

Tender Schedules

Preface

The MW21-LG version Tender Schedules contains the returnable Schedules selected for this RFT. The Conditions of Tendering detail which Schedules are required. Schedules that are not required have been deleted. Please note the following:

- The Schedules may be divided into those to be submitted with the Tender and those that must be submitted by notified tenderers when requested.
- Do not change the wording in the Schedules unless required by the relevant document.
- In completing the Schedules, assume that the Principal has no previous knowledge of your organisation, its activities or experience.
- Do not include advertising, product or company information or marketing brochures or presentations other than what is expressly requested.
- Queries with regard to completing the Schedules should be directed to the Contact Officer in accordance with the Conditions of Tendering.
- Ensure each Schedule is completed prior to submission.

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1 Tender Form

Tender Closing Office/ Portal

Refer to clause 7 of the Conditions of Tendering - **Submission of Tenders** for lodgement details.

Tenderer's details

Business Name: (in block letters) ACN/ ABN:
Trading As:
Business Type:
Address:
Postal Address:
Telephone number:
E-mail address:

hereby tender(s) to perform the work for:

Tender details

Contract title: Eugowra STP Solar Farm High Voltage Construction
 Contract number: 1850638
 in accordance with the following documents:
Conditions of Tendering
Tender Schedules
General Conditions of Contract and Contract Information
Preliminaries
Scope of Works
Appendices
 and Addenda Numbers:

Tenderer's offer

For the Contract Price of:

.....
 (\$.....) including GST.

being the sum of the following in the attached **Schedule of Prices**
– Lump Sum:

1. the Total for Lump Sum items;
2. the Total of Provisional Sums (if any); and
3. the Total of Provisional Rate Amounts (if any).

Signed for the Tenderer by: Date:.....

Name (in block letters): (Authorised Officer)

In the Office Bearer capacity of:

(SUBMIT WITH TENDER FORM)

Insert the amount allowed for each of the following items. These amounts are for information only and do not form part of the Contract. Their purpose is to assist in valuing completed work, but the Principal is not bound to use them. The total should equal the 'Total for Lump Sum items'.

[illegible]

\$

Signed for the Tenderer by: Date:.....
 Name (in block letters): (Authorised Officer)
 In the Office Bearer capacity of:

3 Schedule of Qualifications and Departures Information

(SUBMIT WITH TENDER FORM)

Refer to Conditions of Tendering clause - **Qualifications and Departures**. Provide the information requested below:

Compliance with Request for Tender (RFT) requirements

Is this offer fully compliant with all of the requirements of the RFT including all addenda and the Terms and Conditions of the proposed Contract? ☐ Yes, or ☐ No

If the Tenderer's offer is not fully compliant, complete the table below. List all qualifications and departures to the Tender with sufficient detail to allow their scope and application to be considered.

Where this Schedule is completed as a separate document, refer to the document in the declaration below.

Note if the Tenderer proposes an alternative material, item of equipment, contract condition or other change, it is directed to Conditions of Tendering clause – **Alternative Tenders**.

Ref. No.	Specification or RFT clause reference	Description of Departure, Clarification or Assumption	Reason for Departure, Clarification or Assumption
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.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

By submitting this Schedule, the Tenderer declares that all qualifications and departures to its Tender are listed in the Schedule of Qualifications and Departures Information.

Signed for the Tenderer by: Date:.....

Name (in block letters): (Authorised Officer)

In the Office Bearer capacity of:

4 Schedule of Mandatory Participation Criteria Information

(SUBMIT WITH TENDER FORM)

Refer to Conditions of Tendering Clause – **Mandatory Participation Criteria (MPC)**. Address and respond to each of the listed criteria in this Schedule.

MPC - 1: Statement of Conflicts of Interest

Refer specifically to Conditions of Tendering Clauses – **Schedule of Special Tendering Conditions – Statement of Business Ethics and Conflict of Interest** for further information. Provide the information requested below:

Conflicts of Interest and Fair Dealings

Does the Tenderer have any real, perceived or potential Conflicts of Interest and/or Fair Dealings in relation to performing the obligations under the Contract? ☐ **Yes, or**
☐ **No**

If the Tenderer considers that real, perceived or potential Conflicts of Interest and/or Fair Dealings may apply to performing its obligations under the Contract, complete the table below: (*expand table as required*)

Type of Conflict of Interest (*)	Description of the applicable Conflicts of Interest and/or Fair Dealings concerns	Possible action to avoid/ manage the conflict of interest
.....
.....
.....
.....
.....
.....

(*) Conflicts of interest can be:

- pecuniary; (e.g. gifts or hospitality, or other paid work with the Principal)
- non-pecuniary; (e.g. personal or family relationships or involvement in sporting, social, religious or cultural activities with employees of the Principal)
- real; (e.g. a conflict between personal friendship or loyalty and professional duty)
- apparent; (it may appear to others that a person's private interests could improperly influence his/her performance)
- potential; (a conflict of interest may arise in the future due to personal interests conflicting with professional obligations)

MPC - 2: Statement of Compliance

By completing this Compliance Statement and submitting a tender response, the Tenderer declares that:

Signed for the Tenderer by: Date:.....

Name (in block letters): (Authorised Officer)

In the Office Bearer capacity of:

- .1 the information provided within its Tender is true and accurate at the time of submission;
- .2 it is not aware of any issues or matters of a legal, financial or business nature that could affect its ability to perform its obligations under the Contract and
- .3 the person signing this Declaration is an authorised representative of the Tenderer with the authority to agree to and declare the referenced terms.

Signed by/ for
Tenderer

.....
Name of Representative

.....
Signature of Representative

Date of
Signature

...../...../.....

Note if the Tenderer is unable to declare for any item listed above, it should score through and initial the item, sign the declaration and provide details of the applicable issues or matters.

Signed for the Tenderer by: Date:.....

Name (in block letters): (Authorised Officer)

In the Office Bearer capacity of:

5 Schedule of Weighted Non-Price Criteria Information

(SUBMIT WITH TENDER FORM)

Refer to the non-price criteria identified in Subclause - **Weighted Non-Price Evaluation** in Conditions of Tendering Clause – **Evaluation of Tenders**.

Address each listed criterion and provide the requested information. Do not provide general information.

Cross-reference all information against the listed items to assist in the assessment. Comply with any specified page and font limits.

Non-Price Evaluation Criteria	Information/ references required to address the Criteria
1. Recent Experience and Track Record	Please provide relevant examples of similar projects completed in the last 3 years, including referees
2. Capability to Undertake the project	Please provide evidence of capability to undertake this project. Provide evidence of Construction Environmental Management Plan (CEMP), Quality Plan and WHS Plan.
3. Proposed Timeframe	Demonstrate that the agreed timeframes can be met. It is imperative that the construction part of the project is completed by the completion date in the contract.
4. Local Engagement	Employment & Subcontractors

Signed for the Tenderer by: Date:.....

Name (in block letters): (Authorised Officer)

In the Office Bearer capacity of:

6 Schedule of Financial Assessment Information

(SUBMIT WHEN REQUESTED)

Provide documents and information listed below in accordance with Conditions of Tendering clause - **Financial Assessment.**

- 1 Financial Statements for last three years for the entity under consideration, including:
 - i) Balance Sheets;
 - ii) Profit and Loss Statement;
 - iii) statement of Cash Flows;
 - iv) an Accountant's Report;
 - v) where existing, Auditor's Reports.
 - vi) detailed Profit and Loss Statement;
 - vii) notes to and Forming Part of the Accounts

Note: Consolidated accounts of a parent organisation or group to which the entity belongs are not acceptable
- 2 Where latest financial statement is more than 6 months old, the latest management report showing:
 - i) a trading statement;
 - ii) a profit and loss statement;
 - iii) a trial balance.
- 3 Where the company is required to lodge audited financial statements with ASIC, copies of these statements for the last three years.
- 4 Where any financial statement supplied is not audited, copies of the entity's tax returns for last three years.
- 5 A letter from the Tenderer's banker providing details of overdraft and guarantee facilities including:
 - i) Bank, Branch, and Account Names,
 - ii) type and limit of bank overdraft facility,
 - iii) type and limit of bank guarantee facility,
 - iv) current bank overdraft balance,
 - v) number and amount of bank guarantees outstanding
 - vi) details of other bank funding facilities available to the Tenderer, such as term loans, lines of credit, commercial bills and other debt instruments
- 6 Current and projected cash flows for all work on hand.
- 7 Forecast budget for forthcoming financial year including Revenue and Profit and Loss.
- 8 Names and contact numbers of:
 - i) major suppliers
 - ii) major subcontractors.
- 9 Details relating to the Tenderer's history and Directors Profiles.

Signed for the Tenderer by: Date:.....

Name (in block letters): (Authorised Officer)

In the Office Bearer capacity of:

7 Schedule of Quality Management Information

(SUBMIT WHEN REQUESTED)

Submit one of the following, to demonstrate the capacity to plan and manage the quality of work:

- evidence of current full certification of the Tenderer's Quality Management System to AS/NZS ISO 9001:2016 by a certifying body registered with the Joint Accreditation System - Australia and New Zealand (JAS-ANZ); **or**
- evidence that the Tenderer's Quality Management System meets the requirements of another NSW Government agency for works comparable (in value and type) to the Works; **or**
- a Quality Management Plan complying with the requirements of the *NSW Government Quality management guidelines (Construction Procurement)* (Edition 4) (QM guidelines); for recent past works comparable (in value and type) to the Works; **or**
- a minimum of three (3) completed examples of Inspection and Test Plans that comply with the requirements of the *Quality management guidelines* and have been used on at least two recent contracts. Provide details of the relevant contracts.

Signed for the Tenderer by: Date:.....

Name (in block letters): (Authorised Officer)

In the Office Bearer capacity of:

8 Schedule of WHS Management Information: Part A

(SUBMIT WITH TENDER FORM)

Submit the documents and information specified below. Refer to Conditions of Tendering Clause– **Work Health and Safety Management**.

Evidence of Satisfactory WHS Management

Nominate at least three contracts/projects completed within the last two (2) years that demonstrate successful management of work health and safety by the tenderer:

Client	Name & location of contract <i>E.g. Sutherland Hospital Carpark; Dubbo Water Treatment Plant; Tamworth Coles Shopping Centre; 3 Storey Unit Block, Penrith.</i>	Contract Price/ Project Value	Start Date	Completion Date
.....
.....
.....
.....

Recent Prosecutions and Fines

Has the tenderer incurred a prosecution or fine for a breach of any Australian WHS legislation during the past two (2) years?

☐ Yes, or

☐ No.

If 'Yes', list details of every prosecution and fine below or in a separate statement:

Description of WHS prosecution or fine	Action taken by tenderer in response
.....
.....
.....
.....

Signed for the Tenderer by: Date:.....

Name (in block letters): (Authorised Officer)

In the Office Bearer capacity of:

9 Schedule of WHS Management Information: Part B

(SUBMIT WHEN REQUESTED)

Submit the additional documents and information specified below. Refer to Conditions of Tendering Clause – **Work Health and Safety Management**.

Additional Evidence of Satisfactory WHS Management

Submit the following additional information for each of the three contracts/projects nominated in the list submitted by the tenderer in the Tender Schedules – **Schedule of WHS Management Information – Part A – Evidence of Satisfactory WHS Management**:

- a) a client referee report (which may be a NSW Government Agency Contractor Performance Report) commenting on the tenderer's performance in relation to safety management, identifying the referee's name, position, organisation, and contact details; **and a copy of:**
- b) a third-party audit report or internal audit report; **or**
- c) a Site safety inspection report; **or**
- d) a safety management plan; **or**
- e) three (3) safe work method statements; **or**
- f) minutes of three (3) toolbox meetings.

Signed for the Tenderer by: Date:.....

Name (in block letters): (Authorised Officer)

In the Office Bearer capacity of:

10 Schedule of Environmental Management Information: Part A

(SUBMIT WITH TENDER FORM)

Submit the documents and information specified below. Refer to Conditions of Tendering Clause - **Environmental Management.**

Evidence of Satisfactory Environmental Management

Nominate at least three contracts/projects completed within the last two years that demonstrate successful environmental management by the tenderer:

Client	Name & location of contract <i>E.g. Sutherland Hospital Carpark; Dubbo Water Treatment Plant; Tamworth Coles Shopping Centre; 3 Storey Unit Block, Penrith.</i>	Contract Price/ Project Value	Start Date	Completion Date
.....
.....
.....
.....

Recent Environmental Prosecutions and Fines

Has the tenderer incurred a prosecution or fine under the *Protection of the Environment Operations Act 1997 (POEO Act)* or any other Australian environmental legislation during the last two (2) years?

☐ Yes, or
☐ No.

If 'Yes', list details of every prosecution and fine below or in a separate statement:

Description of environmental prosecution or fine	Action taken by tenderer in response
.....
.....
.....
.....

Signed for the Tenderer by: Date:.....

Name (in block letters): (Authorised Officer)

In the Office Bearer capacity of:

11 Schedule of Environmental Management Information: Part B

(SUBMIT WHEN REQUESTED)

Submit the additional documents and information specified below. Refer to Conditions of Tendering Clause – **Environmental Management**.

Implemented Environmental Management Plan

Submit copies of two environmental management plans implemented by the tenderer, preferably for a contract or project, similar, in type and value to this Contract that was completed within the last two (2) years.

Environmental Management Objectives and Measures

Submit details of:

- i) the environmental management objectives proposed for the work under the Contract;
- ii) the key environmental management actions proposed for the work under the Contract; and
- iii) the persons who will be responsible for managing the actions proposed.

Signed for the Tenderer by: Date:.....

Name (in block letters): (Authorised Officer)

In the Office Bearer capacity of:

12 Schedule of Compliance for Dealing with Modern Slavery

(SUBMIT WHEN REQUESTED)

Definitions and information

1. Refer to Conditions of Tendering clause – **Dealing with Modern Slavery** for application of relevant requirements and links to the website with information and resources published by the Anti-slavery Commissioner.

Refer to Schedule to Preliminaries – **Dealing with Modern Slavery** (MS Schedule) for definitions and meanings of:

- **Modern Slavery** (a list of relevant offences is provided in Attachment A)
- **Modern Slavery Laws**
- **Reasonable Steps** (to prevent, identify, mitigate and remedy modern slavery)

Declaration of Compliance

2. By lodging a tender, the Tenderer:
 - (a) acknowledges that the requirements of the MS Schedule apply to the Contract;
 - (b) has read and understood the MS Schedule and the obligations it imposes;
 - (c) agrees that, if it is the successful Tenderer,
 - (i) it will comply with requirements of the MS Schedule and the contractual terms that give effect to them in the Contract; and
 - (ii) its submitted pricing will:
 - allow it to perform the Contract without causing or contributing to modern slavery;
 - allow it to provide or enable an effective remedy to any modern slavery it does cause or to which it does contribute; and
 - support it to comply with its Core Obligations as detailed in Schedule 16.

Tenderer's submission

3. **Provide details of the Reasonable Steps the Tenderer takes (and proposes to take) to identify, assess and address Modern Slavery in its operations and supply chain and ensure compliance with Modern Slavery Laws.**

Note: 'reasonable steps' means those steps that are reasonable in the circumstances to prevent, identify, mitigate and remedy modern slavery.

In its submission, the Tenderer should:

- show an understanding of the Reasonable Steps required; and
- demonstrate its capability of taking Reasonable Steps through relevant evidence,

to identify, assess and address Modern Slavery in its operations and supply chain for the tendered project and ensure compliance with Modern Slavery Laws.

In its submission, the Tenderer may refer to the NSW Anti-slavery Commissioner's Guidance on Reasonable Steps (GRS) and related information and resources published by the Anti-slavery Commissioner and available from the website referenced in clause 1 above.

The submission may be provided below by expanding the number of rows or separately. Where a separate document has been prepared, provide a reference below.

Signed for the Tenderer by: Date:.....

Name (in block letters): (Authorised Officer)

In the Office Bearer capacity of:

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Evaluation

4. The Tenderer's submission will be evaluated with reference to the criteria included in clause 3 above. Refer to Conditions of Tendering clause - **Evaluation of Tenders** for the application of a weighting (if any) to the evaluation.

END OF SECTION –TENDER SCHEDULES

Signed for the Tenderer by: Date:.....

Name (in block letters): (Authorised Officer)

In the Office Bearer capacity of: