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# SECTION C - RESPONSE SCHEDULES

Schedule 1 – Quoter’s Details

| **Quoter** | |
| --- | --- |
| **Trading Name:** |  |
| **Legal Name: *(please note full details of any trusts and trustees)*** |  |
| **ABN:** |  |
| **Registered Address:** |  |
| **Place of Business Address: *(if different from above)*** |  |
| **Postal Address:** |  |
| **Telephone:** | ( ) |
| **Fax:** | ( ) |
| **Email:** |  |

| **Contact Person** | |
| --- | --- |
| **Name:** |  |
| **Title:** |  |
| **Telephone:** |  |
| **Email:** |  |

| **Insurance Details** | | | | | |
| --- | --- | --- | --- | --- | --- |
| **Insurance Type** | **Policy No.** | **Extent of Cover** | | **Expiry Date** | **Name of Insurer** |
|  | | **Per Incident $AUD** | **In Aggregate $AUD** |  | |
| Public & Products Liability |  |  |  |  |  |
| Professional Indemnity |  |  |  |  |  |
| Workers Compensation |  |  |  |  |  |

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| **Licences & Accreditations** |
| Each Quoter is asked to list details of any licences, permits, accreditations or certification required or relevant to the Quote for the organisation or individuals. Please also identify any memberships with professional organisations or recent awards won *(attach documents with Quote, if any)*. |
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| **Conflicts of Interest** *(if any)* |
| Each Quoter is asked to provide details of 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. |
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| **Statement of Conformity** |
| Each Quoter must list below any areas of non-conformity, partial conformity or alternative offer against the Specifications or Contract (if any). |
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Schedule 2 – Pricing

**To Be Read Prior To Completing the Pricing Schedule.**

1. Quoters must submit a lump sum price on this Schedule.

2. The successful Quoter’s lump sum price will be inserted into the Contract for the Supplies.

**Relevant to Evaluation Criterion: 1**

3. The Quoter may recover from ac.care any GST for which the Quoter is liable on account of a taxable supply to ac.care.

4. Any assumptions required in calculating Quoted prices are to be **clearly stated**.

5. The lump sum price must be inclusive of all administrative costs, disbursements, travel costs and associated overheads and conform to the requirements of the RFQ.

6. Where volume and other discounts have been applied in the calculation of the requested pricing, these should also be detailed.

7. Quoters are to provide details of any effects on offered prices should ac.care decide only to accept part of the Quote.

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| **Section 1 - Lump Sum Price** | **Price (Ex GST)** |
| Total cost for the Supplies:  Part A  Part B  Part C  PART D  Part E  **TOTAL** |  |

**Assumptions in Lump Sum Price**

The Quoter must list below any and all assumptions in calculating the price stated – such as volume and other discounts, the effect on the lump sum price should ac.care decide to accept part only of the Quote.

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| --- | --- |
| **No.** | **Assumptions** |
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**Exclusions to the Lump Sum Price**

The Quoter must list below anything not included in the lump sum price. Anything not listed below is included in the lump sum price.

|  |  |
| --- | --- |
| **No.** | **Exclusions** |
|  |  |

**Lump Sum Price breakdown**

To assist ac.care in the evaluation of Quotes, Quoters are asked to give a breakdown of each lump sum price using the tables below, noting the quantity of each item set out in the Specification. A more detailed breakdown might yet be required in the evaluation process.

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **$Price (Excl. GST) (please state any items where exempt from GST)** | **Approximate number of hours work** | **Work to be completed by Quoter or Subcontractor?** |
| **Part A** |  |  |  |
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| **Part B** |  |  |  |
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| **Part C** |  |  |  |
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| **Part D** |  |  |  |
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| **Part E** |  |  |  |
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| **TOTAL PRICE** |  |  |  |

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| --- | --- | --- | --- |
| **Section 2 – Schedule of Rates** | | | |
| **Item** | **Description** | **Unit** | **Price (Ex GST)** |
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Ac.care will use the above schedule of rates to conclusively value:

* + - * 1. any variation to the Supplies, between ac.care and the successful Quoter under the Contract; and/or
        2. any additional work (not a "variation" under the Contract) that is out of scope of the Supplies that Ac.care might order from the successful Quoter and which is then carried out by the successful Quoter.

Rates stated above:

1. The nominated rates will be inclusive of all overheads and profit and expenses for work to which the schedule of rates applies, including without limitation:

* costs of all direct and indirect labour (including on-costs);
* ancillary works, incidental goods and materials, construction plant, preliminaries, insurances; and
* in case of goods, any weighing, packaging, delivery, installation, commissioning - in case of services, any fee, levy (including CITB levy), duty, cost, expense or tax incurred by the successful Quoter in providing the service.

Any item not specifically covered by the schedule of rates may be compared with other similar items in that schedule to determine the acceptability or otherwise of a claim by the successful Quoter for that item.

Schedule 3 – Resources & Experience

**Relevant to Evaluation Criterion: 2 & 3**

Each Quoter is asked to provide details below. Quoter’s may use the space provided or attach information to this schedule.

| **Capability Statement** |
| --- |
| Provide a general statement of the Quoter’s capability and expertise as relevant to this project (maximum of one A4 page). |

| **Organisation Structure** |
| --- |
| Provide details of the organisation structure proposed to be used on this project (maximum of two A4 pages). |

|  |
| --- |
| **Key Employees** |
| Provide qualifications and experience of proposed key employees to be used on this project (maximum of two A4 pages). |

**Proposed Subcontractors**

Provide details in the table below regarding the proposed major subcontractors or other representatives to be employed or engaged by the Quoter. The Quoter must specify and define the scope and extent of the Supplies to be provided by subcontractors.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Subcontractor’s name and address** | **Location** | **ABN** | **Aspects of the Supplies to be provided** | **Item(s)** |
|  |  |  |  |  |
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| Provide details of the relevant experience of proposed subcontractors. |

Please provide examples of three past projects relevant to the Supplies. For each example, give a summary of the pertinent facts of the project and a suitable referee.

You may fill in the tables below or attach separate pages. However in either case, please limit each example to a maximum of one A4 page.

|  |  |
| --- | --- |
| **Example 1** | |
| **Project/Consultancy:** |  |
| **Client Name:** |  |
| **Date of Work:** |  |
| **Description of Project:** |  |
| **Quoter’s role in project:** | *(head contractor, subcontractor, supplier etc.)* |
| **Value:** | Overall project value:  Value of Quoter’s component of project: |
| **Referee:** | Name:  Telephone:  Email: |

|  |  |
| --- | --- |
| **Example 2** | |
| **Project/Consultancy:** |  |
| **Client Name:** |  |
| **Date of Work:** |  |
| **Description of Project:** |  |
| **Quoter’s role in project:** | *(head contractor, subcontractor, supplier etc.)* |
| **Value:** | Overall project value:  Value of Quoter’s component of project: |
| **Referee:** | Name:  Telephone:  Email: |

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| --- | --- |
| **Example 3** | |
| **Project/Consultancy:** |  |
| **Client Name:** |  |
| **Date of Work:** |  |
| **Description of Project:** |  |
| **Quoter’s role in project:** | *(head contractor, subcontractor, supplier etc.)* |
| **Value:** | Overall project value:  Value of Quoter’s component of project: |
| **Referee:** | Name:  Telephone:  Email: |

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| --- |
| **General Experience** |
| For how many years has the Quoter engaged in the type of work required by the Contract? |
|  |
| Has the Quoter had an appointment terminated on a project in the last five years?  ***If yes, please provide brief details.*** |
|  |
| Has the Quoter terminated a project in the last five years?  ***If yes, please provide brief details.*** |
|  |
| Has the Quoter refused to continue performing a contract in the last five years unless the terms or payments were changed from those which were originally agreed?  ***If yes, please provide brief details.*** |
|  |

Schedule 4 – Methodology & Timeframes

**Relevant to Evaluation Criterion: 4**

Each Quoter must provide a detailed, project specific methodology showing how it would deliver the Supplies, including a programme of key tasks and deliverables.

Please also supply a breakdown of estimated hours to be allocated to each team member for the delivery of the project.

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| Provide details. |