21)</b>     |  |           |           |
| <b>23. Net assets (item 15 plus item 18 minus item 22)</b> |  |           |           |

## Schedule B2 – Solvency of Tenderer

| Item   | Tick Yes or No   |
|--|--|
| 1. Is the Tenderer currently, or has the Tenderer at any time in the last 5 years been, unable to pay its debts as and when they become due and payable?   | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 2. Is a liquidator or provisional liquidator currently appointed in respect of the Tenderer or has one been appointed in respect of the Tenderer in the last 5 years?  | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 3. Is, or at any time in the last 5 years has, a controller, manager, trustee, receiver, receiver and manager, administrator or similar officer been appointed to the Tenderer or any asset of the Tenderer?   | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 4. In the last 5 years, has any application (not being an application stayed, withdrawn or dismissed within 14 days) been made to a court for an order, or has an order been made, a meeting convened or a resolution passed, for the purpose of: <ul style="list-style-type: none"> <li>- appointing a person referred to in paragraphs 2 or 3;</li> <li>- winding up or de-registering a party; or</li> <li>- proposing or implementing a scheme of arrangement</li> </ul>   | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 5. In the last 5 years has any application (not being an application stayed, withdrawn or dismissed within 14 days) been made to a court for an order, or has an order been made, a meeting is convened, a resolution is passed or any negotiations commenced, for the purpose of implementing or agreeing: <ul style="list-style-type: none"> <li>- a moratorium of debts of any party;</li> <li>- any other assignment, composition or arrangement (formal or informal) with a party's creditors; or</li> <li>- any similar proceeding or arrangement by which the assets of a party are subjected conditionally or unconditionally to the control of that party's creditors or a trustee,</li> <li>- or any agreement or other arrangement of the type referred to in this paragraph 5 been ordered, declared or agreed.</li> </ul> | Yes <input type="checkbox"/> No <input type="checkbox"/> |

## Schedule C – Insurances

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The Scope describes the insurance requirements for the project. The Tenderer is to provide details of the following insurances and attach certificates of insurance for the following:

### **WORKERS COMPENSATION**

Policy Number:

Expiry Date:

### **PUBLIC AND PRODUCT LIABILITY**

The Principal to be noted as an interested party on the policy.

Insurance Company:

Policy Number:

Expiry Date:

Indemnified amount for any one occurrence:

Any Limit of Indemnity:

### **PROFESSIONAL INDEMNITY (if required by the Scope)**

Insurance Company:

Policy Number:

Expiry Date:

Indemnified amount for any one occurrence:

Any Limit of Indemnity:

### **THIRD PARTY AND COMPREHENSIVE MOTOR VEHICLE INSURANCE (for each vehicle used by the Tenderer in performing its obligations in connection with the Contract) (if required by the Scope)**

Insurance Company:

Policy Number:

Expiry Date:

### **PLANT AND EQUIPMENT INSURANCE (for each item of plant used by the Tenderer in performing its obligations in connection with the Contract) (if required by the Scope)**

Insurance Company:

Policy Number:

Expiry Date:

## Schedule D – Business Profile (Local, Social and Sustainability)

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The Tenderer is to provide the following information:

- Locality of Tenderer or service facility;
- Knowledge of the region and the operation of the Principal;
- Describe any social benefits provided to the local community if your company was awarded the contract;
- Provide details on any established programs within your company for traineeships, scholarships or apprenticeships;
- Describe any Indigenous employment initiatives and targets;
- Describe any disability employment initiatives and targets, fostering access and inclusion in the workplace;
- Provide details on your company's organisational environmental values and how your company integrates consideration of environmental factors into your operational activities;
- Outline sustainable items or practices that will be utilised in relation to the Scope;
- Describe the training your company provides to its employees to ensure they are aware of, and committed to environmental awareness, sustainable practices and waste reduction; and
- Detail the extent of parts of the Scope to be supplied by suppliers from the Principal's Local Government Area and express as a percentage of the Price.

## Schedule E – Experience and Technical Capacity

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Provide details of works similar to those identified in the Scope currently underway by the Tenderer:

| Project Name | Scope Performed Relevant to this Contract | Amount of Contract (\$AUD) | Start Date | Anticipated Completion Date |
|--------------|---|----------------------------|------------|-----------------------------|
|              |   | \$                         |            |                             |
|              |   | \$                         |            |                             |
|              |   | \$                         |            |                             |

Please provide details of works similar to those identified in the Scope by the Tenderer in the last 5 years:

| Project Name | Scope Performed Relevant to this Contract | Amount of Contract (\$AUD) | Client Name and Contact Details |
|--------------|---|----------------------------|---------------------------------|
|              |   | \$                         |                                 |
|              |   | \$                         |                                 |
|              |   | \$                         |                                 |

## Schedule F – Key Personnel, Subcontractors, Suppliers and Consultants

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### Schedule F1 – Key Personnel

The Tenderer is to provide the following in relation to its key personnel for this Tender:

- (a) Details of key personnel and their roles/functions, experience and capability in the performance of similar scope. List demonstrated experience and ability to respond to problems and performance issues. This is required for the following key personnel:
  - Supplier's / Contractor's Representative
  - Project Manager
  - Site Foreman
- (b) Curriculum Vitae (one page CVs) of key personnel including listing previous experience in performing similar scope, role undertaken, qualifications/certifications held, and memberships of any professional or business associations.
- (c) Details of organisational structure for the Scope to be undertaken.
- (d) Details of alternative staff and their experience and capability in the performance of the Scope should any of the proposed key personnel not be available to undertake the Scope.
- (e) Details of plant, equipment and materials to deliver the Scope. List contingency measures / back up of resources for plant, equipment and materials.

### Schedule F2 – Subcontractors, Suppliers and Consultants

The Tenderer is to complete the following to describe those parts of the Scope that the Tenderer proposes to subcontract.

| Part of Scope | Subcontractor / Supplier / Consultant Name and Address | Relevant Experience |
|---------------|--|---------------------|
|               |  |                     |
|               |  |                     |
|               |  |                     |

*(Include additional sheets if there is insufficient space provided)*

## Schedule G – Resources

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The Tenderer is to provide details of plant, equipment and materials which it will use in delivering the Scope. List contingency measures /back up of resources for plant, equipment and materials.

## Schedule H – Management Systems

### Schedule H1 – Work Health and Safety

This Schedule forms part of the Tender evaluation and is to be completed by the Tenderer.

The Tenderer must, if and when requested to do so by the Principal, verify the responses noted in this Schedule by providing copies of relevant policies, procedures, certificates etc. that provides evidence of its ability and capacity to effectively manage its WHS responsibilities for the contract.

| Item   | Tick Yes or No   |
|--|--|
| 1. Does your business or organisation have third party certification for work health and safety, e.g. to AS/NZS 4801 or other?   | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If Yes, by whom:<br>Certificate Number:<br><i>(Attach a copy of your Accreditation Certificate)</i>  |  |
| 2. Does your business or organisation have a random drug and alcohol Policy?<br><i>(Attach a copy of your Policy)</i>  | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| <b>IF TENDERER HAS ANSWERED 'YES' TO QUESTIONS 1 AND 2, TENDERER IS NOT REQUIRED TO COMPLETE QUESTIONS 3 TO 9.</b>   |  |
| 3. Does the Tenderer have an internal work health and safety management system or plan ( <b>not</b> third party certified)?<br><i>(If yes, attach evidence such as a copy of the manual)</i> | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 4. Does your business or organisation have documented safe work methods statements (SWMS) and other procedures for all identified high-risk work?  | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 5. Does your business or organisation have appropriate systems and/or documented procedures for reporting of incidents and hazards?  | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 6. Is there a person appointed to look after health and safety in the workplace?   | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If Yes, state person's name and position:<br>Name:<br>Position:  |  |
| 7. Are all employees aware of their obligations for personal protective equipment (PPE)?   | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 8. Does your business or organisation have current and appropriate qualifications, licences to undertake each task?  | Yes <input type="checkbox"/> No <input type="checkbox"/> |



| Item  | Tick Yes or No   |
|---|--|
| 9. Does your business or organisation undertake appropriate on site induction and training relevant to each task? | Yes <input type="checkbox"/> No <input type="checkbox"/> |

| Workplace Health and Safety Record  | Tick Yes or No   |
|---|--|
| 1. Has your business or organisation been issued any improvement, infringement or prohibition notices by any workplace health and safety regulator in the past two years?   | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 2. Has your business or organisation been prosecuted by any workplace health and safety regulator in the past 5 years.  | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 3. Have any of the directors of your business or organisation or the Key Personnel listed in Schedule F1 been prosecuted by any workplace health and safety regulator in the past 5 years.  | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 4. Is your business or organisation currently the subject of an investigation by any workplace health and safety regulator as a result of the occurrence of a notifiable incident or has your business or organisation been investigated by any workplace health and safety regulator in the past 5 years?  | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 5. Are any of the directors of your business or organisation or the Key Personnel listed in Schedule F1 currently the subject of an investigation by any workplace health and safety regulator as a result of the occurrence of a notifiable incident or have any of them been investigated by any workplace health and safety regulator in the past 5 years? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 6. In the last five years, have any fatalities occurred on a site where your business or organisation was the head contractor?  | Yes <input type="checkbox"/> No <input type="checkbox"/> |

## Schedule H2 – Environmental Management

The Tenderer is to complete and attach this Schedule to its Response. The purpose of this Schedule is to provide an overview of the status of the Tenderer's construction environmental management plan (EMP) documents and procedures. Tenderers must provide details of environmental management systems, or processes and procedures

The Tenderer must, if and when requested to do so by the Principal, verify the responses noted in this Schedule by providing copies of the project site specific environmental management plan, site-specific cultural heritage protection searches and any other documented evidence on request by the Principal.

|  |  |
|--|--|
| 1. Has your business or organisation been third party certified for environmental management systems e.g. ISO 14000 series or other?   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If Yes, by whom:<br>Certificate Number:<br>(Attach a copy of Accreditation Certificate)  |  |
| 2. Does the Tenderer have an internal environmental management system?<br>(If yes, attach evidence such as a copy of the manual)   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. Is the Tenderer aware of the relevant provisions within the Principal's environmental policy and will commit to the requirements of the environmental policy?   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4. Is the Tenderer aware of the environmental & cultural heritage protection requirements relevant to this project?  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 5. Is the Tenderer aware of the biosecurity requirements relevant to this project?   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 6. Has your business or organisation been issued any Penalty Infringement Notice or other fine relating to an environment or heritage matter in the last 2 years?  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 7. Has your business or organisation been prosecuted by the Environmental Protection Agency or any other government regulator of environmental or heritage matters in the last 5 years?  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 8. Have any of the directors of your business or organisation or the Key Personnel listed in Schedule F1 been prosecuted by the Environmental Protection Agency or any other government regulator of environmental or heritage matters in the last 5 years?  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 9. Is your business or organisation currently the subject of an investigation by an investigation by the Environmental Protection Agency or any other government regulator of environmental or heritage matters as a result of the occurrence of a notifiable incident or has your business or organisation been investigated by any workplace an investigation by the Environmental Protection Agency or any other government regulator of environmental or heritage matters in the past 5 years? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

## Schedule H3 – Quality Assurance

The Tenderer is to complete and attach this Schedule to its Response.

The Tenderer must, if and when requested to do so by the Principal, verify the responses noted in this Schedule by providing copies of relevant quality policies, procedures, certificates etc. that evidence of its ability to meet the quality requirements of the Contract.

| Item   | Tick Yes or No   |
|--|--|
| 1. Does your business or organisation have third party certification for Quality, e.g. to ISO 9001 series or other?  | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If Yes, by whom:<br>Certificate Number:<br><i>(Attach a copy of your Accreditation Certificate)</i>  |  |
| <b>IF TENDERER HAS ANSWERED 'YES' TO QUESTION 1, TENDERER IS NOT REQUIRED TO COMPLETE QUESTIONS 2 TO 6.</b>  |  |
| 2. Does the Tenderer have an internal quality system or plan ( <b>not</b> third party certified)?<br><i>(If yes, attach evidence such as a copy of the manual)</i> | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 3. Does the Tenderer have a quality policy?<br><i>(If yes, attach evidence of the Policy)</i>  | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 4. Does the Tenderer have documented quality procedures?<br><i>(If yes, attach evidence or copy of the procedures)</i>   | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 5. Are records of inspection, test and other quality assurance or quality control activities maintained and quality records kept for each specific project?        | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 6. Does the Tenderer undertake internal quality audits on a project or contract specific basis?  | Yes <input type="checkbox"/> No <input type="checkbox"/> |

## Schedule I – Work procedures and methodology

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The Tenderer is to provide with its Response a statement of its proposed arrangements, procedures and methodologies to be adopted by it in carrying out the Scope. In doing so, this statement is to address the following points:

- (a) a brief overview of the methodology proposed by the Tenderer for the execution of the Scope;
- (b) an understanding of the project objectives and deliverables;
- (c) how it will identify potential problems that may arise during performance of the Scope;
- (d) how it will overcome any such problems. Provide potential solutions to those problems;
- (e) identify construction/project risks and strategies for management and mitigation of these risks;
- (f) non-conformance management proposed;
- (g) provide a summary of any cost saving initiatives or opportunities that it has identified or recommends;
- (h) provide a summary of innovative procedures or any other innovation that it recommends or offers during the course of performance of the Scope;
- (i) details of how it proposes to co-ordinate and work with the Principal's staff and with other contractors which might be retained by the Principal on the same Site:
  - A. for the duration of the Scope; and
  - B. in respect to any shut downs of the Principal's facilities which may occur during the course of its performance of the Scope.

## Schedule J – Program of Works

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The Tenderer is to submit with its Tender a Program for its performance of the Works which is to:

- (a) demonstrate that the Tenderer could, if awarded the contract, satisfactorily complete the Works by the date or within the period described in the Tender Documents for completion;
- (b) be consistent with the duration for completion stated in the Tender Form and show any relevant separable portions;
- (c) be in Microsoft Project format;
- (d) show how the Works will be executed including but not limited to the contract milestone dates, the commencement and completion dates of each trade and/or subcontract work activity, procurement activities and supply contract activity, with activities linked in a logical progression through a 'critical path' and identify any float based on a continuous cycle of work.

An updated electronic Program must also be submitted by the successful Tenderer following award of the contract as required by the General Conditions of Contract.

## Schedule K – Pricing and Cash Flow

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### Schedule K1 – Pricing

This Schedule is attached separately and is to be completed and returned in **Excel format** with the Response submission.

### Schedule K2 – Cash Flow Projection

The Tenderer is to provide a cash flow projection schedule.

The schedule is to

- (a) provide anticipated monthly progress claims for the duration of the Contract inclusive of accumulative totals; and
- (b) be consistent with any program included in the Response.

### Schedule K3 – Variation Rates

#### Labour

| <u>Type</u> | LABOUR CHARGES PER HOUR (EXCLUDING GST) |                 |             |
|-------------|---|-----------------|-------------|
|             | Normal                                  | Time-and-a-half | Double Time |
|             |   |                 |             |
|             |   |                 |             |
|             |   |                 |             |
|             |   |                 |             |
|             |   |                 |             |
|             |   |                 |             |
|             |   |                 |             |
|             |   |                 |             |
|             |   |                 |             |

## Plant

| Type | Capacity | Plant Hire Per Hour Including Operator (excluding GST) | Standby Charge Per Hour (excluding GST) |
|------|----------|--|---|
|      |          |  |   |
|      |          |  |   |
|      |          |  |   |
|      |          |  |   |
|      |          |  |   |
|      |          |  |   |
|      |          |  |   |
|      |          |  |   |
|      |          |  |   |
|      |          |  |   |
|      |          |  |   |
|      |          |  |   |

## Schedule L – Statement of Departures

The Tenderer shall give details of any proposed amendments, qualifications or departures to the Contract contained in Part 4 – Contract or the scope contained in Part 5 – Scope of the Request for Tender, in the attached schedule, including:

1. the amendment, qualification or departure proposed;
2. the reason for proposing the change; and
3. the effect on the Tenderer's rates, prices or sums if the amendment, qualification or departure is accepted.

The Tenderer's Response is subject to the following amendments, qualifications or departures:

| Part, Clause or Item | Amendments, Qualifications or Departure | Reduction or increase in rates, prices or sums (\$AUD) if amendment, qualification or departure is accepted.* |   |    |
|----------------------|---|---|---|----|
|                      |   | [IDENTIFY RATE, SUM OR PRICE]   | [INSERT 'REDUCTION', 'INCREASE' OR 'NO CHANGE'] | \$ |
|                      |   |   |   | \$ |
|                      |   |   |   | \$ |
|                      |   |   |   | \$ |
|                      |   |   |   | \$ |

\* **Note:** If nothing stated, the Tenderer warrants that the amendment, qualification or departure will have no effect on the Price.



## Schedule M – Additional Information

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