### Tenders\Tenders 2020\T20-14 “EOI MANAGEMENT SERVICES FOR KATHERINE CIVIL AIRPORT”

### 

### Response Schedules

### for

### Katherine Town Council

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

### regarding

**Tender 20/14**

### “EXPRESSION OF INTEREST – MANAGEMENT SERVICES FOR KATHERINE CIVIL AIRPORT”

### CLOSING

### 2pm, mondAY 31 may 2021

### TENDER BOX KATHERINE CIVIC CENTRE, STUART HIGHWAY, KATHERINE

**Tender 20/14**

**“EOI – MANAGEMENT SERVICES FOR KATHERINE CIVIL AIRPORT”**

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ENQUIRIES:

Technical nature regarding the work required should be referred to:

* Director 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:

* Director Corporate Services 08 8972 5500 or [records@ktc.nt.gov.au](mailto:records@ktc.nt.gov.au)

Tendering documentation requests to:

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

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| Public Liability Insurance | |
| Value: |  |
| Insurer: |  |
| Policy Number: |  |
| Period: |  |
| Covering: |  |
| Sum Insured: |  |

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| --- | --- |
| Public Liability Insurance | |
| Value: |  |
| Insurer: |  |
| Policy Number: |  |
| Period: |  |
| Covering: |  |
| Sum Insured: |  |

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| Workers Compensation Insurance Cover | |
| Policy Number: |  |
| Name of Insurer: |  |
| Date of Expiry: |  |

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

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| Responses to Assessment Criteria |

**Attach relevant supporting documentation in response to the following assessment criteria. Add lines or an attachment if more space is required.**

1. PAST PERFORMANCE

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| * 1. **Provide an overview of the organisation’s previous experience in managing and operating facilities of a comparable size and nature. Specifically, provide examples of previous airport services and operational management experience and document notable achievements.**   **Tenderer should also identify the roles and outline the experience of key personnel who form part of the Tender.**  **Tenderer should provide any other relevant information that may assist the respondent in demonstrating the criteria.** |
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| 1.2. Tenderer to provide details and referees of at least two (2) current or completed contracts of similar nature, scope and size. |
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1. Financial Capability and capacity

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| **2.1 Provide evidence of Tenderer’s financial capability and capacity to meet the obligations of the Agreement term for the management of the Katherine Civil Airport and ability to support the daily operations and maintenance of the site as required under the Agreement.** |
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| **2.2 Provide evidence of Tenderer’s financial capability and capacity to meet the obligations under the proposed agreement.** | |
| Are there any bankruptcy actions against the Tenderer, key personnel, or associated entities, or have there been within the previous five (5) years?  Are there any insolvency proceedings, actual or threatened (including voluntary administration) against the respondent, key personnel, or associated, entities, or have there been any within the previous five (5) years?  Are there any other factors, which could adversely affect the financial ability of the Tenderer to performs successfully, the obligations contemplated by this Expression of Interest process?  Is the Tenderer insolvent and/or unable to meet debts (as and when they fall due) in the normal course of business? | € Yes € No  € Yes € No  € Yes € No  € Yes € No |

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| **2.3 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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1. organisational capability and Capacity

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| **3.1 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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| **3.2 Outline the arrangements the Tenderer will put in place to manage the following specifically in relation to daily operations and maintenance of the Katherine Civil Airport:**   * **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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| **3.3 Provide an overview of Performance Management and Quality Management systems that the Tenderer has in place in accordance with the requirements for Quality Assurance in delivery of similar airport operations.** |
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1. VISION and local benefit

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| **3.1 Tenderer’s vision for the airport should be clearly articulated. This includes the extent to which the respondent expects to operate in accordance with Council’s objectives as expressed in the EOI documentation.**  **Comprehensive detail is recommended, including but not limited to, an overview of intended operations, including details of proposed services and strategic planning.**  **Tenderer should provide details of how the vision aligns with Council’s objectives including the economic, social, cultural, and recreational benefits to the community.**  **Tenderer should clearly detail any proposed variations to Council preferences and provide explanation and justification for the variation.** |
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| **4.1. Provide details of Indigenous and local employment opportunities that are currently supported by the Tenderer or will be generated by Katherine Civil Airport Operations.** |
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| **4.2. Provide any additional details which demonstrate local benefit and/or regional development opportunities, including facilitating public art installations and displays by local artists, history society, and Chamber of Commerce to promote information about local indigenous culture, regional history, tourism, recreation, entertainment, and business opportunities** |
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1. sustainability and Financial arrangements

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| 5.1 In accordance with Council’s objectives as expressed in the EOI documentation, *5.7 Investment/Financial Agreement*, Council seeks to establish a management model and financial arrangement that enables commercial viability of the Management Services Provider (Operator) and a cost neutral position for Council in relation to the Katherine Civil Airport.  Tenderer to detail their expected expenditure (amounts to include GST) in delivering the services and works required under the Contract to manage operation of the Katherine Civil Airport.  Tenderer to indicate the percentage of gross revenue retained by Council and that may contribute to future capital renewal and upgrade projects as may be mutually agreed from time to time.  Tenderer should factor in the substantial revenue from established tenants and existing tenants and opportunity for commercial expansion. |
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| Exclusions, 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, qualifications and exclusions are to be noted here. Qualifications and assumptions noted elsewhere in the submission may not be considered.** |
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