Volume 5 – Technical Response Schedules

Request for Tender

Tender Title Nyngan Seniors Living Development 101 Cobar Street

TenderLink AU-865257

Issue Date 07/06/2019

This Volume contains the Technical Response Schedules to be completed and returned to Council as part of the Tenderers Submission.

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Tenderers to Note

Format of Tender Response

The Tenderer is to complete the response schedules as indicated and shall retain the same format as provided by the Council.

Tenderers are to input information in response to questions in the areas identified.

Council reserves the right to deem responses non-compliant, pass them over and exclude from further evaluation any responses that deviate from the format and contents requirements of the Response Schedules contained in this Volume.

Any attachments that are requested or are required to complete a response to any of the criterion contained within the following Schedules must be clearly identified on top of the attachment with the Tender number, the Tenderer’s name and the Schedule and criterion number to which it relates.

Attachments requested as part of this Response Schedule are to be labelled as per the directions above and are to be part of the relevant file (either Commercial or Technical file).

Notes Regarding Responding to this Tender

Before responding to the following compliance criteria, Respondents must note the following:

* All information relevant to your answers to each criterion are to be contained within your Tender;
* Respondents are to assume that the Evaluation Panel has no previous knowledge of your organisation, its activities or experience, only information supplied will be assessed;
* Respondents are to provide full details for any claims, statements or examples used to address the qualitative criteria; and
* Respondents are to address each issue outlined within a qualitative criterion.

Submissions that do not satisfy criterion identified as Mandatory Compliance Criteria may be deemed non-compliant and excluded from further participation in the evaluation process.

Please also note, no advertising, product or company information or marketing brochures or presentations other than those expressly requested, are to be sent with the Tender submission. If required the Tender Evaluation Committee will request these materials separately.

For Tenderers - Guidance Notes have been provided in this document where appropriate to assist Tenderers to complete the Schedules. Guidance Notes can be identified by their Red font. Ensure all Guidance Notes, including this one, are deleted prior to submitting you response.

1. Schedule T1 – Schedule of Quality Management Information

Submit evidence of current full certification of the Tenderer’s Quality Management System to AS/NZS ISO 9001:2008 by a certifying body registered with the Joint Accreditation System - Australia and New Zealand.

|  |  |
| --- | --- |
| **Quality Management Systems** | |
| Does the Tenderer have a current full certification of its Quality Management System to AS/NZS ISO 9001:2008 by a certifying body registered with the Joint Accreditation System - Australia and New Zealand? | [ ] Yes  [ ] No |

If the answer to the above question was ‘Yes’, please provide as an attachment, a copy of your current certificate of certification (or other relevant evidence of such).

1. Schedule T2 – Schedule of Work Health and Safety Management Information

This questionnaire forms part of the Principal’s Tender evaluation process and is to be completed by Respondents.

The objective of the questions in the table below is to provide an overview of the status of Tenderer’s safety management system.

Tenderers may be required to verify its responses noted in its questionnaire by providing evidence of its ability and capacity in relevant matters

* 1. WHS Systems, Policies and Management

|  |  |
| --- | --- |
| **WHS Systems, Policies and Management** | |
| Does the Tenderer have a third party accredited WHS management system?  (if the answer to this question is ‘Yes’, please provide details of the accreditation in the response area provided below and attach a copy of the current certification) | [ ] Yes  [ ] No |
| Does the Tenderer have WHS management system?  (if the answer to this question is ‘Yes’, please provide details of the accreditation in the response area provided below) | [ ] Yes  [ ] No |
| Does the Tenderer have a current WHS Policy? | [ ] Yes  [ ] No |
| Does the Tenderer have a WHS consultation mechanism for all employees? | [ ] Yes  [ ] No |
| Does the Tenderer have WHS training strategy for all employees? | [ ] Yes  [ ] No |
| Does the Tenderer have a process for WHS hazard identification, assessment and control? | [ ] Yes  [ ] No |

|  |
| --- |
| Response – WH&S Systems |
| Insert response here (please delete this note prior to submission)  <Enter Text> |

* 1. Sample Risk Assessment

Please submit as an attachment, a sample risk assessment and control procedure for two activities that may be carried out under the proposed contract and attach it your response.

* 1. Recent Prosecution and Fines

Please respond to the following questions and provide further detail as required –

|  |  |
| --- | --- |
| **Recent Prosecution and Fines** | |
| Is the Tenderer in default of any fine issued for a breach of the WHS legislation, regulations or requirements?  (if the answer to this question is ‘Yes’, please provide details of the breach in the response area provided below) | [ ] Yes  [ ] No |
| Insert response here (please delete this note prior to submission)  <Enter Text> |  |
| Has the Tenderer been prosecuted or had a fine imposed on them with regards to WHS matters in the last 2 (two) years?  (if the answer to this question is ‘Yes’, please provide details of every WHS prosecution and fine imposed on the Tenderer in Australia during the last two years, together with a description of actions taken by the Tenderer in response to each prosecution and fine in the response area provided below) | [ ] Yes  [ ] No |
| Insert response here (please delete this note prior to submission)  <Enter Text> |  |

* 1. Evidence of satisfactory WHS Management

Nominate 3 (three) contracts / projects that the Tenderer has completed within the last 2 (two) years that demonstrate successful management of work health and safety by the Tenderer

| Client | Name and Location of Contract | Contract Price / Project Value | Start Date | Completion Date |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

If / when requested, please submit the following additional information for each of 3 (three) contracts/projects selected from the above list:

* a client referee report commenting on the Tenderer’s performance in relation to work health and safety management, identifying the referee’s name, position, organisation and telephone and email contact details; and
* a copy of a third-party audit report, or internal audit report, or site safety inspection report, or site safety review report or other similar evidence.

1. Schedule T3 – Schedule of Environmental Management
   1. Environmental Management Systems

|  |  |
| --- | --- |
| **Environmental Management** | |
| Does the Tenderer have a third party accredited environmental management system?  (if the answer to this question is ‘Yes’, please provide details of the accreditation in the response area provided below and attach a copy of the current certification) | [ ] Yes  [ ] No |
| **Does the Tenderer have environmental management system?**  (if the answer to this question is ‘Yes’, please provide details of the accreditation in the response area provided below) | [ ] Yes  [ ] No |
| Does the Tenderer have a current environmental Policy? | [ ] Yes  [ ] No |
| Does the Tenderer have a process for environmental hazard identification, assessment and control? | [ ] Yes  [ ] No |

|  |
| --- |
| Response – Environmental Management |
| Insert response here (please delete this note prior to submission)  <Enter Text> |

* 1. Recent Prosecution and Fines

Please respond to the following questions and provide further detail as required –

| **Recent Prosecution and Fines** | |
| --- | --- |
| Is the Tenderer in default of any fine issued for a breach of the Environmental legislation, regulations or requirements?  (if the answer to this question is ‘Yes’, please provide details of the breach in the response area provided below) | [ ] Yes  [ ] No |
| Insert response here (please delete this note prior to submission)  <Enter Text> |  |
| Has the Tenderer been prosecuted or had a fine imposed on them under the Protection of the Environment Operations Act 1997 (POEO Act) or other Australian environmental legislation in the last 2 (two) years?  (if the answer to this question is ‘Yes’, please provide details of every prosecution and fine imposed on the Tenderer in Australia during the last 2 (two) years, together with a description of actions taken by the Tenderer in response to each prosecution and fine in the response area provided below) | [ ] Yes  [ ] No |
| Insert response here (please delete this note prior to submission)  <Enter Text> |  |

* 1. Evidence of satisfactory Environmental Management

Nominate 3 (three) contracts / projects that the Tenderer has completed within the last 2 (two) years that demonstrate successful management of work health and safety by the Tenderer

| Client | Name and Location of Contract | Contract Price / Project Value | Start Date | Completion Date |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

If / when requested, please submit the following additional information for each of three contracts/projects selected from the above list:

* a client referee report commenting on the Tenderer’s performance in relation to environmental management, identifying the referee’s name, position, organisation, and telephone and email contact details; or
* a copy of a third-party audit report, or internal audit report, or inspection report or environmental management plan.
* submit a copy of an Environmental Management Plan implemented by the Tenderer for a contract/project, similar in type and value to this Contract, that was completed within the last 2 (two) years
  1. Environmental management objectives and measures

If/when requested, please submit details of:

* environmental management objectives proposed for the work under the Contract;
* key environmental management actions proposed for the work under the Contract; and
* the persons who will be responsible for managing the actions proposed.

1. Schedule T4 – Schedule of Industrial Relations Information
   1. Federal and NSW Awards

List the Federal and NSW awards to which the Tenderer is bound:

|  |
| --- |
| Response – Federal and NSW Awards |
| Insert response here (please delete this note prior to submission)  <Enter Text> |

* 1. Enterprise, Workplace or Other Enforceable IR Agreements

List the enterprise, workplace or other enforceable industrial relations agreements to which the Tenderer is bound, and attach copies of those agreements to this Schedule

|  |
| --- |
| Response – Enterprise, Workplace or Other Enforceable IR Agreements |
| Insert response here (please delete this note prior to submission)  <Enter Text> |

Undertaking to provide information

The Tenderer, if awarded the contract, will, on request, provide appropriate information to verify compliance with these awards, enterprise or workplace agreements and all other legal obligations relating to employment.

1. Schedule T5 – Schedule of Executive Summary of Proposal (including Capacity and Capability)

Please provide an Executive Summary of your proposal no longer than 2 (two) pages in length in the response space provided below.

|  |
| --- |
| Response – Executive Summary Proposal |
| Insert response here (please delete this note prior to submission)  <Enter Text> |

1. Schedule T6 – Schedule of Understanding of Requirement

Please provide detail of your understanding of the requirement of the Tender no longer than 2 pages in length in the response space provided below.

|  |
| --- |
| Response – Understanding of Requirement |
| Insert response here (please delete this note prior to submission)  <Enter Text> |

1. Schedule T7 – Schedule of Recent Relevant Experience and Referee’s

Tenderers shall provide detailed information to demonstrate the Tenderer’s experience and capability in relation to this Request for Tender by providing detail of 3 previous contratcs / projects similar to this contract / project, completed within the last 5 years. In the table provided below.

|  |  |
| --- | --- |
| **Contract / Project 1** | |
| Contract / Project Name | <Enter Text> |
| Client | <Enter Text> |
| Date Completed | <Enter Text> |
| Contract / Project Value | <Enter Text> |
| Project Details | <Enter Text> |
| Referee | <Enter Text> |
| Name | <Enter Text> |
| Position | <Enter Text> |
| Office Phone Number | <Enter Text> |
| Mobile Phone Number | <Enter Text> |
| Email | <Enter Text> |

| **Contract / Project 2** | |
| --- | --- |
| Contract / Project Name | <Enter Text> |
| Client | <Enter Text> |
| Date Completed | <Enter Text> |
| Contract / Project Value | <Enter Text> |
| Project Details | <Enter Text> |
| Referee | <Enter Text> |
| Name | <Enter Text> |
| Position | <Enter Text> |
| Office Phone Number | <Enter Text> |
| Mobile Phone Number | <Enter Text> |
| Email | <Enter Text> |

|  |  |
| --- | --- |
| **Contract / Project 3** | |
| Contract / Project Name | <Enter Text> |
| Client | <Enter Text> |
| Date Completed | <Enter Text> |
| Contract / Project Value | <Enter Text> |
| Project Details | <Enter Text> |
| Referee | <Enter Text> |
| Name | <Enter Text> |
| Position | <Enter Text> |
| Office Phone Number | <Enter Text> |
| Mobile Phone Number | <Enter Text> |
| Email | <Enter Text> |

1. Schedule T8 – Schedule of Key Personnel and Experience

The Tenderer shall provide details, including relevant experience, of the Tenderer’s proposed Key Personnel this contract / project.

This information shall be sufficient to demonstrate that proposed Key Personnel have successfully completed a minimum of 2 similar contracts / projects. Details of the relevant experience of the Key Personnel proposed for use on the contract / project shall be provided in the Table below.

The Key Personnel nominated in the Table below are to be available for interview if required by the Principal during the Tender evaluation.

In the event that the Tender is successful, the Tenderer shall be bound by the information provided in this Schedule and shall not alter the personnel used for the works without the prior written permission of the Principal.

|  |  |
| --- | --- |
| **Proposed Key Personnel 1** | |
| Name | <Enter Text> |
| Position | <Enter Text> |
| Proposed Role & Responsibility | <Enter Text> |
| Qualifications / Experience | <Enter Text> |
| Relevant Experience Example 1 | |
| Contract / Project Name | <Enter Text> |
| Client | <Enter Text> |
| Project Value | <Enter Text> |
| Details of Contract / Project | <Enter Text> |
| Role & Responsibilities on Contract / Project | <Enter Text> |
| Relevant Experience Example 2 | |
| Contract / Project Name | <Enter Text> |
| Client | <Enter Text> |
| Project Value | <Enter Text> |
| Details of Contract / Project | <Enter Text> |
| Role & Responsibilities on Contract / Project | <Enter Text> |

|  |  |
| --- | --- |
| **Proposed Key Personnel 2** | |
| Name | <Enter Text> |
| Position | <Enter Text> |
| Proposed Role & Responsibility | <Enter Text> |
| Qualifications / Experience | <Enter Text> |
| Relevant Experience Example 1 | |
| Contract / Project Name | <Enter Text> |
| Client | <Enter Text> |
| Project Value | <Enter Text> |
| Details of Contract / Project | <Enter Text> |
| Role & Responsibilities on Contract / Project | <Enter Text> |
| Relevant Experience Example 2 | |
| Contract / Project Name | <Enter Text> |
| Client | <Enter Text> |
| Project Value | <Enter Text> |
| Details of Contract / Project | <Enter Text> |
| Role & Responsibilities on Contract / Project | <Enter Text> |

Note to Tenderer – Copy and paste table as required to accommodate all Key Personnel

1. Schedule T9 – Schedule of Proposed Subcontractors and Consultants
   1. Subcontractors and Consultants

Provide details of all proposed subcontractors and consultants included within the Tenderers response.

Confirm (by entering ‘Yes’ in the third column of the table below) that the recent WHS, Environmental and Industrial Relations Management performance of each subcontractor and consultant has been reviewed by the Tenderer and found to be satisfactory.

| Subcontractor / Consultant work | Name and Address of Subcontractor / Consultant | Confirmation of satisfactory WHS, IR and Environmental performance |
| --- | --- | --- |
| **<Enter Text>** | <Enter Text> | <Enter Text> |
| **<Enter Text>** | <Enter Text> | <Enter Text> |
| **<Enter Text>** | <Enter Text> | <Enter Text> |
| **<Enter Text>** | <Enter Text> | <Enter Text> |
| **<Enter Text>** | <Enter Text> | <Enter Text> |
| **<Enter Text>** | <Enter Text> | <Enter Text> |

* 1. Proposed Subcontractor / Consultant Management Methodology

Please provide detail of your methodology to manage the proposed Subcontractors / Consultant in the response space provided below.

|  |
| --- |
| Response – Proposed Subcontractor / Consultant Management Methodology |
| Insert response here (please delete this note prior to submission)  <Enter Text> |

1. Schedule T10 – Schedule of Contract / Project Program Information

Submit a program in MS Project or in the form of a bar chart or network diagram detailing key milestones and dates to satisfy the contract / project over its complete term.

The program is to be attached to the Tender response.

1. Schedule T11 – Schedule of Risk Management Plan

Provide a Risk Management Plan to identify areas, processes; activities etc. to ensure policies, systems, practices are in place as to manage risks associated with this tender.

The Risk Management Plan is to be attached to the Tender response.

END VOLUME 5