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**RESPONSE SCHEDULES FOR FREIGHT CONTRACTORS PANEL**

**REF: 2019.039**

**RESPONDENT: PLEASE INSERT**

***Note to Respondents: To ensure fairness and consistency in the evaluation of tenders your response should follow the format of these response schedules.***

**CONTENTS**

[Schedule 1 Formal Offer Form 4](#_Toc21937697)

[Schedule 2 Respondent's Details 7](#_Toc21937698)

[Schedule 3 Organisation Structure, TECHNICAL SKILLS/Resources 8](#_Toc21937699)

[Schedule 4 Experience 9](#_Toc21937700)

[Schedule 5 Statement of Conformity 10](#_Toc21937701)

[Schedule 6 Conflict of Interest 11](#_Toc21937702)

[Schedule 7 Local Business Support 12](#_Toc21937703)

[Schedule 8 Pricing 13](#_Toc21937704)

CHECKLIST

This checklist is provided for Respondents to confirm that they have provided the required information in their response.

|  |  |  |
| --- | --- | --- |
| **Schedule 1** | Have you completed and signed your formal offer? |  |
| **Schedule 2** | Have you provided your Respondent’s details? |  |
| **Schedule 3** | Have you addressed the following items and provided requested information: |  |
|  | Organisation Structure? |  |
|  | Evidence of licences relevant to the delivery of the Services? |  |
|  | WHS management system? |  |
|  | Details of sub-contractors and the services/cost that they provide? |  |
|  | Specific plant and equipment to be used eg make/model/age/condition? |  |
|  | Respondent’s evidence of insurances? |  |
|  | National Heavy Vehicle accreditation in Vehicle Maintenance Management? |  |
| **Schedule 4** | Have you provided details of past performance providing similar Services and referees? |  |
| **Schedule 5** | Have you completed the Statement of Conformity? |  |
|  | If so, do you propose to comply with all of the requirements of the RFT? |  |
|  | If not, have you provided proposed areas of non-conformity and reasons? |  |
| **Schedule 6** | Have you completed Conflict of Interest? |  |
| **Schedule 7** | Have you completed Local Business Support? |  |
| **Schedule 8** | Have you provided pricing for the Services? |  |

Schedule 1 Formal Offer Form

I/We (**Respondent**) on

having read, understood and fully informed myself/ourselves/itself of the contents, requirements and obligations of the Request for Tender, do hereby tender to provide Works described in the Specifications in accordance with the Contract for the amounts set out in the Return Schedules attached.

The Respondent:

1. is subject to the terms and conditions set out in the Request for Tender;
2. irrevocably offers to provide the Works on the terms of the Contract and the Specifications which form part of the Request for Tenders documents subject only to the variations set out in Schedule 5;
3. confirms that this Response has been prepared without any consultation, communication, agreement or other arrangement with any competitor regarding:
   1. prices or methods, factors or formulae used to calculate prices;
   2. the intention or decision to submit a Response, or the terms of the Response;
   3. the submission of a non-conforming Response; and
   4. the quality, quantity, specifications or particulars of the Works; and
4. holds this offer open and capable of acceptance by the Council for a period of 90 days from the closing date.

The undersigned undertakes that if selected as the successful Respondent, I/we/it will execute and be bound by the Contract in accordance with the Request for Tenders.

**If the Respondent is a company**, it must execute this Response as follows:

|  |  |
| --- | --- |
| **Executed** by **[Insert Company name]** pursuant to section 127 of the *Corporations Act 2001* | |
| Signature of Director | Signature of Director/Company Secretary (*Please delete as applicable)* |
| Name of Director (print) | Name of Director/Company Secretary (print) |
| **OR**  Signature of Sole Director and Sole Company Secretary |  |
| Name of Sole Director and Sole Company Secretary (print) |  |
| **OR**  **Signed** for **[Insert name of Representative]** by an authorised representative in the presence of: | |
| Signature of witness | Signature of authorised representative |
| Name of witness (print) | Name of authorised representative (print) |
|  | Position of authorised representative (print) |

**If the Respondent is an individual**, the Response must be executed as follows:

|  |  |
| --- | --- |
| **Signed** by **[insert name]** in the presence of: | |
| Signature of witness | * 1. **Tenderer** |
| Name of witness (print) |  |

**If the Respondent is a partnership**, the Response must be executed as follows:

[Drafting Note – add extra execution clauses for additional partners as necessary] **[Delete RED text once read]**

Partner 1:

|  |  |
| --- | --- |
| **Signed sealed and delivered** by **[insert name]** in the presence of: | |
| Signature of witness | Signature of partner |
| Name of witness (print) |  |
| Address of witness (print) |  |

Partner 2:

|  |  |
| --- | --- |
| **Signed sealed and delivered** by **[insert name]** in the presence of: | |
| Signature of witness | Signature of partner |
| Name of witness (print) |  |
| Address of witness (print) |  |

Schedule 2 Respondent's Details

|  |  |
| --- | --- |
| **1. Name of Respondent**  State in full the name(s) of the person(s)  or the registered name(s) of the company(s) and trading names.  ABN number |  |
| **2. Contact person**  Nominate a contact person for this Response to deal with any questions or queries that may arise. |  |
| **3. Registered address** |  |
| **4. Postal address** |  |
| **5. Telephone** |  |
| **6. Fax** |  |
| **7. Email** |  |
| **8. Conditions**  Respondent to sign that it has read and understood this Request for Tender and any Addenda issued |  |

Schedule 3 Organisation Structure, TECHNICAL SKILLS/Resources

|  |  |
| --- | --- |
| 3.1 | The Respondent is to provide details of their proposed organization structure, management & technical skills and resource proposed to deliver the Works/Services Goods. Details must include but not be limited to the following: |
| 3.1.1 | Organisation Structure. |
| 3.1.2 | Evidence of licences relevant to the delivery of the Works/Services.   * Drivers Licences * Workzone Traffic Management – if required |
| 3.1.3 | Appropriate WHS management system; and evidence of the following:   1. Work Health and Safety policy ; 2. safe work practices and procedures eg index of SOPs/SWMS; |
| 3.1.4 | Details of sub-contractors and the services/cost that they provide. |
| 3.1.5 | Specific plant and equipment to be used eg make/model/age/condition. |
| 3.1.6 | Tenderer’s evidence of insurances.   * Public Liability Insurance * Motor Vehicle and/or Plant * Workers Compensation (Return to Work SA) |
| 3.1.7 | Evidence of National Heavy Vehicle accreditation in Vehicle Maintenance Management |

Schedule 4 Experience

|  |  |
| --- | --- |
| 4.1 | The Respondent is to provide details of three similar services provided and details of referees: |
| 4.1.1 | Client (including contact details);  Project scope;  Date services provided;  Referee details. |

Schedule 5 Statement of Conformity

|  |  |
| --- | --- |
| 5.1 | If the Respondent does not comply with all the requirements of the Request for Tender Documents, the Respondent must list below all areas of non-conformity, partial conformity or alternative offer and the reasons therefore.  The Response must be read to disregard and render void any area of the Response which is non-conforming, partially conforming or an alternative offer except to the extent detailed in this Schedule.  If any non-compliance is determined to be unacceptable, the Response may not be further considered.  NC = Non-conforming  PC = Partially conforming  AO = Alternate offer |

|  |  |
| --- | --- |
| **Area of non-conformity and reason** | **NC/PC/AO** |
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Schedule 6 Conflict of Interest

|  |  |
| --- | --- |
| 6.1 | The Respondent is to disclose whether any interest, relationship or clients which may or do give rise to a conflict of interest and the issue about which that conflict or potential conflict does or may arise. |

Schedule 7 Local Business Support

The Tenderer is to complete the following questions

1. Does your business operate predominantly:

* Within the Mount Barker District Council, Adelaide Hills Council or Alexandrina Council areas (the Region)
* Within South Australia?
* From Interstate?
* From Overseas?

1. Do you have a component of your workforce who are residents of the Region who will be resourced to the perform the contract?

**□ Yes □ No**

If yes please state approximately how many employees what percentage of your workforce

1. Do you propose the use of businesses located in the Region as sub-contractors?

**□ Yes □ No**

If yes, please list those businesses:

1. Do you propose to source goods and/or materials from suppliers located within the Region?

**□ Yes □ No**

If yes, please list the suppliers:

1. Do you propose as part of your service to set up and/or operate facilities within the Region?

**□ Yes □ No**

If yes, please provide details:

1. Do you propose to support workforce development in the Region (for example work experience, apprenticeships)?

**□ Yes □ No**

If yes, please provide details:

Schedule 8 Pricing

**All prices must be listed exclusive of GST**

* 1. Provide rates per tonne/per km in the table below for the first twelve months of the contract:

|  |  |
| --- | --- |
| Description | Rate per tonne/km **EXCLUDING GST** |
| Truck |  |
| Truck & Trailer |  |
| Other (please specify) |  |
|  |  |

8.2 Tenderers are to provide details of any proposed pricing increase mechanism for years 2 and 3 of this contract, or confirm if pricing provided is fixed for the term of the contract.