

Gladstone Regional Council
ABN 27 330 979 106

Invitation to Tender (ITT)

217-19 Drinking Water Quality Consultant

Offers Close
2.00pm, Tuesday, 11 June 2019

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SECTION 1. Invitation to Tender

1.1 Overview

1.1.1 Introduction to Gladstone Regional Council

Gladstone Regional Council (GRC) is a Queensland Local Government. The Gladstone Region, located in Central Queensland, is about 550 kilometres north of Brisbane, and covers 10,506 square kilometres with a population of about 62,000 people.

GRC has Customer Contact Centres in urban areas, as well as three main offices.

The Corporate Office 101 Goondoon Street, Gladstone Qld 4680

Calliope Office 5 Don Cameron Drive, Calliope Qld 4680

Miriam Vale Office 41 Blomfield Street, Miriam Vale Qld 4677

More information about the Gladstone Regional Council is available at the website:

<http://www.gladstone.qld.gov.au/>.

1.1.2 Project Overview

Gladstone Regional Council requires suitably qualified professionals to provide consultancy services relating to drinking water quality management.

1.2 Description of Works

1.2.1 Brief Description of Works

Consultancy services will include provision of the below professional services:

- Facilitating quarterly Drinking Water Quality Committee Meetings;
- Provide up to 100 hours of ad hoc advice and consultancy services within each 12 month period;
- Perform formal reviews of Councils Drinking Water Quality Management Plan (DWQMP); and
- Conduct an audit of the DWQMP.

1.2.2 Scope of Works

The Scope of Works is as set out in Section 2.

1.2.3 Pricing

The contract shall be comprised of a Fixed Price Lump Sum as well as a Provisional Schedule of Rates.

1.2.4 Term

The contract shall be for a five (5) year period.

1.3 Invitation Process

1.3.1 Closing Date and Time

Offers must be lodged by no later than:

Time: 2.00pm Australian Eastern Standard Time

Date: 11 June 2019

Should GRC decide to extend the closing date, it shall do so by public notice via LG Tender Box.

Tenders submitted after this time and date will not be considered.

1.3.2 How Offers are to be Submitted

Offers must be lodged electronically via LG Tender Box at www.lgtenderbox.com.au by closing date and time. Tenderers should allow enough time for tender lodgement including any time that may be required for problem analysis and resolution before the closing time.

No tender received by post, delivery, facsimile or email will be considered.

1.3.3 Tender Documents

The Tender Documents comprise:

- 1) This Invitation to Tender – Section 1;
- 2) Scope of Works and attachments – Section 2;
- 3) Contract AS4122-2010 including General Conditions for Consultants (refer clause 1.3.7) – Section 3;
- 4) Tenderer's Offer Documents in the form of Section 4 together with supporting annexures;
- 5) Copies of minutes of mandatory briefing meeting, notices to tenderers or addenda issued by GRC during the invitation period; and
- 6) The LG Tenderbox Forum.

1.3.4 Tenderer to Inform Itself

Prior to submitting a tender, the Tenderer must inform itself of all conditions relating to the Works by:

- 1) examining all information made available by GRC in the Tender Documents;
- 2) conducting its own investigations into the risks, contingencies and other circumstances which could affect the tender;
- 3) attending the Briefing Meeting referred to in clause 1.3.5; and
- 4) submitting questions to GRC under clause 1.3.4(3).

Failure by the Tenderer to do any or all of the things required to be done under this clause will not relieve the Tenderer of its liability to perform all of its obligations under any contract made as a result of this Invitation to Tender.

Any enquiries by a Tenderer must be directed in writing via LG Tender Box Forum or by email to contracts@gladstone.qld.gov.au.

No questions will be accepted after 4pm on the Thursday before the Closing Date.

Any questions submitted by the Tenderer are submitted on the basis that GRC may circulate the questions and GRC's answers to all tenderers to ensure all tenderers have the same information. This will be done without disclosing the source of the questions.

1.3.5 Form of Offer

The Offer shall be submitted by completing all parts of Section 4 and attaching any required supporting material. Information transferred into another format or document shall be deemed non-conforming.

Tenderers should ensure submissions demonstrate capabilities and competitiveness of the Tenderer, supported by clear and concise examples.

The Offer must be signed by a duly authorised signatory of the Tenderer.

1.3.6 General Conditions of Contract

The Tenderer's Offer must allow for and be based on the provisions of Australian Standard Conditions of Contract for Contract AS4122-2010 including General Conditions for Consultants together with the completed Parts A & B.

A copy of the general conditions is not attached but is deemed to constitute part of the Tender Documents. Copies are available from SAI Global <https://infostore.saiglobal.com/>.

1.3.7 Offer Validity Period

Offers must remain open and capable of being accepted by GRC for a minimum period of 90 days.

1.3.8 Indicative Timetable

The following indicative timetable is provided for information purposes only. Dates are indicative only and may be subject to change. GRC reserves the right to depart from the indicative timetable, including but not limited to altering dates or deleting or adding steps.

Invitation issued	18 May 2019
Closing date and time for offers	11 June 2019
Intended completion date for evaluation of offers	14 June 2019
Negotiations with Tenderers/clarification of offers	17 June 2019
Intended notification dates	20 June 2019
Intended contract start date	21 June 2019
Intended commencement of works date	1 July 2019

1.3.9 Evaluation Criteria

GRC will carry out the tender assessment using information obtained from:

- 1) the Tender submission;
- 2) financial information provided by the Tenderer on request of GRC, and credit reference checks conducted by or on behalf of GRC;
- 3) knowledge relating to the Tenderer's past performance;
- 4) reference checks; and
- 5) other sources as decided by GRC in its absolute discretion.

The criteria against which each offer will be evaluated, and the weighting attached to each is as follows:

Criteria	Description	Weighting
Submitted Program		5%
Program detail	The submitted program displays a suitable level of detail and includes all activities to be completed, including the required timeframes and identified milestones and critical paths.	
Project Understanding & Methodology		20%
Methodology	Methodology and program include specific details and planning to demonstrate a satisfactory understanding of the Scope of Works	
Project Understanding	Submission clearly demonstrates a detailed understanding of the requirements in completing the work and can clearly identify risks and opportunity.	
Previous experience		45%

Past performance - relevant facilitation experience	Facilitation of 5 DWQ Committee Meetings within the last 2 years with references provided (4 percentage points per meeting).	
Past performance – Risk Assessment & Preparation of Amended DWQMP's	Completion of 5 DWQMP Audits in the past 5 years	
Key Personnel	Key personnel hold appropriate qualifications and demonstrate a satisfactory level of relevant experience.	
Price	Total Lump Sum Price	20%
Local Preference (1)	Geographical Location (Vendor head or branch offices)	5%
Local Preference (2)	% of Locally sourced resources and products	5%
TOTAL		100%

1.3.10 Conformity of Tender and Alternative Tenders

To be a conforming tender the tender must:

- 1) be received by the Closing Date;
- 2) be received in the format and by the method prescribed in this Invitation to Tender;
- 3) be open for not less than the period required under clause 1.3.8;
- 4) satisfy all mandatory requirements; and
- 5) respond to all parts of Section 4 in full and include all required supporting documentation.

A tenderer may not submit alternative proposals for consideration in addition to a Conforming Tender.

1.3.11 Opening of Tenders

The opening of tenders will not be public. Tender lists will not be published, and all tenderers will be notified of the outcome following agreement being reached for appointment of a preferred tenderer.

1.4 Further Invitation to Tender Conditions

1.4.1 Definitions

“Closing Date” means the date and time specified in clause 1.3.1 of this Invitation to Tender or such later date as may be notified by GRC under clause 1.3.1;

“Conforming Tender” means a tender meeting the requirements of clause 1.3.11;

“Contract” means a contract to be formed with the successful tenderer as detailed in Section 3;

“Tenderer” means a company, partnership or person who submits an offer to GRC in response to this Invitation to Tender;

“Works” means the goods, services and deliverables referred to in section 2;

1.4.2 Tenderer acceptance

By submitting an offer, the Tenderer:

- 1) accepts the terms and conditions in this Invitation to Tender;
- 2) offers to enter into a contract with GRC to provide the goods, services and/or deliverables referred to in section 2 on the terms of the Contract and GRC may, in its discretion, choose whether to accept the offer during the validity period.

1.4.3 GRC Discretion

GRC may make any changes to the invitation process in its absolute discretion, by notifying Tenderers via LG Tender Box. Without limitation, GRC may:

- 1) add or change requirements;
- 2) amend dates including extend the closing date or time;
- 3) accept non-conforming tenders, alternative or innovative offers, offers in part or multiple offers;
- 4) reject any or all offers;
- 5) exercise discretion in evaluating any subjective evaluation criteria;
- 6) interview, negotiate or hold discussions with any Tenderer; and/or
- 7) cancel the invitation process.

1.4.4 Tenderer's acknowledgement and warranty

The Tenderer acknowledges and agrees that the Tenderer:

- 1) is responsible for making its own investigation and assessment about all matters relevant to the Invitation to Offer and the Tenderer's offer, including but not limited to risk, cost and contingency;
- 2) has not relied on any express or implied statement, warranty or representation made by GRC, its officers, employees, agents or advisers other than as expressly contained in the Tender Documents; and
- 3) is responsible for all costs and expenses related to the preparation and lodgement of its tender and GRC is not required to pay any compensation to the Tenderer in relation to the invitation process.

The Tenderer warrants that all information provided as part of its offer will be complete, accurate, current and not misleading.

1.4.5 Subject to Contract

No contract will be formed between the parties until both parties have signed a contract document in the form contained in Section 3 subject to any variations which may be agreed between GRC and the Tenderer.

Upon being notified of acceptance as preferred tenderer, the Tenderer must sign and return the Contract and any documentation required under the Contract within 10 business days.

1.4.6 Anti-competitive Conduct

The Tenderer warrants that neither the Tenderer nor its personnel have engaged in any collusive, anti-competitive or similar conduct in connection with the invitation process.

1.4.7 Disqualifying Conduct

A tenderer must not directly or indirectly seek to canvas support from any GRC Councillor or GRC employee. Any tenderer who seeks to do so shall be disqualified from further participating in the tender process and that tenderer's tender will be rejected.

1.4.8 Conflict of Interest

The Tenderer warrants that the Tenderer and its personnel do not have any conflict of interest and will not place themselves into a position that may give rise to a conflict of interest, with the Tenderer's obligations under this Invitation to Tender or the proposed contract.

The Tenderer agrees to immediately notify GRC if any conflict of interest arises after the Tenderer's offer.

1.4.9 Confidentiality

All tenders become the property of GRC on submission.

The Tenderer should clearly label any information contained within the Tenderer's Offer which the Tenderer claims is confidential or commercial-in-confidence.

GRC will use its best endeavours to keep confidential all confidential information supplied by the Tenderer but may disclose confidential information:

- 1) to GRC personnel and Councillors and professional advisers and auditors for the purposes of the invitation, evaluation and contracting processes;
- 2) as required under the Right to Information Act 2009; and
- 3) as otherwise required by Law.

The Tenderer acknowledges that:

- 1) GRC is obliged to state in minutes of Council meeting the details of award of tenders, including naming the successful tenderer and contract price; and
- 2) under section 237 of the Local Government Regulation 2012 GRC is required to publish on its website and a notice within GRC's offices relevant details of contracts awarded with a price of \$200,000 (ex GST) or more; and
- 3) the Tenderer's details will be published if the Tenderer is successful.

1.4.10 Protection of Privacy

The Tenderer warrants in respect of any personal information provided in its tender or any contract arising from the tender that the information is accurate, up to date and complete and that the individuals to which personal information refers authorise its collection and are aware that it is contained within the tender.

SECTION 2. Scope of Works

2.1 Background

GRC is a registered service provider of potable water for the Gladstone Region and as such has developed and implemented a DWQMP that addresses the requirements of Section 95 (3) of the WSSRA. The current plan was approved by the Department of Natural Resources Mines and Energy (DNRME) in November 2018.

GRC's Water Service Delivery business unit is responsible for the operation and maintenance of the potable water network (including reservoirs and reticulation). GRC owns, manages, operates and maintains all infrastructures integral to providing a reticulated, potable water supply to its customer base. The exceptions are:

- Source water from Awoonga Dam treated at the Gladstone Water Treatment Plant (WTP) and Yarwun WTP which are owned and operated by Gladstone Area Water Board (GAWB); and
- Sourced treated water for Agnes Water / Seventeen Seventy (1770) The treatment of water is the responsibility of Trility Pty Ltd under contract to Council.

2.2 Functional Characteristics

Consultancy services will include provision of the below professional services:

- Facilitating quarterly Drinking Water Quality Committee Meetings;
- Provide ad hoc advice and consultancy services;
- Reviews of the Drinking Water Quality Management Plan;
- Audit of the Drinking Water Quality Management Plan; and
- Other services relating to drinking water quality management as directed by GRC.

2.2.1 Facilitating quarterly Drinking Water Quality Committee Meetings

Facilitating quarterly Drinking Water Quality Committee Meetings will include the below minimum requirements:

- Preparation of agenda;
- Minute taking and distribution;
- Review raw data trends and provide comment on treatment philosophies;
- Review treated water quality trends to identify potential changes required within the plants;
- Analysing water quality trends within the networks;
- Review SCADA trends from three Water Treatment Plants;
- Discuss and provide guidance on strategies to resolve issues raised; and
- Provide general update on movements or new within the water industry that may impact on GRC operations or strategies.

2.2.2 Provide ad hoc advice and consultancy services

Provide up to 100 hours of general water quality and treatment advice as required within each 12 month period over a five year engagement.

2.2.3 Review of the Drinking Water Quality Management Plan

A condition of the current approval is that as per Section 99 (2)(c) of WSSRA regular reviews of the DWQMP are to be performed at specific intervals. The purpose of the works is to complete reviews of GRCs current DWQMP by 1 May 2020 and 1 May 2022.

The review must meet the DNRME Drinking Water Quality Management Plan Review and Audit Guideline (2013) and in be accordance with WSSRA - Chapter 2, Part 4, Subdivision 2 (108) Ensuring Audits of DWQMP.

As per the above guideline 'The purpose of the review is to ensure the plan remains relevant, having regard to the current circumstances and operation of the water service. The review process should assess the implementation of the plan, and the accuracy and currency of the plan. This process should identify any improvements or changes to the drinking water service.'

2.2.4 Audit of the Drinking Water Quality Management Plan

A condition of this approval is that as per Section 99 (2)(c) of WSSRA regular audits of the DWQMP are to be performed at specific intervals. The purpose of the works is to complete an audit review of GRCs current DWQMP by 1 November 2021.

The Audit must meet the DNRME Drinking Water Quality Management Plan Review and Audit Guideline (2013) and in be accordance with WSSRA - Chapter 2, Part 4, Subdivision 2 (108) Ensuring Audits of DWQMP.

The purpose of the regular Drinking Water Quality Management Plan audit is to:

- Verify the accuracy of the monitoring and performance data provided to the regulator under the DWQMP.
- Assess the service provider's compliance with the plan.
- Assess the relevance of the plan in relation to the provider's drinking water service.

Auditors must be certified under the Drinking Water Quality Management System Auditor Certification Scheme to conduct the DWQMP audit.

2.3 Performance Characteristics

N/A

2.4 Technical Characteristics

N/A

2.5 Deliverables

- Facilitating quarterly Water Quality Committee Meetings
- As the committee facilitator, an agenda is to be arranged and produced no later than 2 weeks prior to each committee meeting.
- Facilitate the committee meeting on a quarterly basis at a location nominated by GRC within the Gladstone Region.
- Prepare and distribute draft meeting minutes no later than 7 days following each committee meeting.
- Prepare and finalise the draft meeting minutes, incorporating GRC comments, no later than 14 days following each committee meeting.

- Prepare a Water Industry Update for presentation at each committee meeting.
- Provide ad hoc advice and consultancy services
- Advice provided is to be documented and submitted via email to the person making the request within 48 hours unless otherwise negotiated. When the hours of advice provided reach 50% and 80% respectively, GRC is to be notified via email with 48 hours.
- Review of the Drinking Water Quality Management Plan
- A draft version of the Drinking Water Quality Management Plan Review to be submitted by 28 February 2020 and 28 February 2022.
- Meeting to be held with GRC at a location within Gladstone Region to discuss the draft document and GRC comments.
- A final version of the Drinking Water Quality Management Plan incorporating GRC comments is to be submitted to GRC by 31 March 2020 and 31 March 2022.
- Audit of the Drinking Water Quality Management Plan
- The auditor must provide the final audit report to GRC by the 1 November 2021.
- It is understood that it is the responsibility of the Auditor to sign a declaration stating their impartiality in carrying out the Audit and their professional qualification (as per section 6.3 of DEWS Drinking Water Quality Management Plan Review and Audit Guideline (2013) See Appendix 2.

2.6 Delivery Address or Work Location

The quarterly Drinking Water Quality Committee Meetings will be held at various locations throughout the Gladstone Region.

2.7 Delivery Dates or Delivery Period

Target Commencement date for the Consultancy is 01 July 2019.

The term will be for five (5) years.

2.8 Licences, Tickets, Qualifications or Experience

All personnel must be appropriately qualified and licenced.

2.9 Insurance

The tenderer must provide copies of the below minimum insurances:

- Professional Indemnity (minimum \$5,000,000.00 per claim);
- Public Liability (minimum \$20,000,000.00 per claim);
- WorkCover.

2.10 Key Performance Indicators

KPI	Description	Target
Productivity	Final copy of meeting agenda produced and distributed in a timely manner	Distributed 2 weeks prior to meeting

Productivity	Draft meeting minutes distributed in a timely manner	Distributed 7 days post meeting
Quality	Water industry update provided during meeting	No omission of relevant information
Responsiveness	Appropriate response time for requests for ad hoc consultancy services and advice	Written response received within 48 hours
Reporting	Notice provided when adhoc hours used during period (notice at 50% and 80%)	Notice received prior to reaching use of 55% and 85% hours.

2.11 Attachments

The following attachments form part of the Scope of Works:

- 217-19 - Attachment 2.1 - Drinking Water Quality Review and Audit Guidelines.pdf
-

SECTION 3. Conditions of Contract

3.1 Contract Form

The engagement of Contractors for contract will be as per Australian Standard Conditions of Contract for AS 4122-2010 General Conditions of Contract for Consultants.

Parts A and B and Formal Instrument of Agreement attached.

A copy of the general conditions is not attached but is deemed to constitute part of the Tender Documents. Copies are available from SAI Global <https://infostore.saiglobal.com/>

SECTION 4. Tenderer's Offer

4.1 Tenderers Checklist and Authorisation

4.1.1 Checklist

Files must be submit in pdf format unless specified otherwise. **Files names must match the underlined titles in the checklist below.** Compliant Tender Submissions must include the following:

- ☐ **Invitation to Tender Section 4** (this document) completed in full and signed below by an authorised representative of the Tenderer
- ☐ **Attachment 1: Procurement Plan** ('Attachment 4.1 – Procurement Plan.xlsx') completed in full and attached in excel file format
- ☐ **Attachment 5: Workplace Health & Safety supporting documentation** (Section 4.7 & 4.8)
- ☐ **Attachment 6: Copies of relevant Licences held by the Business** (Section 4.8)
- ☐ **Attachment 7: Copies of Insurance Certificates** (Section 4.13)
- ☐ **Attachment 8: Third Party Accreditation Certificates held** (if applicable)
- ☐ **Attachment 9: Copy of ASIC Company Extract**

4.1.2 Tenderer's Acknowledgement

Confirm by marking the checkbox:

- ☐ The Tenderer acknowledges and agrees to Section 4.2 on the following page.

The individual submitting this Tender warrants that he or she is duly authorised to bind the party for whom he or she signs this Tender.	
Authorised by (<i>Name & Position</i>)	
Signature & date	
Witness (<i>Name</i>)	
Witness Signature & date	

4.2 Tenderer's Acknowledgement

The Tenderer acknowledges and agrees that this Tender:

- 1) is for the price as set out in the Schedules;
- 2) is accurate, valid and remains open for acceptance by Gladstone Regional Council until the end of the Validity Period; and
- 3) has been compiled in accordance with the Conditions of Tender contained herein.

The Tenderer acknowledges and agrees that:

- 1) It has fully examined the Invitation to Tender and any other documents referenced or referred therein, and any other information made available by Gladstone Regional Council to Tenderers for the purposes of submitting a Tender;
- 2) It has made its own interpretations, deductions and conclusions from the information made available to it and accepts full responsibility for such;
- 3) It has considered all information relevant to the risks, contingencies and other circumstances having an influence on the responses in its Tender and which is obtainable by the making of reasonable inquiries;

- 4) It sought and examined all necessary information which is obtainable by making reasonable enquiries relevant to the risks and other circumstances having effect on its Tender;
 - 5) It has read, taken appropriate advice on and fully understood this Invitation to Tender and its requirements, including the terms of contract detailed in Section 3;
 - 6) In lodging its Tender, it did not rely on any express or implied statement, warranty or representation, whether oral, written, or otherwise made by or on behalf of Gladstone Regional Council, or its officers, employees, agents or advisers other than any statement, warranty or representation contained in this Invitation to Tender;
 - 7) It satisfied itself as to the correctness and sufficiency of its Tender;
 - 8) It is responsible for all costs and expenses related to:
 - a) the preparation and lodgement of its Tender;
 - b) any subsequent negotiation/interview;
 - c) any other action or response in relation to this Invitation to Tender.
 - 9) It is not aware of any circumstances or relationships that constitute a conflict or potential conflict of interest in respect of this Invitation to Tender or the Tenderer's obligations if is selected. The Tenderer must state any circumstances or relationships which constitute a conflict or potential conflict of interest in respect of this Invitation to Tender;
 - 10) It is solvent and can pay its debts as and when they become due;
 - 11) It grants authority to Gladstone Regional Council to conduct such investigations of the financial standing of the Tenderer as Gladstone Regional Council deems necessary and reasonable for the purposes of conducting its evaluation of this Tender; and
 - 12) In submitting its offer, the Tenderer agrees to be bound by the Conditions of the Invitation to Tender.
-

4.3 Business Information

4.3.1 Contracting Entity Information

Business Name As it would appear on the contract	
ABN As it would appear on the contract	
ACN As it would appear on the contract	
Director/s of Company As listed on ASIC Company Extract	
Person to execute contract If not a Director, provide evidence of authorised contracting delegation	
Postal Address For contractual correspondence	
Phone Number/s For contractual correspondence	
email Address For contractual correspondence	
Subsidiary/Holding Company/ Parent Company and any related entities Include ABN and/or ACN for each	

4.3.2 Business Tendering Information

Person Responsible for Offer	
Position	
Phone Number/s	
email Address	

4.4 Local Content

Head Office address: <i>This is the address listed on your ASIC Company Extract.</i>	
Branch office/workshop address: <i>If this is a residential address, please provide an explanation</i>	
How long has the business been established in the Gladstone Regional Council area?	
Employees residing in the Gladstone Regional Council area	
Employees NOT residing in the Gladstone Regional Council area	

4.5 Third Party Accreditations

Does the Organisation have AS/NZS 4801 or ISO45001 Safety Standard Certification	<input type="checkbox"/> No	<input type="checkbox"/> Yes	If Yes, provide a copy of the certification in Attachment 8.
Does the Company have ISO14001 Environmental Management Certification?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
Does the Company have ISO9001 Quality Management Certification?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	

4.6 Procurement Plan

The Tenderer's offer must include the completed 'Attachment 4.1 – Procurement Plan.xlsx'.

The Procurement Plan must be submit as an attachment in excel file format.

4.7 Work Health, Safety and Environment

4.7.1 Questionnaire

Has Workplace, Health and Safety Queensland ever issued an Improvement or Prohibition notice on the Company?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	If Yes, provide details of the notice as well as subsequent action taken to improve.
Has the company ever been convicted of a work, health and safety offence?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	If Yes, provide details of the notice as well as subsequent action taken to improve.
Does the company have all relevant licences, qualifications and tickets to perform the Scope of Works?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	If Yes, provide evidence of Business licences/qualifications in Attachment 6.
			If No, provide details of your intent in regards to meeting licencing requirements:

4.7.2 Supporting documents required

As evidence of the implementation of a Safety Management System within the organisation, please provide as attachments copies of the below documents:

- Completed risk assessments (maximum of three) for comparable works completed in the past 12 months

4.8 Work Health & Safety: Demonstration of Understanding

The tenderer shall complete the below 'Demonstration of Understanding' in relation to their work health, safety and environment obligations relating to the Scope of Works.

Key Safety Risks Identified	
<i>Add rows as required to address the key safety risks identified</i>	
Risk Identified	Proposed Control Measures

Licences	
Provide a list of any relevant Licences held by the Business relating to these works	
Provide a list of Licences and Permits that employees and/or subcontractors will require for the completion of the works	

Work Health and Safety Systems in the Business	
Provide a list of other Business WHS policies, procedures, documents and/or registers that will be referred to by Supervisors and Site Personnel in the completion of the works.	
Other	

Detail any other information that demonstrates a commitment to understanding the obligations of the Company in relation to work health and safety.	
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4.9 Fee Proposal

The Tenderer acknowledges and agrees that:

- 1) Price details must not be included anywhere else in the Tender unless stated below; and
- 2) All prices quoted by the Tenderer must exclude GST payable unless otherwise stated.

FIXED PRICE LUMP SUM & PROVISIONAL SCHEDULE OF RATES

FIXED PRICE LUMP SUM				
Item	Description	Unit Rate (ex GST)	Qty	Price (ex GST)
1	Quarterly Water Quality Monitoring Meeting Facilitation		20	
2	Drinking Water Quality Management Plan Review		2	
3	Drinking Water Quality Management Plan Audie		1	
TOTAL FIXED PRICE LUMP SUM				
GST				
TOTAL FIXED PRICE LUMP SUM inc GST				

PROVISIONAL SCHEDULE OF RATES		
Item	Description	Price (ex GST)
4	Provision of advice and consultancy services (per hour)	

SCHEDULE OF RATES – FOR ADDITIONAL AUTHORISED WORK		
Item	Description	Price (ex GST)
4	Provision of advice and consultancy services (per hour)	

Demonstrated Past Performance and Reference #1	
Company	
Project Description	
Project Address	
Dates of Performance	
Cost/Budget	\$
Company Contact Person	
Contact Person Role	
Contact Phone & email	
Details of Scope Performed relevant to this Tender submission (Skills required, lessons learned relevant to this Scope of Works)	
Nominated Key Personnel who worked on this project	

Demonstrated Past Performance and Reference #2	
Company	
Project Description	
Project Address	
Dates of Performance	
Cost/Budget	\$
Company Contact Person	
Contact Person Role	

Contact Phone	
Details of Scope Performed relevant to this Tender submission (Skills required, lessons learned relevant to this Scope of Works)	
Nominated Key Personnel who worked on this project	

Demonstrated Past Performance and Reference #3	
Company	
Project Description	
Project Address	
Dates of Performance	
Cost/Budget	\$
Company Contact Person	
Contact Person Role	
Contact Phone	
Details of Scope Performed relevant to this Tender submission (Skills required, lessons learned relevant to this Scope of Works)	
Nominated Key Personnel who worked on this project	

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4.12 Tenderer's Key Personnel

The Tenderer must complete one table for each of the Key Personnel who will be allocated to this Project. The Tenderer shall copy and add extra tables as required in order to provide this information for all personnel allocated to the Project.

Failure to complete the below personnel details shall render the Tender Submission non-conforming (i.e. Do not write 'see resume/CV' and attach separate documents).

Tenderer's Key Personnel #1		
Name		
Position		
Allocation to this Project (% or hrs)	% Full time equivalent hours per week	
Location during Project	% On Site	% Off Site
Qualifications (provide copies)		
Years experience (specific to this Project)		
Experience specific to this Tender		

4.13 Insurances & Accreditation

Professional Indemnity Insurance (Minimum \$5 Million per claim)	
Insurer	
Sum Insured	
Policy Expiry	

Public Liability Insurance (Minimum \$20 Million per claim)	
Insurer	
Sum Insured	
Policy Expiry	

Workers Compensation Insurance	
Policy Expiry	