Tender Schedules

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Fill in all details where “»” is shown.

## Tender Form

Refer to above user GUIDANCE to INSERT the contract name and contract number tHROUGHOUT the document.

#### Tender Closing Office/ Portal

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

#### Tenderer’s Details

|  |  |
| --- | --- |
| Name: (in block letters) | ………………………………………………………….…………  ……………………………………………………….……………  ACN/ ABN ...………………….…………………………….….………. |
|  |  |
| Address: | ……………………………………………………….……………  ………………………………………………………….………… |
|  |  |
| Telephone number: | …………………………..:……………………. |
| e-mail address: | ………………………………………………………….………… |
|  |  |
|  | hereby tender(s) to perform the work for: |

#### Tender Details

check/ over-write the Contract title and number as per the User Guidance instructions.

Ensure that the details are as stated on the title page of the RFT Documents.

|  |  |
| --- | --- |
| Contract Name: | Eugowra Oval Changeroom Refurbishment |
| Contract Number: | Contract No. 1812485 |
|  | in accordance with the following documents: |

List all sections of the RFT Documents to correspond with the master table of contents (in the title page document). Amend the list if necessary.

|  |  |
| --- | --- |
|  | **Tendering**  **Specification**  **Schedules**  **Appendices**  **Drawings** |
|  |  |

#### Tenderer’s Offer

select one tender form option only. Use Option 1 or Option 2 and delete the option that does not apply.

* Use Option 1 for a lump sum Contract. include the schedule of prices – lump sum to obtain a break-up of the lump sum, If required. option 1 can also be used where some tendered rates are required. Refer to the guide notes in the Schedule of prices – lump sum
* Use Option 2 and include the schedule of rates where the valuation of work will be based primArily on tendered rates.

Option 1 (lump sum tender option)

if option 1 is used delete tender schedules – schedule of rates.

|  |  |  |
| --- | --- | --- |
|  | for the Contract Price of: | |
|  | …………………………………………………………………… | |
|  | …………………………………………………………………… | |
|  | ($……………………………………………) including GST.  being the sum of the following from the attached **Schedule of Prices – Lump Sum**:   1. the Total for Lump Sum items; 2. the Total of Provisional Sums (if any); 3. the Total of Provisional Rate Amounts (if any); and 4. the Extended Total for Rate Items (if any). | |
|  | | |

Option 2 (Schedule of Rates Contract)

if option 2 is used delete Tender Schedules - Schedule of Prices - Lump Sum.

|  |  |
| --- | --- |
|  | at the (GST inclusive) tendered:   1. rates; 2. lump sums; 3. Provisional Sums (if any); and 4. Provisional Rates (if any),   in the attached Tender Schedules - **Schedule of Rates**. |

## Schedule of Prices - Lump Sum

include this schedule where:

* the tender is primarily for a lump sum;
* a breakup of the lump sum is useful to compare the tender prices with the pre-tender estimate and to value completed work; and
* only a small number of tendered rates (if any) are required.

Do not use this schedule in a schedule of rates contract.

If this schedule is included, delete:

* Schedule of rates, and
* preliminaries Clause – application of schedule of rates

Delete this schedule if the contract is a schedule rates contract.

If a two-envelope system is being used for the tendering process, add ‘- in envelope 2’ to the note below.

(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. The total should equal the lump sum.

All amounts must include GST.

Refer to relevant specification and preliminaries clauses. cover all the work required under the Contract, eg:

* provision of management plans and associated documents;
* Completion of the design of the works, including documentation for Architectural, electrical engineering, mechanical engineering, hydraulic engineering, landscaping, building regulations consultant services, acoustic consultant services, as applicable;
* Construction of the works, including Preliminaries, demolition, ground works, piling, concrete, brickwork, structural steel, roofing, cladding, doors, windows & glazing, hardware, ceilings, plastering & linings, tiling, resilient finishes, carpet, painting, fixtures & furniture, signage, Hydraulic services, electrical services, communication systems, electronic security, mechanical services, landscaping;
* field data capture, testing & commissioning, work as executed drawings, operation & maintenance manuals.

Amend list if necessary. check to ensure items not required are deleted. Expand the table by inserting rows in the table, as required.

|  |  |  |
| --- | --- | --- |
| **Item No.** | **Description** | **Amount** |
|  | Break-up of tendered Lump Sum: |  |

**Insert THE titles of sections OF THE TECHNICAL specification, for example:**

**Preliminaries, demolition, ground works, piling, concrete, brickwork, structural steel, hydraulics, mechanical work, electrical work, etc.**

**Expand the table by inserting rows as required.**

|  |  |  |
| --- | --- | --- |
| **A** | **General Refurbishment of Building** |  |
|  | Contractor Preliminaries & Overheads | $ ………….…. |
|  | Demolition | $ ………….…. |
|  | Earthworks and Site Preparation | $ ………….…. |
|  | Concrete & Formwork | $ ………….…. |
|  | Structural Steel | $ ………….…. |
|  | Masonry | $ ………….…. |
|  | Carpentry | $ ………….…. |
|  | Roofing & Cladding | $ ………….…. |
|  | Windows & Glazing | $ ………….…. |
|  | Doors, Frames, Hardware & Install | $ ………….…. |
|  | Interior Wall Linings | $ ………….…. |
|  | Epoxy Flooring | $ ………….…. |
|  | Other Flooring | $ ………….…. |
|  | Painting | $ ………….…. |
|  | Joinery | $ ………….…. |
|  | Hydraulic Services | $ ………….…. |
|  | Mechanical Services | $ ………….…. |
|  | Electrical Works | $ ………….…. |
|  | Fire Equipment | $ ………….…. |
|  | Fittings, Fixtures and Equipment | $ ………….…. |
|  | Signage | $ ………….…. |
|  | Others (please list): | $ ………….…. |
| **B** | **Changeroom Fitout Only** |  |
|  | Masonry | $ ………….…. |
|  | Carpentry | $ ………….…. |
|  | Doors, Frames, Hardware & Install | $ ………….…. |
|  | Interior Wall Linings | $ ………….…. |
|  | Epoxy Flooring | $ ………….…. |
|  | Other Flooring | $ ………….…. |
|  | Painting | $ ………….…. |
|  | Joinery | $ ………….…. |
|  | Hydraulic Services | $ ………….…. |
|  | Mechanical Services | $ ………….…. |
|  | Electrical Works | $ ………….…. |
|  | Fire Equipment | $ ………….…. |
|  | Fittings, Fixtures and Equipment | $ ………….…. |
|  | Signage | $ ………….…. |
|  | Others (please list): | $ ………….…. |

**Delete table 1 below if there are no Provisional Sums. if table 1 is deleted also delete:**

**conditions of tendering Clause – provisional sums; and**

**TEnder Schedules – Schedule of provisional sums.**

**Delete table 2 unless the proposed contract includes a few incidental work items to be paid for at tendered rates.**

**If Table 2 is deleted, also delete:**

**Preliminaries Clause – Application of tendered rates.**

**If Table 2 is included, use TEnder Form Option 3.**

**If Table 2 is not included, use Tender Form Option 1.**

**table 1**

**End of table 2**

|  |  |  |
| --- | --- | --- |
|  | **Total (Lump Sum tendered including GST)**  **Delete the following note unless the contract includes provisional sums (Table 1 above) or rate items (Table 2 above). Amend the wording as required.**  including the Total of Provisional Sums and the Extended Total for Rate Items.  **always Include the following.**  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. | **$ ………….….** |

provisional Sums

Delete table 1 unless Provisional Sums are included in the contract. If table 1 is deleted also delete:

* + - conditions of tendering Clause – provisional Sums; and
    - schedule of provisional Sums

refer to the Schedule of provisional Sums for details and the use of PROVISIONAL sums.

table 1

Insert the Total of Provisional Sums (brought forward from the Schedule of provisional Sums).

End of Schedule of Prices - Lump Sum

## Schedule of Weighted Non-Price Criteria Information

Delete this schedule unless:

* SubClause – Weighted Non-Price Evaluation Criteria in conditions of tendering Clause – Evaluation of tenders is used; or
* it is useful for the schedule to be modified for a (non-weighted) Non-Price Evaluation by removing ’Weighted’ from text.

If a two-envelope system is being used for the tendering process, add ‘- in envelope 1’ to the note below.

(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.

List all weighted non-price criteria as included in Conditions of Tendering Clause – evaluation of Tenders, Subclause - Weighted Non-Price Evaluation. Ensure they are also included in the Tender Evaluation Plan.

comprehensively and clearly describe the required information for each criterion so tenderers can address specific requirements rather than provide general statements. E.G.:

* + - 1. **Methodology and Work Methods:**

Include in the response:

* + - 1. identification of significant parts of the Works;
      2. identification of work that requires Principal and 3rd party involvement and/ or approval;
      3. planned processes and sequence of works to ensure satisfactory Completion;
      4. quality and compliance checking procedures and how these will apply;

Higher scores will be awarded to tenderers who are able to demonstrate work methods that will eliminate or significantly limit any obstacles.

modify the table by inserting or deleting rows, as required.

|  |  |
| --- | --- |
| **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 capability to undertake this project.** |
|  |  |
| 3. References | **Provide 2x references from previous clients for whom you have completed similar projects.** |
|  |  |
| 4. Proposed Timeframe | **It is imperative that the project is finished by the completion date nominated in the contract. Please provide evidence showing how this is proposed to be achieved. This could be via a Gantt chart.** |
|  |  |

end of schedule of weighted non-price criteria

## Schedule of Quality Management Information

(SUBMIT WHEN REQUESTED)

delete this schedule unless conditions of tendering Clause – quality management is used.

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

evidence of current full certification of the tenderer’s Quality Management System to AS/NZS ISO 9001:2016 or equivalent, 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 complies with the NSW Government *Quality management (QM) guidelines (QM guidelines);*

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.

End of schedule of quality Management Information

## Schedule of WHS Management Information: Part A

If a two-envelope system is being used for the tendering process, add ‘- in envelope 1’ to the note below.

(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**  *E.g. Sutherland Hospital Carpark; Dubbo Water Treatment Plant; Tamworth Coles Shopping Centre; 3 Storey Unit Block, Penrith.* | **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 health and safety legislation during the past two (2) years? | Yes, or  No. |

|  |
| --- |
| If ‘Yes’, list details of every prosecution and fine below: |

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

End of schedule of Whs Management Information – part a

## Schedule of Environmental Management Information: Part A

If a two-envelope system is being used for the tendering process, add ‘- in envelope 1’ to the note below.

(SUBMIT WITH TENDER FORM)

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

a tenderer must submitted a site-specific environmental management plans acceptable to the Principal in accordance with the EMS Guidelines 4th Edition.

#### 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**  *E.g. Sutherland Hospital Carpark; Dubbo Water Treatment Plant; Tamworth Coles Shopping Centre; 3 Storey Unit Block, Penrith.* | **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: |

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

End of Schedule of ENVIRONMENTAL Management Information – PART A

## Schedule of Financial Assessment Information

(SUBMIT WHEN REQUESTED)

Submit the documents and information listed below, in relation to the entity submitting the tender (the tenderer). Refer to Conditions of Tendering Clause - **Financial Assessment**.

|  |  |
| --- | --- |
| 1. | Financial Statements for the last three years, including: |
|  | i) Balance Sheets;  ii) Detailed Profit and Loss Statement, including a Trading Statement;  iii) Statement of Cash Flows;  iv) Notes to and Forming Part of the Accounts;  v) An Accountant’s Report; and  vi) Where existing, Auditor's Reports. |
|  | **The ABN/ACN on the financial statements must match the ABN/ACN of the tenderer. Consolidation accounts of a parent organisation or group to which the tenderer belongs are not acceptable.** |
| 2. | Where the tenderer’s latest financial statement is more than 6 months old, the latest management report showing: |
|  | i) a Balance Sheet;  ii) a Detailed Profit and Loss Statement including a Trading Statement. |
| 3. | A letter from the tenderer's banker providing details of overdraft and guarantee facilities, including: |
|  | i) Bank, Branch, and Account Names;  ii) Current bank overdraft balance and available limit;  iii) Number and amount of bank guarantees outstanding and available limit; and  iv) Details of other bank funding facilities available to the tenderer, such as term loans, lines of credit, commercial bills and other debt instruments. |
| 4. | Where any financial statement supplied is not audited, copies of the tenderer's taxation returns may be requested. |

delete the following numbered paragraphs (5-11) unless the contract is valued at $250,000 or more.

|  |  |
| --- | --- |
| 5. | A summarised breakdown of the ageing of trade debtors and trade creditors, i.e. total amount at 30, 60, 90 and 120+ days. |
| 6. | Names of the tenderer’s subsidiaries and related entities. |
| 7. | A description of the tenderer's main operations including ANZSIC Codes (Australia and New Zealand Standard Industry Classification Code). |
| 8. | A point form summary of the tenderer's corporate history. |
| 9 | Profiles of the tenderer's directors or principals, including position, qualifications and experience. |
| 10. | A list of the tenderer’s current projects, including project name, client, project value, start date and percentage complete and a list of recently completed projects. |
| 11. | Names and contact numbers (phone/facsimile) of the tenderer’s: |
|  | i) Major suppliers;  ii) Major subcontractors. |

End of schedule of Financial Assessment Information