



Request for Tender

Addendum 1 Schedules – Word Format

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5 TENDERER'S OFFER

5.1 Form of Tender

The Chief Executive Officer

Shire of Northampton

Hampton Street, Northampton WA 6535

I/We (Registered Entity Name): _____

(BLOCK LETTERS)

of: _____

(REGISTERED STREET ADDRESS)

ABN _____ ACN (if any) _____

Telephone No: _____ Facsimile No: _____

E-mail: _____

In response to RFT 01-2025 Northampton Disaster Recovery Works AGRN1143 and AGRN1150:

I/We agree that I am/We are bound by and will comply with this Request and its associated schedules, attachments, all in accordance with the Conditions of Tendering contained in this Request signed and completed.

The tendered price is valid up to ninety (90) calendar days from the date of the Tender closing or forty-five (45) days from the Council's resolution for determining the Tender, whichever is the later unless extended on mutual agreement between the Principal and the Tenderer in writing.

I/We agree that there will be no cost payable by the Principal towards the preparation or submission of this Tender irrespective of its outcome.

The tendered consideration is as provided under the schedule of rates of prices in the prescribed format and submitted with this Tender.

Dated this _____ day of _____ 2024

Signature of authorised signatory of Tenderer: _____

Name of authorised signatory (BLOCK LETTERS): _____

Position: _____

Telephone Number: _____

Authorised signatory Postal address: _____

Email Address: _____

Part 5 COMPLETE AND RETURN THIS PART**5.2 Compliance Criteria**

Please select with a “Yes” or “No” whether you have complied with the following compliance criteria:

Description of Compliance Criteria	Yes	No
i) Compliance with the Conditions of this Request Respondents are to provide acknowledgment that your organisation has submitted in accordance with the Conditions of this RFT including completion of the Offer Form and provision of your pricing submitted in the format required by the Principal.	<input type="checkbox"/>	<input type="checkbox"/>
ii) Complete Respondents Offer	<input type="checkbox"/>	<input type="checkbox"/>
iii) Compliance with the Specification Contained in this Request	<input type="checkbox"/>	<input type="checkbox"/>
iv) Occupational Safety & Health Requirements Respondents are to provide outline of Company’s workplace safety management procedures by providing the information labelled “ Workplace Safety Management Procedures ”.	Tick if Attached <input type="checkbox"/>	
- Detail what procedures the Company has in place including how the Company identifies and manages workplace health and safety risks.	<input type="checkbox"/>	<input type="checkbox"/>
- What accreditations the Company has concerning workplace health and safety	<input type="checkbox"/>	<input type="checkbox"/>
- The Company’s workplace health and safety performance for recent similar work.	<input type="checkbox"/>	<input type="checkbox"/>
v) Complete Pricing Schedule	<input type="checkbox"/>	<input type="checkbox"/>

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<p>vi) Risk Assessment</p> <p>Respondents must address the following information in an attachment and label it “Risk Assessment”.</p>	<p><i>Tick if Attached</i></p> <p><input type="checkbox"/></p>	
<ul style="list-style-type: none"> - Provide an outline of organisation structure inclusive of any branches and number of personnel. - Attach current ASIC company extracts search including latest annual return - Provide the organisation’s Directors/Company Owners and any other positions held with other organisations. - Provide a summary of how many years your organisation has been in business. - Are you acting as an agent for another party? If Yes, attach details (including name and address) of your Principal. - Are you acting as a trustee of a trust? If Yes, give the name of the trust and include a copy of the trust deed (and any related documents); and if there is no trust deed, provide the names and addresses of beneficiaries. - Do you intend to subcontract any of the Requirements? If Yes, provide details of the subcontractor(s) including the name, address and the number of people employed; and the Requirements that will be subcontracted. 	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p>vii) Financial Position</p> <p>In order to demonstrate your financial ability to undertake this contract, in an attachment labelled “Financial Position” respond to the questions below including a profit and loss statement and latest financial return (<i>OR a statement from your accountant attesting to your financial viability</i>) for you and each of the other proposed contracting entities, together with a list of financial referees from your bank and/or accountant.</p>	<p><i>Tick if Attached</i></p> <p><input type="checkbox"/></p>	

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<ul style="list-style-type: none"> - Does the Tenderer have the ability to pay all debts in full as and when they fall due? (If no, please provide details) - Does the Tenderer have any current litigation, claim or judgement as a result of which you may be liable for \$50,000 or more? (If yes, please provide details) - Will the Tenderer cooperate with an independent financial assessor during the conduct of financial assessments (if required)? (If no, please outline reasons why) 	<input type="checkbox"/>	<input type="checkbox"/>
<p>viii) Conflict of Interest</p> <p>Will any actual or potential conflict of interest in the performance of the Tenderers obligations under the Contract exist if awarded the Contract, or are any such conflicts of interest likely to arise during the Contract? If yes, please provide details.</p>	<p><i>Information Supplied</i></p> <p>Yes / No</p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p><i>Is there a Conflict of Interest?</i></p> <p>Yes / No</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	
<p>ix) Insurance</p> <p>Does the Tenderer maintain the minimum insurance requirements of this Request? If Yes, provide evidence of the Tenderers insurance coverage including, insurer, expiry date, value and type of insurance. If Tenderer holds “umbrella Insurance” please ensure a breakdown of the required insurances are provided. A copy of the Certificate of Currency is to be provided to the Principal within 7 working days of acceptance.</p> <p>Minimum insurance cover:</p> <ul style="list-style-type: none"> ▪ Public Liability – \$5,000,000 for one claim; and \$10,000,000 in aggregate ▪ Workers Compensation - as per the WA Workers Compensation and Injury Management Act 1981 ▪ Vehicles – Sufficient for plant and machinery supplied under the contract plus third-party damage to a minimum of \$20,000,000. 	<p>Yes</p> <p><input type="checkbox"/></p>	<p>No</p> <p><input type="checkbox"/></p>
<p>x) Critical Assumptions</p> <p>Tenderers are to specify any assumptions they have made that are critical to the Tender, including assumptions relating to pricing and ability to provide the Requirements in the manner specified in this Request. Tenderers should attach these assumptions in an attachment labelled <u>“Critical Assumptions”</u></p>	<p><i>Information Supplied</i></p> <p>Yes / No</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	

5.3 Selection Criteria

5.3.1 Qualitative Criteria (50%)

Tenderers are required to address the following qualitative criteria and provide details in the relevant schedules. Any item requested in the schedules below that is not specifically addressed by the tenderer may affect the tenderers score.

Before responding to the following qualitative criteria, Tenderers must note the following:

- a) All information relevant to your answers to each criterion are to be contained within your Tender;
- b) Tenderers are to assume that the Evaluation Panel has no previous knowledge of your organisation, its activities or experience;
- c) Tenderers are to provide full details for any claims, statements or examples used to address the qualitative criteria; and
- d) Tenderers are to address each issue outlined within a qualitative criterion.

A. SKILLS AND EXPERIENCE OF KEY PERSONNEL AND COMPANY Detail and describe the skills and experience of the key personnel that will be involved in the completion of the work required in this RFT by providing the information requested below in an attachment labelled “ Skills and Experience of Key Personnel ”.		Weighting < 30% > Tick if attached
	- Details (CV’s / work histories, accreditations, experience) of the key personnel that will be involved in the completion of this work.	<input type="checkbox"/>
	- Details of similar products supplied and services performed.	<input type="checkbox"/>
	- The scope of your company’s involvement and outcomes achieved on previous similar work.	<input type="checkbox"/>
	- A minimum of two (2) referees from previous similar work.	<input type="checkbox"/>
B. DEMONSTRATED CAPACITY AND FLEXIBILITY Outline your Company’s capacity to supply the required products and how your Company demonstrates flexibility to meet the Shire’s needs by providing the information requested below in an attachment labelled “ Demonstrated Capacity and Flexibility ”.		Weighting < 20% > Tick if attached

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	<ul style="list-style-type: none">- The Contractor's current commitments and how the Shire's requested work can be managed within the Contractor's current and forecast future commitments.	<input type="checkbox"/>
	<ul style="list-style-type: none">- How the Contractor plans on being able to deliver the products required by the Shire in a timely and flexible manner to meet the Shire's needs.- Include a methodology outlining all stages of work, intended site closures, milestones and holdpoints.	<input type="checkbox"/>
	<ul style="list-style-type: none">- What backup resources the Contractor has to ensure the Shire's needs are met in the event of unforeseen circumstances.	<input type="checkbox"/>
	<ul style="list-style-type: none">- Details of subcontractors, including proposed local content	<input type="checkbox"/>

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5.3.2 Price Criteria (50%)

Tenderers shall complete all pricing information contained in the following Price Schedule. Before completing the Price Schedule, Tenderers should ensure they have read all Tender Documentation.

5.3.3 Discounts

Are you prepared to offer a discount for prompt settlement of accounts (i.e. within 14 days)?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If you are offering different discounts for different periods, or other discounts such as volume discounts, please detail them in an attachment labelled "Discounts".	Attachment " Discounts " <input type="checkbox"/> (tick if attached)	

5.3.4 Price Schedule (50%)

Tenderers are to complete the pricing schedules below for both AGRN1143 and AGRN1150 storm events.

Notes:

- Extent of works has not been confirmed yet
- Rates to include all accommodation, food, transport, incidentals, consumables, levies and compliance with legislation, statutes and regulations
- Standby rates/time
 - Standby of maximum 4 hours per rostered workday can be claimed for operators at the labourer rate when operators are unable to operate plant for the full day due to inclement weather.
 - On days where works were performed for a portion of the workday, standby will not be applicable.
 - Standby is applicable to inclement weather only.

Part 5 COMPLETE AND RETURN THIS PART**PRELIMINARY ITEMS**

Description	Unit	Rate (ex GST)
Mobilisation to the Shire of Northampton	Lump sum	
Demobilisation from the Shire of Northampton	Lump sum	
Preparation of a Traffic Management Plan	Lump sum	
Preparation of HSE, Quality and Emergency Management Plans, SWMS and ITP's	Lump sum	
Others (Please specify):		

LABOUR

Description	Unit	Rate (ex GST)* Based in Kalbarri	Rate (ex GST)* Based in Northampton
Labourer	hr		
Traffic controller (inclusive of vehicle and signs as may be required)	hr		
Concrete crew - 2 people min per day	day		
Supervisor including suitably equipped 4WD vehicle	hr		
Others (Please specify):			

*All-inclusive rate as per notes in Section 5.3.4

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PLANT

Description	Unit	Capacity	Rate (ex GST)* Productive operating hours, including operator. Based in Kalbarri	Rate (ex GST)* Productive operating hours, including operator. Based in Northampton
Grader	hr			
Loader 1	hr	Specify:		
Loader 2	hr	Specify:		
Excavator 1	hr	5t		
Excavator 2	hr	20t		
Tipper 1	hr	Single (18m ³)		
Tipper 2	hr	Double (36m ³)		
6 Wheeler	hr			
Water Cart 1	hr	25 000 litres		
Water Cart 2	hr	Specify:		
Dozer	hr	D7 or higher		
Multi Roller	hr	16t		
Smooth Drum Roller	hr	16t		
Padfoot Roller	hr	16t		
Bobcat/Skidsteer	hr			
Skidsteer attachments (eg broom)	Day			
Plate compactor	Day			
Machinery Float	hr			
Small/miscellaneous: Service vehicle and miscellaneous items such as Air Compressor, Powered generators,	Day			

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Pumps (4 in.), Hoses, Tools, etc. as required.				
Pump (6 in.)	Day			
Signs and cones (rate utilised only if traffic controllers not in place)	Day			
Other (Please specify):				

*All-inclusive rate as per notes in Section 5.3.4

MATERIALS

Material Supply	Unit	Rate (ex GST)
Gravel – commercial sources*	m ³	
Sand subgrade – commercial sources*	m ³	
Cracker dust for verge infill	m ³	
Purchase water	kL	
Concrete delivered to site	m ³	
Cement (500kg)	item	
Rock Protection at 0.3m deep	m ²	
Rock Protection at 0.5m deep	m ²	
2 coat seal – hot bitumen	m ²	
Pothole repair (materials only)	m ²	
Replace guidepost (materials only)	Each	
Other (Please specify):		

*Gravel, sand and water from Shire sources will be costed separately.

6 SCHEDULES

6.1 Schedule 1 – Formal Offer

TENDER NO.	RFT 01-2025	PROJECT:	Northampton Disaster Recovery Works AGRN1143 and AGRN1150
Tenderer:			
<i>(full trading name)</i>			
Registered Office Address		Business Address	
Telephone		Facsimile	
Email			

LEGAL STATUS

All Tenderers are required to complete the following table:

Legal Structure	Name	Australian Company Number (ACN)	Australian Business Number (ABN)
Company			
Trusts			
Individual			
Partnership			

The Tenderer named above, hereby offers to provide Goods, Works and/or Services in accordance with:

- (a) Conditions of Tendering;
- (b) Conditions of Contract;
- (c) The Specification;

Part 6 COMPLETE AND RETURN THIS PART

(d) Any addenda to the above;

(e) This Tender Form including all its schedules relating to the above Contract.

The Tenderer also acknowledges that if it is the successful tenderer, the documents listed above shall form part of the contract and agrees to be bound by the contract conditions.

AMENDMENTS TO TENDER DOCUMENTS (IF ANY)

Tenderer to sign and return any amendments (tender addenda) issued during the tender period in confirmation of their receipt.

Tenderer confirms amendments have been signed and returned:

List Addenda No's received:

Signature:

Executed by Authorised Officer of Tenderer who has delegated authority to enter into a contract:

Signature:

Name and Title: Date:

Signature of
Witness:

Name of
Witness: Date:

Part 6 COMPLETE AND RETURN THIS PART

TENDERER'S CONTACT PERSON FOR ENQUIRIES ABOUT THIS TENDER

Name:

Position:

Address:

Telephone:

Email:

6.2 Schedule 2 – Statement of Conformity

The Tenderer is to signify here whether or not its Tender conforms in all respects to the requirements of the Tender Documents by indicating below:

Does your Tender conform?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
---------------------------	---------------------------------	--------------------------------

If the Tender does not conform to all of the requirements of the Tender Documents, the Tenderer must list below all areas of non-conformity and the reasons therefore:

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6.3 Schedule 3 – Local Preference

Should the tenderer wish to be considered under the Shire of Northampton's Regional Price Preference Policy then the tenderer must provide details below of why the tenderer is eligible under the Policy.

Is the tenderer eligible for local preference under the Shire's Local Preference Policy	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If yes, please explain why below:		

6.4 Schedule 4 – Referees

Provide contact details of referees who can substantiate the Tenderer's capabilities in undertaking the works required under the contract based on past experiences.

FIRST REFEREE

Company Name:

Address:

Contact Person:

Telephone: Email

SECOND REFEREE

Company Name:

Address:

Contact Person:

Telephone: Email

THIRD REFEREE

Company Name:

Address:

Contact Person:

Telephone: Email

Part 6 COMPLETE AND RETURN THIS PART**6.5 Schedule 5 – Insurances**

INSURANCE TYPE	POLICY NO	EXTENT OF COVER		EXPIRY DATE	NAME OF INSURER
		Per Incident (\$A)	In Aggregate (\$A)		
Public Liability					
Vehicles Plant and Equipment					
Workers Compensation					

(Attach Certificates of Currency or other verification of the above insurances)

Part 6 COMPLETE AND RETURN THIS PART**6.6 Schedule 6 –Subcontractors**

Tenderers are encouraged to engage locally based subcontractors. Provide details of the subcontractors that the tenderer intends to engage for the works:

Subcontractor Company Name:	
Address:	
Contact details:	
Works to be subcontracted:	
Approximate value of Works to be subcontracted:	

Subcontractor Company Name:	
Address:	
Contact details:	
Works to be subcontracted:	
Approximate value of Works to be subcontracted:	

Subcontractor Company Name:	
Address:	
Contact details:	
Works to be subcontracted:	
Approximate value of Works to be subcontracted:	

Subcontractor Company Name:	
Address:	
Contact details:	
Works to be subcontracted:	
Approximate value of Works to be subcontracted:	

READ AND KEEP THIS PART