

Tender Schedules

Preface

The GC21 (Edition 2) 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.

To reduce tendering costs, the Schedules are 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.

Queries with regard to completing the Schedules should be directed to the Contact Officer.

Ensure each returnable Schedule is completed prior to submission.

Table of Contents

Preface	1
1 Tender Form	2
2 Schedule of Prices - Lump Sum	3
3 Schedule of Qualifications and Departures Information	5
4 Schedule of Non-Price Criteria Information	6
5 Schedule of Program Information	7
6 Schedule of Contract Information	8
7 Schedule of Proposed Subcontractors and Consultants	9
8 Schedule of Quality Management Information	10
9 Schedule of Work Health and Safety Management Information	11
10 Schedule of Environmental Management Information	13

1 Tender Form

Tenderer's details

Name:
(in block letters)
ACN
Address:
.....
Telephone number:
e-mail address:

hereby tender(s) to perform the work for:

Tender details

Contract title: » Refurbishment of Canowindra CHS & Library
»
Contract number: »1754860
in accordance with the following documents:

All documents listed in the Title Page of the Tender

Tenderer's offer

For the Contract Price, being the lump sum (including Provisional Sums, if any) of:
.....
.....
(\$.....) including GST.

2 Schedule of Prices - Lump Sum

(SUBMIT WITH TENDER FORM)

Break-up of Lump Sum

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.

All amounts must include GST.

Item No.	Description	Amount
Break-up of tendered Lump Sum:		
1.	Contractor Preliminaries & Overheads	\$
2.	Demolition	\$
3.	Earthworks and Site Preparation	\$
4.	Concrete & Formwork	\$
5.	Structural Steel	\$
6.	Masonry including Repair and Restoration	\$
7.	Roofing & Cladding	\$
8.	Windows & Glazing	\$
9.	Doors, Frames, Hardware & Install	\$
10.	Interior Wall Linings	\$
11.	Tiling	\$
12.	Other Flooring	\$
13.	Painting (exterior)	\$
14.	Painting (interior)	\$
15.	Joinery	\$
16.	Hydraulic Services	\$
17.	Mechanical Services	\$
18.	Electrical Works	\$
19.	Fire Equipment	\$
20.	Fittings, Fixtures and Equipment	\$
21.	Signage	\$
22.	Solar Panels & Inverter	\$
23.		\$
24.	Others (please list):	\$
25.		\$
26.		\$
27.		\$
28.		\$
29.		\$
30.		\$
31.		\$
32.		\$

Total (Lump Sum tendered including GST) \$

including the Total of Provisional Sums and the
Extended Total for Rate Items.

The **Total (Lump Sum tendered including GST)** must
equal the Contract Price shown on the Tender Form. If there
is any discrepancy, the Contract Price shown on the Tender
Form will take precedence.

3 Schedule of Qualifications and Departures Information

(SUBMIT WITH TENDER FORM)

Refer to Conditions of Tendering clause - **Qualifications and Departures**. 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.

Qualification/ Departure	RFT reference if applicable	Details

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.

4 Schedule of 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.

Non-Price Evaluation Criteria	Information/ references to address the Criteria
1. Experience in Similar Projects	Please provide relevant examples of similar projects completed in the last 10 years.
2. Capability to Undertake this Project	Please provide evidence of capacity to undertake this project.
3. References	Provide 2x references from previous clients for whom you have completed similar projects.
4. Proposed Timeframe	The Contractor is encouraged to propose a timeframe for the commencement and completion of the works. The Principal is seeking to complete the works as soon as possible, to allow occupation of the completed building. Please note however that proposed timeframes must be realistic. The proposed timeframe will be written into the Contract as the Completion Date, and expected to be achieved by the Contractor, with the date of course able to be adjusted by the conditions of the contract.

5 Schedule of Program Information

(SUBMIT WHEN REQUESTED)

Submit this Schedule and a program, based on **Contract Information** item 13 - **Times for Site Access and Completion**, in the form of a bar chart or network diagram and as described in Conditions of Tendering clause - **Program**. Avoid including dates in the program.

By submitting this Schedule and program, the Tenderer acknowledges and declares that:

- any dates shown in the program are for illustration purposes only and are not conditions or qualifications of its Tender.
and
- unless the Principal instructs otherwise, the program submitted as part of its tender is for information purposes only and will not form part of any Contract if this tender is accepted.

6 Schedule of Contract Information

(SUBMIT WHEN REQUESTED)

Provide the information in the table below to enable completion of the General Conditions of Contract - Contract Information items.

Contractor's details

8 Contractor

The Contractor is:

.....
.....
ABN

9 Contractor's Authorised Person

The Contractor's Authorised Person is:

Mentioned in clause 2

.....

10 Notices to the Contractor

Mentioned in clause 11

Notices must go to the Contractor's Authorised Person named above, at the address or number shown here.

Office address:
(for delivery by hand)

.....
.....
.....
.....

Postal address:
(for delivery by post)

.....
.....
.....

e-mail address:

.....

11 Contractor's senior executive

Mentioned in clause 70

The Contractor's senior executive is:

.....

Office address:
(for delivery by hand)

.....
.....
.....
.....

Postal address:
(for delivery by post)

.....
.....
.....

e-mail address:

.....

7 Schedule of Proposed Subcontractors and Consultants

(SUBMIT WHEN REQUESTED)

Submit the information required in Conditions of Tendering clause - **Proposed Subcontractors and Consultants**.

Include any individual Subcontract or Consultant work where the estimated value of the work or fees is (or exceeds) \$100,000 or 2% of the Contract Price, whichever is the greater.

Confirm (by inserting "Yes" in the third column of the table below) that the recent WHS, Environmental and Workplace Relations Management performance of each subcontractor and consultant has been reviewed by the Tenderer and found to be satisfactory.

Subcontract and Consultant work	Names and addresses of Subcontractors and Consultants	Confirmation of satisfactory WHS, Workplace Relations and Environmental Management performance
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

8 Schedule of Quality Management Information

(SUBMIT WHEN REQUESTED)

Submit 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.

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) for recent past works comparable (in value and type) to the Works.

9 Schedule of Work Health and Safety Management Information

(SUBMIT WITH TENDER FORM)

Provide documents and information indicated below in accordance with 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 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

WHEN REQUESTED, submit the following additional information for each of three contracts/projects selected from the above list:

- a. a client referee report (which may be a NSW Government agency Contractor Performance Report) commenting on the Tenderer's performance in relation to work health and safety management, identifying the referee's name, position, organisation and telephone and email contact details; **and**
- b. a copy of a third-party audit report, **or** internal audit report, **or** site safety inspection report, **or** site safety review report.

Recent WHS prosecutions and fines

Provide:

- a statement confirming that the Tenderer is not in default of any fine issued for a breach of the WHS legislation; **AND**
- details of every WHS prosecution and fine imposed on the Tenderer in Australia during the last two years, together with a description of actions taken by the Tenderer in response to each prosecution and fine; **or**
- a statement that the Tenderer incurred no prosecutions or fines during the last two years.

Hazardous Materials

Hazardous building materials include asbestos, asbestos containing materials (ACM), Lead paint and lead dust, synthetic mineral fibre (SMF), polychlorinated biphenyls (PCBs) and ozone depleting substances. Refer to NSW Fair Trading site for more information.

WHEN REQUESTED, submit details of proposed:

- i) methods for surveying for hazardous materials;
- ii) methods for handling and removal from the Site of hazardous materials; **and**
- iii) Consultants' and Subcontractors' licence details.

Demolition

WHEN REQUESTED, for each item to be demolished, submit details of the proposed method of demolition including:

- i) plant and equipment to be used;
- ii) protection of the Site including, but not limited to, protection of any items specified; **and**

iii) arrangements, including details and extent of protective hoardings, for the protection of the public and property adjoining the Site.

10 Schedule of Environmental Management Information

(SUBMIT WITH TENDER FORM)

Provide the documents and information specified below in accordance with Conditions of Tendering clause - **Environmental management.**

Recent prosecutions and fines

Submit:

- a statement confirming that the Tenderer is not in default of any fine issued for a breach of environmental legislation; **and**
- details of every prosecution and fine incurred by the Tenderer during the last two years under the *Protection of the Environment Operations Act 1997(NSW) (POEO Act)* or other Australian environmental legislation, together with a description of the actions taken by the Tenderer in response to each prosecution and fine; **or**
- a statement that the Tenderer incurred no prosecutions or fines under environmental legislation during the last two years.

Evidence of satisfactory environmental management

Nominate at least three contracts/projects, for work of comparable nature to the Works and completed within the last two years, that demonstrate successful environmental management by the Tenderer:

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

WHEN REQUESTED, submit the following additional information for each of three contracts selected from the above list:

- a client referee report (which may be a NSW Government agency Contractor Performance Report) commenting on the Tenderer's performance in relation to environmental management, identifying the referee's name, position, organisation, and telephone and email contact details; **or**
- a copy of a third-party audit report, **or** internal audit report, **or** inspection report **or** environmental management plan.

WHEN REQUESTED, submit a copy of an Environmental Management Plan implemented by the Tenderer for a contract/project, similar in type and value to this Contract, that was completed within the last two years

Environmental management objectives and measures

WHEN REQUESTED, submit details of:

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