



Request for Tender

Part D – Return Schedules

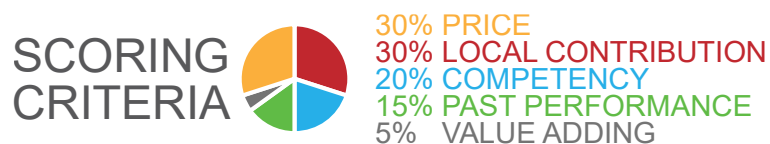
Supply of Airconditioning Services – All Facilities

Closing Time and Date:	7/07/2025 12:00 AM
Method of Lodgement:	Electronic Tender Response via Tenderlink

INSTRUCTIONS FOR TENDERER

The Tenderer is requested to complete and submit the Return Schedules included in this Request for Tender: RFT - Part D – Return Schedules. Tenderers must use the same format provided by Council. Where applicable, please ensure that the signature blocks are appropriately executed. The completed schedules, declarations and supporting documents will constitute the Tender Response. Council reserves the right to deem a tender non-conforming, pass them over, or exclude them from further evaluation due to deviations from the format or lack of content. The following assessment criteria apply:

- **Mandatory Criteria** must be completed satisfactorily for a tender to be awarded.
- **Optional Criteria** may affect our decision to award a tender.
- **Scoring Criteria** will affect your tender score.



The Tenderer must comply with the following instructions when completing the Return Schedules:

- The written Tender Response must be contained within the relevant Return Schedules. Council will only rely upon the information in the Return Schedules to evaluate the Tender Response.
- Attachments or supporting documents must reference the relevant Schedule number.
- No advertising or marketing is to be included in the Tender Response.
- A conforming Tender Response will include all non-optional documents listed below.

SCHEDULE OF DOCUMENTS

Ref.	Assessment Criteria	Return Schedule	Completed
SCHEDULE 1	Mandatory	FORM OF TENDER	<input type="checkbox"/>
SCHEDULE 2	Mandatory	TENDERER DETAILS	<input type="checkbox"/>
SCHEDULE 3	Mandatory	INSURANCES, LICENSES, AND REGISTRATIONS	<input type="checkbox"/>
SCHEDULE 4	Mandatory	SOLVENCY	<input type="checkbox"/>
SCHEDULE 5	Mandatory	STATUTORY DECLARATION OF NON-COLLUSION	<input type="checkbox"/>
SCHEDULE 6	Optional	CONTRACT DEPARTURES	<input type="checkbox"/>
SCHEDULE 7	Scoring	TENDER RESPONSE COST	<input type="checkbox"/>
SCHEDULE 8	Scoring	LOCAL CONTRIBUTION	<input type="checkbox"/>
SCHEDULE 9	Scoring	COMPETENCY	<input type="checkbox"/>
SCHEDULE 10	Scoring	PAST PERFORMANCE	<input type="checkbox"/>
SCHEDULE 11	Scoring	VALUE-ADDING	<input type="checkbox"/>
SCHEDULE 12	Scoring	ENVIRONMENTAL SUSTAINABILITY	<input type="checkbox"/>

SCHEDULE 1 – FORM OF TENDER RESPONSE

TO: Katherine Town Council

(a) We the undersigned ('Tenderer') [NAME]_____

submit the following Tender Response for **T25-06 – Supply of Airconditioning Services – All Facilities**

in accordance with the Request for Tender conditions outlined in Request for Tender: Part A - Tender Response Information and Conditions.

- (b) By submitting this Tender Response, the Tenderer warrants and represents that it has made its own enquiries and investigations and has obtained professional advice and all other relevant information to inform itself of all risks and contingencies which may affect its tender Response and any submitted prices. The Tenderer warrants and represents that it has allowed for all such risks and contingencies in its Tender Response.
- (c) The Tenderer confirms that the Tender Response conforms to the requirements of the Request for Tender (please tick the applicable box/es).

☐ **YES**, the Tender Response fully conforms

☐ **YES**, an Alternate Tender Response is also submitted

If submitting an **Alternative Tender Response**, the Tenderer must include any supplementary material including pricing, to demonstrate that the alternative will fully achieve or exceed Council's requirements. Also, the Tenderer must specifically outline the key advantages of the Alternative Tender Response. In addition to completing the Return Schedule for the Alternative Tender Response, Tenderers must complete the following table:

#	Alternative Option	Key Advantage

- (d) The Tenderer agrees to keep the Tender Response open for acceptance and shortlisting by the Council for a period of 90 calendar days.
- (e) The Tenderer warrants that its Tender Response was made without any connection, knowledge or arrangements with any other Responder or industry group except as disclosed in the Tender Response.
- (f) The Tenderer understands that Council is not bound to accept any Tender Response and is under no obligation to proceed at any stage during or after the Closing Date.
- (g) The Tenderer offers to deliver the Specification at the prices specified in the Tender Response.
- (h) The Tenderer confirms that it and any proposed subcontractors and/or licensees are not insolvent, bankrupt, in liquidation or under administration or receivership.

- (i) The Tenderer confirms its capacity to deliver the Specification and to enter into a contract in the format provided in the RFT - Part C – Conditions of Contract and that there is no restriction under any law to prevent it from bidding.
- (j) The Tenderer consents to Council undertaking reasonable enquiries to validate and confirm details provided by the Tenderer in the Tender Response.
- (k) The Tenderer warrants that neither the Tenderer, nor any of its officers, employees, agents or subcontractors has, in relation to the preparation, lodgement or assessment of the Tender Response:
- i. improperly obtained confidential information;
 - ii. received improper assistance;
 - iii. engaged in collusive tendering, anti-competitive conduct or any other similar conduct with any other Tenderer or other person; or
 - iv. attempted to improperly influence an officer of Council or approached any Council representative (other than as permitted in this Request for Tender).
- (l) The Tenderer notes that giving false or misleading information is a serious offence and confirms that all information provided in this Tender Response is true and correct in every material respect.

Legal Name:

Trading Name:

ABN or ACN:

Address of Registered Office:

Postal Address:

Email Address

Telephone:

DATE

day of

in the year

SIGNED BY

Full name:

Position:

WITNESSED BY

Full name:

Position:

SCHEDULE 2 – TENDERER DETAILS

Schedule 2A: Additional Tenderer Details

Information Required	Tenderer's Response
Head Office Address:	
Local Branch Office Address:	
Telephone Number(s):	
Name of Directors:	
Name of Manager:	
Name of Secretary:	
Name of Parent Company:	
Names of Subsidiary and Associated Companies:	
Is the Tenderer acting as a trustee of a Trust?	
Name and Details of Tenderer's Trust*	
Trust Name:	
Names and addresses of all of beneficiaries:	
*Note: The Tenderer is to include copy of trust deed, if applicable. Tick if attached: Yes <input type="checkbox"/> No <input type="checkbox"/>	

Schedule 2B: Tenderer Representative

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

Schedule 2C: Conflicts of Interest

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

Schedule 2D: Legal Matters

Provide details of any significant outstanding legal matters affecting the Tenderer or any significant legal disputes involving the Tenderer settled or determined in the last three (3) years.		
Nature of legal matter	Status of legal matter	Date resolved (if resolved)

Note: This is a mandatory schedule. If there are no legal matters to note, please indicate "Not Applicable".

Schedule 2D: Execution

If the Tenderer was successfully awarded the Contract, nominate below the preferred format in which your organisation would execute the contract (e.g. two Directors or one (sole) Director or one Director and one Company Secretary under Section 127 of <i>The Corporations Act</i> , by authorised representative under Power of Attorney and the date of that Power of Attorney, under company seal (or by other means).	
Format of Contract Execution	

MANDATORY  CRITERIA

SCHEDULE 3 – INSURANCES, LICENSES, AND REGISTRATIONS

Schedule 3A: Insurance

The Tenderer 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 (\$)	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"/> N/A <input type="checkbox"/>
Product Liability	Not less than AUD20M and for the duration of the Contract.					Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Contract Works	Not less than AUD5M and for the duration of the Contract.					Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Professional Indemnity	Not less than AUD5M and for the duration of the Contract.					Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Worker's Compensation	In accordance with NT Law					Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>

Schedule 3B: Mandatory Licenses and Registrations (If Applicable)

The Tenderer is to complete the following table with license/registration details and attach copies of 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"/>
CAL certification required for all building and construction contracts over \$100,000 as required by Northern Territory regulatory bodies.				

SCHEDULE 4 – SOLVENCY

Letter signed by practising Accountant	
Accountant Name	
Registration	
<p>Attach evidence of your accreditation to your Tender Response.</p> <p>For this letter to be accepted it must:</p> <ul style="list-style-type: none"> • be dated no earlier than 7 days prior to the date on which the Tender Response is submitted; • state that the Tenderer has the financial capacity to meet the cashflow requirements of the Specification; and • state the Tenderer's financial 'current ratio'. 	

Item	Tick Yes or No
1. Is the Tenderer currently, or has the Tenderer 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 Tenderer or has one been appointed in respect of the Tenderer 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 Tenderer or any asset of the Tenderer?	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"/>

SCHEDULE 5 – STATUTORY DECLARATION OF NON-COLLUSION

Oaths Act 1867

The Tenderer must complete and submit with Tender Response.
All Submitted information will be treated as confidential.

I, _____ (Print name),

of _____ (Tenderer's Organisation),

do hereby solemnly declare and affirm the following;

1. I hold the position of _____ and am duly authorised by the Tenderer's Organisation to lawfully proclaim the following and, after having made due inquiry believe the following to be completely accurate to the best of my knowledge.
2. Neither the Tenderer nor the Tenderer's Agents or Servants have entered into any contract or agreement to offer payment of any kind to a trade association or representative of the Council in the event of a winning selection for shortlisting by this Tenderer's Organisation.
3. Neither the Tenderer nor the Tenderer's Agents or Servants have had any knowledge of the tender Responses submitted by its competitors nor did the Tenderer furnish information of the enclosed Tender Response to any source external to the Tenderer's Organisation prior to the Tender Response Closing Date.
4. Neither the Tenderer nor the Tenderer's Agents or Servants have entered into any contract or agreement to offer payment of any kind to an unsuccessful Tenderer in the event of a winning selection for shortlisting.
5. The Tenderer is not aware of any facts which would affect the decision of Council in accepting the Submission nor has the Tenderer attempted to acquire information relevant to the evaluation/selection process by soliciting the Council or their Representatives, Agents or Servants.
6. Neither the Tenderer nor the Tenderer's Agents or Servants have entered into any agreement with other Tenderers or third party which results in a payment of unsuccessful submission fees.
7. The contents of this document are true and correct to the best of my knowledge and in no way have been written under duress of any form.

I make this solemn declaration as to the matter aforesaid, according to the law in this behalf made, and subject to the punishment by law provided for any wilfully false statement in any such declaration.

Signature of Tenderer: _____

Subscribed and declared at: _____

This: _____ **Day of** _____ **(Year)** _____

Before me: _____ (Print name)

Witness: _____ (Signature)

(The declaration must be witnessed by a person as an authorised person according to the Statutory Declarations Regulations 2018)

SCHEDULE 6 – CONTRACT DEPARTURES (OPTIONAL)

Where the Tenderer proposes to submit alternative drafting of the proposed Contract clauses in RFT - Part C – Conditions of Contract; details of the departures must be provided below. Importantly, the Tenderer must note that:

1. Comments on various clauses or risk allocation under the Contract will not be considered unless accompanied by the specific drafting of the proposed replacement clause. The specific drafting of the Tenderer's proposed alternative clauses must be included in this Schedule.
2. Alternative drafting may be considered as a non-conformance by the Council for the purpose of mandatory requirements.

Clause	Alternative Drafting	Reason / Qualification

OPTIONAL  CRITERIA

SCHEDULE 7 – TENDER RESPONSE COST

The Tenderer must provide their maximum Tender Response cost to deliver the Specification. This figure should match the figure shown in cell E30 of Part E – Return Schedule – Pricing.

The Tender Response cost must be submitted in Australian currency and be GST exclusive.

Schedule 4A: Tender Response Cost

Tender Response Cost	Signed
<div style="text-align: right;">Excluding GST</div>	
Including GST \$	

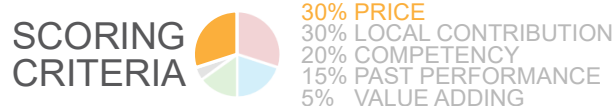
Schedule 4B: Itemised Pricing Schedule

Item Description	Item Quantity	Payment Frequency	Cost Excl. GST
			\$
			\$
			\$
			\$

Schedule 4C: Hourly Rate for Services Rendered Outside of Scope

Item Description	Rate Excl. GST	Current Until
	\$	
	\$	

Note: It is the Tenderer's responsibility to ensure the full scope of works is allowed for within their Tender Response cost. Pricing schedules must be included with all Tender Responses to assist with the assessment.



SCHEDULE 8 – LOCAL CONTRIBUTION

Schedule 8A: Local Economic and Employment Contribution

Council aims to encourage the development, growth and sustainability of the local economy within Katherine and the Big Rivers region (Big Rivers).

Tenderers are to confirm if they are any, or all, of the following:	
(a) Katherine or Big Rivers owned and operated <i>Primary office must be located within Katherine or Big Rivers</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
(b) Operation(s) or office(s) in Katherine or Big Rivers; and utilising employees who usually reside within Katherine or Big Rivers	Yes <input type="checkbox"/> No <input type="checkbox"/>
(c) NT operated with employees who usually reside within Katherine or Big Rivers	Yes <input type="checkbox"/> No <input type="checkbox"/>
(d) NT operated with employees who usually reside within the Northern Territory	Yes <input type="checkbox"/> No <input type="checkbox"/>
Tenderers who identify as (a), (b), or (c) above, must provide details below to demonstrate their local presence:	
Address of local operation/office	
Function of local operation/office	
Number of employees in the local operation/office and/or residing in Katherine or Big Rivers	
Business activities, and proportion of services performed in Katherine or Big Rivers	
<p>Provide details of how your organisation currently contributes, or will contribute, to employment generation and future economic growth within Katherine, Big Rivers and/or NT.</p> <p>This may include, but is not limited to:</p> <ul style="list-style-type: none"> • new local employees engaged for the Contract; • temporary local labour hire arrangements; • incorporation of employment opportunities for vulnerable groups (for example Indigenous, gender equality, long term unemployed, people with a disability or mental illness, disengaged youth and the aged) within the community; • training and skills development initiatives, apprenticeships, school-based apprenticeships and or Cadet placements, work experience etc.; and • partnerships with Northern Territory based TAFE/Universities, or TAFE/University pathways for employees. 	

Schedule 8B: Local Advancement and Social Contribution

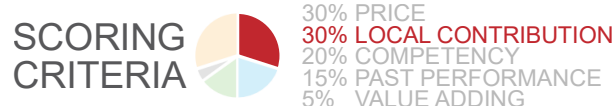
Provide details and supporting evidence of any local advancement and social contribution activities your business undertakes, or will undertake, which enhances **Katherine, Big Rivers and/or NT**.

This may include, but is not limited to:

- support or partner with local community groups or not-for profit organisations to build their capacity (these organisations include economic, sporting, social and recreational clubs or groups);
- volunteering activities that strengthen the community;
- support or undertake initiatives or events that contribute to the personal health, wellbeing or safety of locals;
- contribution towards affordable and appropriate housing and living standards; and
- supporting or understanding initiatives or events that contribute to an inclusive community and opportunities for all.

Schedule 8C: Aboriginal or Torres Strait Islander Business and Engagement

Do you declare that your business is:	
<ul style="list-style-type: none"> • 50% or majority owned by Aboriginal or Torres Strait Islander persons; or an equal Joint Venture agreement with a majority owned Aboriginal or Torres Strait Islander business entity 	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, provide supporting documentation.	<input type="checkbox"/> Attached
<ul style="list-style-type: none"> • A business whose workforce consists of at least 25% Aboriginal or Torres Strait Islander persons 	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, provide signature: _____ date _____	<input type="checkbox"/> Signed
Does, or will, your business engage Aboriginal businesses in its supply chain in the delivery of this Contract? If yes, provide details (no personal information required).	



SCHEDULE 9 – COMPETENCY

Schedule 9A: Fit for Purpose

<p>Provide details of your technical experience and capability. In doing so, demonstrate:</p> <ul style="list-style-type: none"> a) a clear breakdown of how your service solution meets the tender Specifications; b) define how your service meets the key deliverables and measurable outcomes; c) identification of possible problems in delivering the service and proposed solutions to fix them; and d) a plan for service commencement, transition, and handover procedures.
<p>Service Availability: Indicate the specific hours during which your services are available.</p>

Schedule 9B: Capacity

<p>Key Personnel: Provide details of key personnel who will have primary responsibility for the performance of the Contract.</p>				
Role in this Contract	Name	Service period with your business	Years in Industry	Key Skills and Qualifications
<p>Subcontractors (If Applicable): If subcontracting any work under the Contract, provide details of proposed subcontractors, licensee or partners.</p>				
Name of Subcontractor	Role of Subcontractor	Period of association with your business	Estimated value of work to be subcontracted	

Resourcing:

- (a) Indicate the resources, infrastructure, and tools available to support the service.
- (b) How will your organisation ensure the service deliverables are met?

Schedule 9C: Quality

Quality Management System (QMS):

Can you provide an overview of your QMS and how it is applied to service delivery?

Qualifications and Experience:

- (a) Highlight your team's specialised knowledge, qualifications, and skills that ensure quality outcomes.
- (b) Provide examples of how your technical approach aligns with industry best practices.

Service Level Agreements (SLA):

Outline your response times and how you ensure adherence to agreed SLAs.

SLA Attached? Yes ☐ No ☐

**SCORING
CRITERIA**



30% PRICE
30% LOCAL CONTRIBUTION
20% COMPETENCY
15% PAST PERFORMANCE
5% VALUE ADDING

SCHEDULE 10 – PAST PERFORMANCE

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

Schedule 10A: Tenderer Background

Provide a brief overview and history of your organisation (2-3 paragraphs). Include the duration of your organisation's operations, an outline of key strategies, and notable achievements relevant to your sector.

Schedule 10B: Similar Completed Contracts

Provide details of three completed projects undertaken in the last 5 years which are similar to the Specification. Preference will be given to examples involving other Australian councils or similar entities.

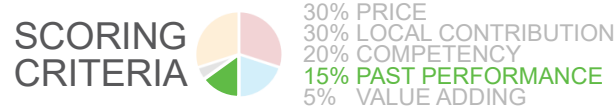
Project Name	Scope performed relevant to this Request for Tender	Start Date	Completion Date

Schedule 10C: Referees

Provide details of at least three current or recent referees for contracts similar to the Specification for this Request for Tender, completed within the last 3 years.

Relevant Contract 1	
Dates	
Referee Name and Role	
Organisation	
Contact Phone Number	
Email address	
Project Overview	
Contract Period	
Value (\$)	
Relevant Contract 2	
Dates	
Referee Name and Role	
Organisation	
Contact Phone Number	
Email address	

Project Overview	
Contract Period	
Value (\$)	
Relevant Contract 3	
Dates	
Referee Name and Role	
Organisation	
Contact Phone Number	
Email address	
Project Overview	
Contract Period	
Value (\$)	

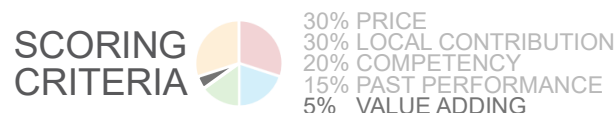


SCHEDULE 11 – VALUE-ADDING

Provide a brief overview of any additional value which you believe you will bring to this Contract.

This may include, but is not limited to:

- A summary of any cost saving initiatives or opportunities that you have identified or recommend;
- Describe any additional features or capabilities included within this Tender Response that go beyond Council's specified requirements;
- Extensive and high-quality products, services, and support materials;
- Business philosophies or undertakings which align with the values of Katherine Town Council.



MANDATORY CRITERIA

SCHEDULE 12 – ENVIRONMENTAL SUSTAINABILITY

SCHEDULE 12A – Commitment to Reducing Carbon Footprint

Describe your organisation's policies and practices for reducing its carbon footprint and provide measurable evidence or examples of initiatives undertaken to minimise carbon emissions.

SCHEDULE 12B – Organisational Commitment

Tenderers are to confirm if they adhere to any of the following:		
(a) Does your organisation have any of the following: an Environmental Sustainability Plan, an Environmental Impact Statement, or an Environmental Commitment Statement?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(b) Does your organisation adopt sustainable business practices?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(c) Do you have a mechanism to monitor and report on your environmental impact?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>Tenderers are encouraged to provide supporting evidence to assist with the evaluation.</i>		

SCHEDULE 12C – Product Lifecycle (If Applicable)

Tenderers are to confirm if they adhere to any of the following:		
(d) Are materials and components sourced sustainably?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(e) Does your packaging use recyclable or biodegradable materials?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(f) Are recycled materials used in the product(s)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(g) Are warranties or guarantees provided to support the product's longevity?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(h) Does your organisation offer a take-back or recycling program for the product at the end of its lifecycle?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>Tenderers are encouraged to provide supporting evidence to assist with the evaluation.</i>		