

NON-PRICE QUOTATION RESPONSE FORM

Contract Name	Housing Diversity and Land Supply Study
F131034	F131034



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- 1) All pages within this document must be completed and returned to Fraser Coast Regional Council (FCRC) (Principal) as they form part of the Respondent's Quotation Response.
- 2) FCRC reserves the right at its absolute discretion to reject from further consideration any Respondents that fail to complete this Non-Price Quotation Response Form in full.
- 3) Respondents must ensure:
 - a) All information relevant to the Respondents' answers to each criterion must be contained within its Non-Price Quotation Response Form;
 - b) Respondents are to assume that the evaluation panel has no previous knowledge of the Respondent's organisation, its activities or experience; and
 - c) Respondents must provide full details for any claims, statements or examples used to address the qualitative criteria.
- 4) To facilitate Quotation responses, a number of options are available in the "Response" columns throughout the forms provided. Depending on the question, there will be one of the following options available to you:
 - a) Choose from List: Click on the words, then the drop down and a list of options will appear;
 - b) Grey Text Box: Click on the Grey box and type your response to the question; and
 - c) Check Box: Click on the ☐ which accurately reflects your response.

1. Respondent Details and Execution

Entity Type: <i>(Tick as applicable)</i>	Company <input type="checkbox"/>	Partnership <input type="checkbox"/>	Sole Trader <input type="checkbox"/>
Legal Entity Name of Respondent: <i>(Individual / Company)</i>			
ACN (If applicable)			
ABN			
Respondents Registered Business Name or Trading Name			
State or Territory in which Business / Corporation / Individual is registered			
Name of Holding Company / Corporate Group <i>(if applicable)</i>			
Respondents web address			
Street Address			
Address for Notices <i>(For service of Notices/Correspondence)</i>			
Company Representative:			
Position in Organisation:			
Contact telephone:	Landline:	Mobile:	
Contact e-mail:			

1.1 Goods and Services Tax

Goods and Services Tax	Response
Is the Respondent registered or required to be registered under the GST Act?	Choose from List

1.2 Agents

Agents	Response
Is the Respondent acting as an agent for another party?	Choose from List
If yes, provide details (including name and address) of the Respondent's principal.	

1.3 Trusts

Trusts	Response
Is the Respondent acting as a trustee of a trust?	Choose from List
If Yes, give the name of the trust and provide the names of all beneficiaries of the trust.	<input type="checkbox"/> Attached <input type="checkbox"/> Not Attached

1.4 Addenda to Quotation Documentation

The Respondent acknowledges having received and satisfied itself as to the following Addenda to the Quotation Documents.

If no addenda were issued, please place “Not Applicable” below.

Addenda	Issue Date of Addendum
Addendum No.	
Addendum No.	
Addendum No.	
Addendum No.	
Addendum No.	
Addendum No.	
Addendum No.	
Addendum No.	
Addendum No.	
Addendum No.	

2. Social Procurement

2.1 Ethical Supplier Threshold

It is a mandatory criteria that the Supplier/Contractor must comply with the Ethical Supplier Threshold. Please provide the following details:

Ethical Supplier Threshold	Response
After 01 Aug 2019, has the Respondent:	
Contravened a civil remedy provision of Chapter 2 or Chapter 3 of the Fair Work Act 2009 (Cth), or committed an offence against the Fair Work Act?	Choose from List
Contravened a civil remedy provision of Chapter 2, 3, 4, 5, or 7 of the Industrial Relations Act 2016, or committed an offence against the Industrial Relations Act, or failed to pay employment related levies, or other payments, established under Queensland legislation?	Choose from List
Failed to make superannuation contributions on behalf of employees in accordance with law?	Choose from List
Purported to treat employees as independent contractors, where they are not?	Choose from List
Required persons who would otherwise be employees to provide an Australian Business Number so that they could be treated as independent contractors?	Choose from List
Engaged persons on unpaid work trials or as unpaid interns, where they should be treated as employees?	Choose from List
entered into an arrangement for the provision of labour hire services with a person who is not licensed under the Labour Hire Licensing Act 2017, or a supplier who is an unlicensed provider under the Act?	Choose from List
Paid employees wages below those provided for in an applicable modern award?	Choose from List
<i>If Yes to any question above, provide further detail.</i>	

3. Respondents Declarations and Warranties

The signatory below makes the following declarations for and on behalf of the Respondent to the Principal:

1. The Respondent has examined all of the Quotation Documents,
2. The Respondent warrants:
 - (a) that its Quotation is a genuine attempt for the award of the Contract;
 - (b) that all of the contents of its Quotation are accurate;
 - (c) that the Respondent has read, understood and complied with its obligations under the Quotation Documents and agrees to be bound by the Quotation Document including the Conditions of Quotation;
 - (d) that it has understood the Conditions of Quotation, communicated that to its Personnel, and that the Respondent and its Personnel have taken all appropriate precautions with regards to all Quotation Documents, in particular with regards to any Information for Convenience, when preparing the Quotation and determining the Quotation Price;
 - (e) that it has read, understood and complied with the obligations set out in the Declaration of Commission and Incentives, Conflict of Interest and Collusion (Form 4);
 - (f) that it has sufficient financial resources to carry out and supply the goods, services and works in accordance with the Quotation Documents;
 - (g) that it has sufficient financial resources to fulfil all warranty and defect rectification obligations under the Contract, subject to any modifications to those obligations that are expressly set out in its Statement of Compliance (Form 3 of this Quotation Response Form);
 - (h) that it is not subject to any current or impending legal action of any kind which could impact on the financial viability of the Respondent or its ability to carry out and supply the goods, services and works in accordance with the Quotation Documents; and
 - (i) that it has, or that it will have before entering into the Contract, all insurance cover required by the Quotation Documents, except to the extent that its Quotation expressly states that it both does not have, and does not intend to procure, any given insurance cover.

Signature: _____ Name: _____

Date: _____ Position: _____

Who warrants that s/he is duly authorised to sign for, and enter into contracts on behalf of the Respondent.

4. Declaration of Commission and Incentives, Conflict of Interest and Collusion

In submitting its offer, the Respondent warrants to the Principal that to the best of their knowledge, as at the date of the offer, that:

1. Commission and incentives

- a. No family, business or pecuniary relationships exist between the Parties to the Invitation Process that would adversely impact on the Request for Quotation or any Contract established as a result of the Invitation Process;
- b. Neither the Respondent nor its officers, employees, agents and/or sub-contractors have:
 - i) engaged in any unethical behaviour or sought and/or obtained an unfair advantage, or
 - ii) received or will receive any pecuniary or in-kind advantage from any other person, in relation to the Invitation Process
 - iii) no officer, employee, agent, sub-contractor or family member associated with the Respondent is or has been engaged by the Principal in a position or role that in any way relates back to the Offer
 - iv) no officer, employee, agent, sub-contractor or family member associated with the Principal has been offered any benefit or inducement associated with the Offer, including any offer relating to employment.

The Respondent must immediately notify the Council Contact in writing if any warranty contained in this Response Form becomes incorrect.

2. Conflict of Interest

Respondents must supply details of any possible Conflict of Interest that exists or may arise in relation to the Invitation Process. This includes potential, perceived and actual conflicts.

NOTE: If there is nothing to declare, Respondents must insert NIL. If nothing is stated, this may be determined as non-conforming.

3. Collusion

The Respondent must also disclose the full nature and extent of any agreements with competitors to the Principal in the space provided.

Respondents must disclose any proceedings relating to anti-competitive behaviour in Australia or overseas to which the Respondent and/or any corporations or person associated with the Offer, including directors or senior management, have been subject to including:

- a. the names of the parties to the proceedings;
- b. the case number;
- c. the general nature of the proceedings; and
- d. the outcome or current status of the proceeds.

Please provide details of the course of action implemented to ensure that anti-competitive behaviour, as disclosed above, will not reoccur.

NOTE: If there is nothing to disclose, Respondents must insert NIL. If nothing is stated, this may be determined as non-conforming.

5. Insurance and Licensing Compliance

5.1 Insurance

Insurance Coverage		
<p>The insurance requirements for this Request for Quotation are stipulated in the General Conditions of Contract.</p> <p>Respondents are to supply evidence of their insurance coverage (including copies of certificates of currency) for every type of insurance specified below.</p> <p>All Insurance Certificates of Currency must be in the Respondents correct legal entity name.</p>		
Type	Minimum Requirement	Attach a copy of your Certificate of Currency
Public Liability	\$20 million	<input type="checkbox"/> Attached <input type="checkbox"/> Not Attached
Professional Indemnity	\$5 million	<input type="checkbox"/> Attached <input type="checkbox"/> Not Attached
Workers Compensation*	As required by Law	<input type="checkbox"/> Attached <input type="checkbox"/> Not Attached

*Indicate numbers of employees covered by Workers Compensations

5.2 Licensing and Accreditations

Licensing and Proof of Qualification Requirements		
Copies of the following licences or accreditations must be attached where applicable:		
Type	Minimum Requirement	Attach a copy of Licence/Certificate or other evidence
		<input type="checkbox"/> Attached <input type="checkbox"/> Not Attached
		<input type="checkbox"/> Attached <input type="checkbox"/> Not Attached
		<input type="checkbox"/> Attached <input type="checkbox"/> Not Attached
		<input type="checkbox"/> Attached <input type="checkbox"/> Not Attached

6. WHS System Questionnaire

1. WH&S Policy & Management	Response	Attach document
Is there a written company WHS policy? (Policy must be signed and dated and regularly reviewed) If 'Yes,' provide a copy of the WHS Policy Statement	Choose from List	<input type="checkbox"/> Attached <input type="checkbox"/> Not Attached
Does the company have a WHS Management System Manual? (This document covers your entire safety system) If 'Yes' provide a copy of the content page(s)	Choose from List	<input type="checkbox"/> Attached <input type="checkbox"/> Not Attached

7. Local Benefit

The questions below are required for assessing your Quotation response.

Describe your approach towards ensuring the Local Economy benefits from your business. Provide details of Respondents regular suppliers, and any relationship/arrangements:

- (a) Is your organisation already Fraser Coast Region based or owned, or would you establish a base in the Fraser Coast if you are the successful Respondent?

- (b) Please indicate where your company is geographically located.

Sole Office or Head Office within Fraser Coast	<input type="checkbox"/>	Adjacent Local Government businesses (<i>Gympie, Bundaberg & Burnett</i>).	<input type="checkbox"/>
Branch Office within Fraser Coast	<input type="checkbox"/>	All other QLD locations	<input type="checkbox"/>
Fraser Coast Local Subcontractor(s) conducting more than 2/3 of the work.	<input type="checkbox"/>	All other	<input type="checkbox"/>

Remarks:

- (c) What percentage of materials and/or supplies will your organisation purchase from within the Fraser Coast for this project?

85-100% content from within Fraser Coast	<input type="checkbox"/>	40-44% content sourced from within Fraser Coast	<input type="checkbox"/>
60-84% content from within Fraser Coast	<input type="checkbox"/>	1-39% content sourced from within Fraser Coast	<input type="checkbox"/>
45-59% content from within Fraser Coast	<input type="checkbox"/>	0% content sourced from within Fraser Coast	<input type="checkbox"/>

Remarks:

- (d) Provide an overview of all products that are sourced external to the Fraser Coast Region, with justification.

8. Methodology/Project Plan

Demonstrated Understanding & Methodology
<p>Respondents should detail the process they intend to use to achieve compliance with the requirements of the Specification, including:</p> <p>(a) A demonstrated understanding of the nature and scope of work, (including sketches or diagrams as appropriate) to be used for the provision of the services.</p>
<p>(b) Provide details of issues and/or associated learnings that arose during the delivery of previous works of a similar nature.</p>
<p>(c) Potential risks and mitigation factors.</p>
<p>Project Plan</p> <p>Respondents are to detail the project plan they propose to follow to achieve compliance with the requirements of the Specification, including:</p> <p>(a) Project plan (including Gantt Chart) setting out key deliverables and milestones.</p>

9. Experience

Experience
<p>Demonstrate competency and proven track record of achieving outcomes:</p>
<p>Detail the tenure and scope of any previous similar projects that required a similar type and scale in the past five years: (Include client names, value and completion dates)</p>

10. Capability and Resources

Key Personnel

Respondents must provide below details of the present availability of staff resources. Please provide a 1 page CV. List of possible consultants are: {complete the list of consultants required below}

Key personnel nominated by the Respondent will be deemed to be available for the duration of the work should a Contract be awarded:

Name of Staff Member	Position / Role in the Project	Qualifications/ relevant Projects	Resource Allocation

Detail the current commitments (work in hand) of the Respondent:
(Include client names, value and expected completion dates)

11. Referees

Referees	
Please provide the following information for three most recent contracts of a similar type completed by your business. These referees may be contacted as part of the evaluation process to verify the data contained in this Quotation:	
Referee 1	
Company/Contract name	
Brief Description	
Approximate contract	
Commencement date	
Completion date	
Contract Outcomes	
Contract Manager	
Contact Number	
Referee 2	
Company/ Contract name	
Brief Description	
Approximate contract	
Commencement date	
Completion date	
Contract Outcomes	
Contract Manager	
Contact Number	
Referee 3	
Company/ Contract name	
Brief Description	
Approximate contract	
Commencement date	
Completion date	
Contract Outcomes	
Contract Manager	
Contact Number	

12. Proposed Sub-Contractors

Sub-Contractors	
<p>Provide 1 page CV and details of each proposed sub-contractor (if any) to be engaged in connection with the provision of services and works as applicable: List of possible sub-consultants are: {complete the list of sub-consultants required below}</p> <ul style="list-style-type: none"> • Landscape architect; • Architect; and • Artist, etc. 	
Sub-Contractor #1	
Name of sub-contractor	
Role of sub-contractor	
Location of sub-contractor	
Length of time this subcontractor has been associated with your company?	
Sub-Contractor #2	
Name of sub-contractor	
Role of sub-contractor	
Location of sub-contractor	
Length of time this subcontractor has been associated with your company?	
Sub-Contractor #3	
Name of sub-contractor	
Role of sub-contractor	
Location of sub-contractor	
Length of time this subcontractor has been associated with your company?	

13. Quality Assurance

Quality Assurance	Attach document
Does the Respondent have a third party certified ISO 9001:2015 Quality Management System?	Choose from List
<i>If yes, please attach the Certificate only.</i>	<input type="checkbox"/> Attached <input type="checkbox"/> Not Attached
Does the Respondent have an alternate documented Quality Management System?	Choose from List
<i>Provide details:</i>	<input type="checkbox"/> Attached <input type="checkbox"/> Not Attached
If the Respondent proposes to subcontract, does its subcontractor have a quality management system in place?	Choose from List
<i>Provide details:</i>	<input type="checkbox"/> Attached <input type="checkbox"/> Not Attached

14. Condition of Contract

Compliance

Complies with Condition of Contract			Response
The respondent agrees to the conditions of contract? If no, list all your departures from the contract?			Choose from List
Non-Compliance Reference	Clause Number	Proposed deviations	Reason for deviation
	Insert clause number	details of proposed deviations	reason for proposed deviations
	Insert clause number	details of proposed deviations	reason for proposed deviations

Alternative Offer

Conformance	Response
Is this an Alternative Offer?	Choose from List
If this quote is an Alternative Offer, the offerer must detail all points of difference between this quote and the conforming quote below.	

Proposed deviations – acceptance is at the discretion of the Principal in accordance with the Conditions of Tender			
Non-Compliance Reference	Clause Number	Proposed deviations	Reason for deviation
Specification	Insert clause number	details of proposed deviations	reason for proposed deviations
	Insert clause number	details of proposed deviations	reason for proposed deviations

15. COVID-19

- (a) Provide a plan on how you would deal with issues arising from the COVID-19 virus, like employees, materials, completing the services and what precautions do you have in place etc.