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### Response Schedules

### for

### Katherine Town Council

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

### regarding

**Tender 22/06**

### “MANAGEMENT SERVICES for KATHERINE CIVIL AIRPORT”

### CLOSING

### 2:00PM, TUESDAY 16 NOVEMBER 2021

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

**Tender 22/06**

**“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: |  | |

|  |  |
| --- | --- |
| 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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| Schedule of Rates |

**Electronic Submission**

The Tenderer shall complete the separately attached **Schedule of Rates** by inserting in the column headed *‘Unit Rate’* the rate or unit price for the items of work described (cells are highlighted yellow for ease of reference) – the document shall be provided in a protected Excel format so to enable automatic calculation of all items.

As all quantities are scheduled items, the Tendered rates shall be extended by their relevant quantities. The resulting extended amount shall be automatically calculated into the *‘Total Cost’* column of each item and summarily tallied as each section is completed. The cumulative *‘PROJECT TOTAL’* is representative of GST exclusive figures.

The Tenderer shall insert into the below certification field the value represented at the final calculation of *‘SUBMISSION’ (including GST).*

The Tenderer shall insert into the below certification field the value represented T22-06 Preliminaries ‘LUMP SUM’ *(including GST).*

**Manual Submission**

The Tenderer shall complete the attached Schedule of Rates by:

1. Inserting a GST exclusive value in the column marked *‘Unit Rate’* (highlighted in yellow) for the item of work described in the column marked **‘***Description’*.
2. Multiply the rate by the amount shown in the *‘Quantity’* column and entering the result in the *‘Total Cost’* column.
3. Tallying each section and entering the figure in the relevant *‘Sub Total’* row (highlighted in grey).

The cell entitled *‘PROJECT TOTAL’* shall be the sum of all amounts shown in the ‘Total Cost’ column (and shall also equate to the combined *‘Sub Total’* values), and be GST exclusive. An overall GST figure shall be calculated and recorded separately.

The Tenderer shall then insert into the below certification field the value represented at the final calculation of *‘SUBMISSION’ (including GST)’* being the combination of ‘*PROJECT TOTAL’* and *‘GST’.*

The Tenderer shall insert into the below certification field the value represented T22-06 Preliminaries ‘LUMP SUM’ *(including GST).*

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

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| ‘Submission’ from the Schedule of Rates | | $ *(including GST)* | |
| ‘Lump Sum’ from the Schedule of Rates | | **$**  *(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: |  |
| Sum Insured: |  |

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| --- | --- |
| Professional Indemnity 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 |

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 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 the *Scope of Works – Management Services for Katherine Civil Airport,* *Section 5.7 Financial Agreement and Incentives*, 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.  Provide any supporting information that demonstrates the Tenderer’s capability to manage and forecast operational budgets. Provide any relevant examples which demonstrate experience in securing external funding and/or facilitating or delivering capital projects. |
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| 5.2 Tenderers to detail Levels of Service and Costings to ensure efficient operations of the KCA. |
| *Refer to separate “Schedule of Rates” Document* |

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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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