### 

### Response Schedules

### for

### Katherine Town Council

### ABN [47 836 889 865](http://www.abr.business.gov.au/SearchByAbn.aspx?abn=47836889865)

### regarding

**Tender -T22-05**

### Katherine Sportsground -

### Entry Road

### CLOSING

### 2pm, Friday 17 DECember 2021

### SUBMISSIONS CAN BE MADE ELECTRONICALLY THROUGH TENDERLINK OR VIATENDER BOX, KATHERINE CIVIC CENTRE, STUART HIGHWAY, KATHERINE

**Tender T22-05**

**KATHERINE SPORTSGROUND - ENTRY ROAD**

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ENQUIRIES:

Technical nature regarding the work required should be referred to:

* Executive Manager – Infrastructure & Environment 08 8972 5500 or [records@ktc.nt.gov.au](mailto:records@ktc.nt.gov.au)

Tendering procedures or the like should be referred to:

* Governance Officer 08 8972 5500 or [records@ktc.nt.gov.au](mailto:records@ktc.nt.gov.au)

Tendering documentation requests to:

* Works Administration Officer 08 8972 5500 or [records@ktc.nt.gov.au](mailto:records@ktc.nt.gov.au)

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| Tenderer Details | | |
| Legal Entity Name: |  | |
| Trading As: |  | |
| ABN: |  | **ACN:** |
| Address of Place of Business: |  | |
| Postal Address: |  | |
| Telephone: |  | **Facsimile:** |
| Email Address: |  | |
| Web Site: |  | |

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| --- | --- |
| Contact Person | |
| Name: |  |
| Position: |  |
| Telephone: |  |
| Facsimile: |  |
| Email Address: |  |

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| Declaration by Tenderer |

On behalf of the Respondent, I/We the undersigned hereby:

Addenda

1. If applicable confirm receipt and inclusion in the submission, of the addenda numbered

Conditions of Contract

1. Agree to be bound by the Conditions of Contract as referred to the tender document

Business Status

1. Certify to the best of my/our knowledge:
2. If the Respondent is an individual, that he or she:
3. is not a bankrupt; or
4. has not assigned his or her estate for the benefit of creditors.
5. If the Respondent is a partnership, no step has been taken to dissolve that partnership.
6. If the Respondent is a company:
7. that no application or order has been made for the winding up of the company (whether voluntary or otherwise);
8. that no resolution has been passed for the winding up of the company; or
9. that the company is not under:
10. an arrangement and/or reconstruction (ie. restructuring a public company);
11. an appointed liquidator, provisional liquidator or administrator;
12. an appointed receiver or manager (or both);
13. official management; or
14. any composition or arrangement or assignment with, or for the benefit of, its creditors or a class of them.

Offer

1. Having examined and acquired an actual knowledge of the tender document offer to perform the whole of the Works at the amounts(s) quoted and in accordance with the condition of contract and completed schedules attached.
2. Agree the offer shall remain valid for acceptance for a period of 30 days from the closing date.

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| Endorsement | | | |
| Signature: |  | **Date:** |  |
| *(mark with an “X” if submitting electronically)* | | |  |
| Name: | | **Position:** | |
| For:  *(Legal entity name)* | | | |

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| Lump Sum – Price breakdown |

The Tenderer shall complete the separately attached **Lum Sum** **Price Breakdown Schedule** by inserting prices for each individual part of the work described – the document shall be provided in a protected Excel format so to enable automatic calculation of all items.

The Lump Sum Price Breakdown schedule is required for assessment purposes and will be used as a basis for payment. Prices for each item are to be GST exclusive, with the GST calculation shown and total lump sum provide inclusive of GST.

Note: For any item which is GST free, please provide separate details.

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| Total from the Lump Sum Schedule | | $ | *(including GST)* |
| Signature: |  | **Date:** |  |
| *(mark with an “X” if submitting electronically)* | | |  |
| Name: |  | **Position:** |  |
| Signature of Witness: |  | **Date:** |  |
| *(print if submitting electronically)*  Address or Witness: | | | |

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| Public Liability Insurance | |
| Value: |  |
| Insurer: |  |
| Policy Number: |  |
| Period: |  |
| Covering: | **LEGAL LIABILITY OF THE INSURED** |
| Sum Insured: | **$10,000,000 ANY ONE OCCURENCE** |

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| Workers Compensation Insurance Cover | |
| Contractors Employing Workers *(Not including Proprietary Limited companies who only employ their Directors)* | |
| Policy Number: |  |
| Name of Insurer: |  |
| Date of Expiry: |  |

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| Endorsement | | | |
| Signature: |  | **Date:** |  |
| *(mark with an “X” if submitting electronically)* | | |  |
| Name: | | **Position:** | |
| For:  *(Legal entity name)* | | | |

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| Responses to Assessment Criteria |

**NOTE: Add lines or an attachment if more space is required**

1. PAST PERFORMANCE

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| **1.1. Provide an overview of the organisation’s previous experience in providing similar Works. (***Provide separate attachments where necessary***)** |
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| 1.2. Tenderer to provide details and referees of at least three (3) completed contracts of similar nature, scope and size. | | |
| Contract Description | **Contract Value** | **Referees** *(Contact person, Company Name and Phone Number)* |
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**2 Local Development**

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| **2.1. Provide details of Tenderer’s presence in the Katherine region, including address of business premises.** |
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| 2.2. Provide details of business presence in all locations (where relevant), and the number of employees in each location | |
| Office Location(s)  *(indicate if Head Office/Branch)* | **Number of Employees** |
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| Regional Office Location(s) | **Number of Employees** |
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| 2.3. Provide details of use of local supplies and/or suppliers in Katherine region. | | |
| Supplier Trading Name: | **Business Premises Base:** | **Type of Supplies:** |
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| 2.4. Provide details of all proposed sub-contractors and number of employees to be utilised. | | |
| Sub-Contractor: | **Business premises base:** | **Type of Service(s):** |
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1. **Value Adding**

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| 3.1. Provide details of Indigenous employees or employment opportunities for Indigenous persons that are currently supported by the Tenderer or will be generated by this requirement within the Region where the works will be undertaken. | | | |
| Employer (Tenderer or Sub-Contractor) | Skill/Trade/Level | Period of Employment (How long have they been employed) | Where will they be utilized for this requirement |
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| **3.2. Provide any additional details which demonstrate Value Adding and/or regional development opportunities, including details of community involvement and training initiatives, in relation to the Works within Katherine.** |
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**4. CAPACITY**

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| **4.1. Provide an overview of experience of personnel that will be involved in providing the requirement, include:**   * **Business/Organisational Chart** * **Overview of Specialised skills/qualifications and knowledge of personnel** |
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| 4.2. Provide detail of current contractual commitments. | | | | |
| Location and Description: | **Contract Award Date:** | **Total Value $** | **% Not Completed:** | **Due for Completion:** |
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| **4.3. Provide details of the business’ remaining capacity (after commitments are taken into account).** |
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| **4.4. Details of Performance Management or Quality Management systems and standards implemented by the Tenderer.** |
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| **4.5. Detail any legal action pending that may impact the Tenderer’s ability to meet the requirements of the Request for Tender.** |
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| **4.6. Outline the arrangements the Tenderer will put in place to manage the following – specifically in relation to these Works:**   * **Consultation, cooperation and coordination with all stakeholders including sub-contractors** * **Monitoring of Work Health and Safety training and site inductions;** * **Managing any Work Health and Safety incidents including reporting and notification;** * **Identifying hazards, assess and control risks associated with this specific project; and** * **Management of Sub-Contractors including collection, assessing, monitoring and reviewing Safe Work Method Statements.** |
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| **4.7. List and Details of Vehicles and Plant Equipment to be used in this Contract (*where applicable*), their availability and whether they are assets held by the Contractor or its sub-contractors.** |
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| Assumptions and Qualifications |

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| **Tenderers should include in this schedule full details of any assumptions they made in the development of the Tender prices. All assumptions and qualifications are to be noted here. Qualifications and assumptions noted elsewhere in the submission may not be considered.** |
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| Stakeholder Consultation |

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| **Please provide details of proposed Stakeholder Consultation Plan** |
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| Addendums |

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| **Please provide receipt of number of addendums** |
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| Construction Program (Gantt Chart) |

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| **Please provide details of proposed work flow in form of a Gantt Chart, include detailed stages, hold points and milestones** |
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