



KATHERINE
TOWN COUNCIL

VENDOR TO FILL OUT AND
RETURN THIS PART

Request for Quotation (RFQ)

Part D – Return Schedules

Katherine Civic Centre Upgrade - Design

T23-03 RFQ - Design

Closing Time and Date: 31st October 2023 @ 2pm
Method of Lodgement: Email to records@ktc.nt.gov.au

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INSTRUCTIONS FOR VENDOR

The vendor is requested to complete in full and submit all of the Return Schedules included in this RFQ: Part D – Return Schedules. Vendors must use the same format as provided by Council. Where applicable, please ensure that the signature block at the bottom of each page is appropriately executed. The completed schedules, forms, declarations and information and supporting documentation will constitute the RFQ Response. Council reserves the right to deem a RFQ Response non-conforming, pass them over or exclude them from further evaluation due to deviations from the format or lack of content. Any attachments or supporting documentation included in the RFQ Response must clearly identify the relevant Return Schedule number. The vendor must also comply with the following instructions when completing the Return Schedules:

- The response must be contained within the relevant Return Schedule.
- Council will only rely upon the information in the Return Schedules to evaluate the RFQ Response.
- No advertising or marketing brochures, other than those expressly requested, are to be included in the RFQ Response.
- A conforming RFQ Response will include all of the documents listed in the Schedule of Documents below.

SCHEDULE OF DOCUMENTS

Ref.	Return Schedule	Criteria	Completed
SCHEDULE 1	VENDOR DETAILS		<input type="checkbox"/>
SCHEDULE 2	PRICING SCHEDULE	Price (50%)	<input type="checkbox"/>
SCHEDULE 3	FINANCIAL CAPACITY	Capacity (25%)	<input type="checkbox"/>
SCHEDULE 4	INSURANCE, LICENSES AND REGISTRATIONS		<input type="checkbox"/>
SCHEDULE 5	KEY PERSONNEL AND SUBCONTRACTORS		<input type="checkbox"/>
SCHEDULE 6	QUALITY ASSURANCE		<input type="checkbox"/>
SCHEDULE 7	ENVIRONMENTAL MANAGEMENT		<input type="checkbox"/>
SCHEDULE 8	SOLUTION AND METHODOLOGY		<input type="checkbox"/>
SCHEDULE 9	CAPABILITY AND PAST EXPERIENCE	Past Performance (25%)	<input type="checkbox"/>

Date

Vendor Signature

SCHEDULE 1 – VENDOR DETAILS

1A: Vendor Details

Information Required	Vendor's Response
Name of Vendor:	
Head Office Address:	
Local Branch Office Address:	
ABN or ACN:	
Trading As:	
Telephone Number:	
Name of Directors:	
Name of Manager:	
Name of Secretary:	
Name of Parent Company:	
Names of Subsidiary and Associated Companies:	
Is the Vendor acting as a trustee of a Trust?	
Name and Details of Vendor's Trust*	
Trust Name:	
Names and addresses of all of beneficiaries:	

1B: Vendor Representative

Vendor to confirm person authorised to submit the RFQ Response, and to whom all liaison will be directed.	
Name	
Position	
Telephone	
Email	
Office Address	
Postal Address	

1C: Conflicts of Interest

The vendor confirms that there are no circumstances or relationships which constitute or may constitute a conflict or potential conflict of interest in relation to this RFQ or the vendor's obligations under any contract resulting from this RFQ. If the response is "YES" please provide further details below.	
Are there any conflicts to declare?	
If "YES" provide details	
The vendor undertakes to advise the Council in writing of any additional actual or potential conflicts of interest immediately after becoming aware of it.	

Date

Vendor Signature

SCHEDULE 2 – PRICING SCHEDULE

The vendor must provide pricing to deliver the Specification.

All price information provided by the vendor must be given on a GST exclusive basis with any GST component separately identified.

TOTAL EXCLUDING GST	\$
As per Schedule 2 (excel spreadsheet)	
TOTAL GST	\$
TOTAL INCLUDING GST	\$

Date

Vendor Signature

SCHEDULE 3 – FINANCIAL CAPACITY

3A: Financial Details of Vendor

The vendor must provide the details below. The vendor must verify the responses noted in this Schedule by providing further supporting documentation if and when requested by Council.

3B: Solvency of Vendor

Item	Tick Yes or No
1. Is the vendor currently, or has the vendor at any time in the last 5 years been, unable to pay its debts as and when they become due and payable?	Yes <input type="checkbox"/> No <input type="checkbox"/>
2. Is a liquidator or provisional liquidator currently appointed in respect of the vendor or has one been appointed in respect of the vendor in the last 5 years?	Yes <input type="checkbox"/> No <input type="checkbox"/>
3. Is, or at any time in the last 5 years has, a controller, manager, trustee, receiver, receiver and manager, administrator or similar officer been appointed to the vendor or any asset of the vendor?	Yes <input type="checkbox"/> No <input type="checkbox"/>
4. In the last 5 years, has any application (not being an application stayed, withdrawn or dismissed within 14 days) been made to a court for an order, or has an order been made, a meeting convened or a resolution passed, for the purpose of: <ul style="list-style-type: none"> • appointing a person referred to in paragraphs 2 or 3; • winding up or de-registering a party; or • proposing or implementing a scheme of arrangement 	Yes <input type="checkbox"/> No <input type="checkbox"/>
5. In the last 5 years has any application (not being an application stayed, withdrawn or dismissed within 14 days) been made to a court for an order, or has an order been made, a meeting is convened, a resolution is passed or any negotiations commenced, for the purpose of implementing or agreeing: <ul style="list-style-type: none"> • a moratorium of debts of any party; • any other assignment, composition or arrangement (formal or informal) with a party's creditors; or • any similar proceeding or arrangement by which the assets of a party are subjected conditionally or unconditionally to the control of that party's creditors or a trustee, • or any agreement or other arrangement of the type referred to in this paragraph 5 been ordered, declared or agreed. 	Yes <input type="checkbox"/> No <input type="checkbox"/>

Date

Vendor Signature

SCHEDULE 4 – INSURANCES, LICENSES AND REGISTRATIONS

4A: Insurance

The vendor is requested to complete the following table with insurance policy details and attach certificates of currency.

Insurance Type	Specific Insurance Requirements	Insurer	Policy number	Insured Amount [\$]	Specify cover details / limits per occurrence / aggregate	Expiry date	Cert of Currency Attached?
Public Liability	Not less than AUD20M and for the duration of the Contract.						Yes <input type="checkbox"/> No <input type="checkbox"/>
Professional Indemnity	Not less than AUD5M and for the duration of the Contract.						Yes <input type="checkbox"/> No <input type="checkbox"/>

4B: Licenses and Registrations

The vendor is requested to complete the following table with license/registration details and attach copies the certificates.

License / Registration Type	License / Registration No.	Registering Body	Expiry Date	Certificate Attached?
				Yes <input type="checkbox"/> No <input type="checkbox"/>
				Yes <input type="checkbox"/> No <input type="checkbox"/>
				Yes <input type="checkbox"/> No <input type="checkbox"/>

Date

Vendor Signature

SCHEDULE 5 – KEY PERSONNEL AND SUBCONTRACTORS

Schedule 5A: Key Personnel

Provide details of key personnel who will have prime responsibility for the performance of the Contract.

Role in this Contract	Name	Service period with your business	Years in Industry	Key Skills and Qualifications

An organisation chart is to be included specific to the nominated contract team, together with Resumes for each Key Personnel.	Organisation Chart Attached	<input type="checkbox"/>
	Resumes Attached	<input type="checkbox"/>

Date

Vendor Signature

SCHEDULE 6 – QUALITY ASSURANCE

The vendor is requested to provide details of current Quality Assurance practices applied.

Item	Tick Yes or No
1. Does your business or organisation have third party certification for Quality, e.g. to ISO 9001 series or other?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, by whom: Certificate Number: (Attach a copy of your Accreditation Certificate)	
IF VENDOR HAS ANSWERED 'YES' TO QUESTIONS 1, VENDOR IS NOT REQUIRED TO COMPLETE QUESTIONS 2 TO 6.	
2. Does the vendor have an internal quality system or plan (not third party certified)? (If yes, attach evidence such as a copy of the manual)	Yes <input type="checkbox"/> No <input type="checkbox"/>
6. Does the vendor have a quality policy? (If yes, attach evidence of the Policy)	Yes <input type="checkbox"/> No <input type="checkbox"/>
4. Does the vendor have documented quality procedures? (If yes, attach evidence or copy of the procedures)	Yes <input type="checkbox"/> No <input type="checkbox"/>
5. Are records of inspection, test and other quality assurance or quality control activities maintained and quality records kept for each specific project?	Yes <input type="checkbox"/> No <input type="checkbox"/>
6. Does the vendor undertake internal quality audits on a project or contract specific basis?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Date

Vendor Signature

SCHEDULE 7 – ENVIRONMENTAL MANAGEMENT

The vendor is requested to provide details of current environmental management practices applied.

1. Has your business or organisation been third party certified for environmental management systems e.g. ISO 14000 series or other?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, by whom: Certificate Number: <i>(Attach a copy of Accreditation Certificate)</i>	
2. Does the vendor have an internal environmental management system? <i>(If yes, attach evidence such as a copy of the manual)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Does the vendor have an environmental and sustainability policy and or environment and sustainability targets? <i>(If yes, attach evidence such as a copy)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Is the vendor aware of the relevant provisions within the Council's environmental policy and will commit to the requirements of the environmental policy?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Is the vendor aware of the environmental & cultural heritage protection requirements relevant to this Specification?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Is the vendor aware of the biosecurity requirements relevant to this Specification?	<input type="checkbox"/> Yes <input type="checkbox"/> No

SCHEDULE 8 – SOLUTION AND METHODOLOGY

The vendor is requested to detail its proposed solution and methodology. In doing so, please address the following points:

- (a) a description of solution and methodology proposed.
- (b) how it will identify potential compliance issues and performance of the solution.
- (c) how it will overcome any such issues and provide potential resolution.
- (d) identify project risks and strategies for management and mitigation of these risks.
- (e) provide a summary of any cost saving initiatives or opportunities that you may identify or recommend; and
- (f) provide a summary of innovative work procedures or any other innovation that you recommend or offer during the course of designing the solution.

Date

Vendor Signature

SCHEDULE 9 – CAPABILITY AND PAST EXPERIENCE

The vendor must provide the following information to demonstrate its capability and experience to deliver the requirements. The vendor is invited to include any other information which may be material or relevant to the vendor's selection in the shortlisting process.

9A: Vendor Background

Provide a brief overview and history of your company (2-3 paragraphs). Include the number of years you have been in business in the form in which you are presently constituted and details of organisational goals and strategies and how it relates to this RFQ.

9B: Similar Past Design Contracts

Provide details of projects similar to those of the Specification in this RFQ undertaken in the last 5 years.				
Project Name	Scope performed relevant to this RFQ	Value of Contract (\$AUD)	Start Date	Completion Date

9C: Referees

Provide details of at least three current or recent referees for contracts similar to the Specification for this RFQ, completed within the last 3 years.	
Relevant Project 1	
Dates	
Referee Name and Role	
Organisation	
Contact Phone Number	
Email address	
Project Overview	
Contract Period	
Value (\$)	
Relevant Project 2	
Dates	
Referee Name and Role	
Organisation	
Contact Phone Number	
Email address	
Project Overview	
Contract Period	
Value (\$)	

Date

Vendor Signature