

Infrastructure Cook Islands

RFT Non Price Response Template (NZS 3910:2013)

**Rarotonga Bridge and Structure Maintenance 2017/18**

Contract No. CK171820, February 2018

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# Submission Checklist for tenderers

## Information to be submitted by tenderers

Complete the Non Price Response Template in the fields within this template. Do not exceed the page limit (single side A4) stated for each non-price attribute. Infrastructure Cook Islands may, at its sole discretion, elect not to read and evaluate the parts of the tender submission which exceed the maximum page limit set for each non-price attribute.

The following information is to be submitted by each tenderer

Non-Price Information

[RFT Number – Non Price – Supplier's Company Name]

|  |  |
| --- | --- |
| **Documents** | **Included****✓** |
| Completed Non Price Response Template (**this document**) adhering to the prescribed number of pages | ☐ |
| Letter from approved Bank agreeing to execute a Bond | ☐ |
| Insurance Certificates or letter of intent to execute Contract Insurance | ☐ |
| CV (2 single page for each person for Key Personnel as detailed in Skills section of this template) | ☐ |
| Preliminary Work Programme | ☐ |
| Health and Safety Information (Preliminary Safety Plan) | ☐ |
| Statement of Departures | ☐ |
| Preliminary Quality Plan | ☐ |
| Preliminary Construction Traffic Management Plan | ☐ |
| Tenderer’s Organisational Structure and related information | ☐ |
| Conflict of Interest Declaration | ☐ |

# About the tenderer

## Company Information

|  |  |
| --- | --- |
| Trading name\* | [insert the name that you do business under] |
| Full legal name (if different) | [if applicable] |
| Physical address |  |
| Postal address |  |
| Registered office |  |
| Business website |  |
| Type of entity (legal status) |  |
| Registration number |  |
| Country of residence |  |
| VAT registration number |  |

## Tenderer’s Point of Contact

|  |  |
| --- | --- |
| Contact Person for this RFT | [name of the person responsible for communicating with Infrastructure Cook Islands] |
| Position |  |
| Phone number/ Mobile number |  |  |
| Email address |  |

## Name and Contact Details of Directors / Members / Partners / Proprietors

|  |  |
| --- | --- |
| Full Names | Mobile phone number |
|  |  |
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\* If the tenderer is a consortium or joint venture (JV), the tenderer shall submit suitable documentation demonstrating the basis of the consortium or JV agreement and indicating the lead company and any respective liabilities of the members of the consortium or JV. The liability of members of an unincorporated JV must be joint and several.

## Bankers details

|  |  |
| --- | --- |
| Name of Bank |  |
| Contact Person |  |
| Mobile number/ Email address |  |  |

## Tenderer’s nominated Contract Representative

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Phone number/ Mobile number |  |  |
| Email address |  |

## Tenderer's nominated Health and Safety Representative

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Phone number/ Mobile number |  |  |
| Email address |  |

# Non-Price Attributes

In this section you are asked to demonstrate your organisation’s ability against Evaluation Attributes set out in the Section 2.2 of the RFT. If there is anything that you do not understand contact the Contact Officer to clarify before the Deadline for Questions.

While your tender submission will be kept confidential if any information you provide is commercially sensitive to your business you must let us know. Please mark the information ‘Commercially Sensitive’ or ‘Confidential Information’. It is not acceptable to render this whole document confidential unless this is truly the case. Infrastructure Cook Islands has a duty to protect Confidential Information, subject to the exceptions in the RFT-Terms (Section 3).

## Local Procurement (2.5 %)

The tenderer’s proposed extent of local business involvement and use of local resources on this project.

|  |
| --- |
| It is Infrastructure Cook Islands intention to be a socially responsible organisation and, where possible we will use Suppliers who will increase the proportion of the workforce that live locally to construction sites, have access to recognised skills training and ensure local businesses understand the procurement requirements and can enhance their chances of winning work.Infrastructure Cook Islands encourages its suppliers to support communities by contributing to local projects and initiatives that consider the wider impacts of responsible procurement. Where international Tenderers are undertaking works within the Cook Islands the use of local resources is encouraged. |
| Describe the extent of local business involvement and use of local resources on this project. |  |
| Describe what programmes or initiatives you have that will contribute to better social outcomes on this project. |  |

## Contract Terms (2.5 %)

The tenderer’s departures and acceptance of the contract terms. This will be assessed by the completion of section 5 Statement of Departures of the RFT Non Price Response Template.

## Capability (7.5 %) (Page limit 3)

The tenderer’s current capabilities in areas relevant to the outputs being purchased.

Tenderers must provide details of 3 projects that demonstrate their capabilities and that of their subcontractors to undertake and complete the Contract Works. The scoring for projects which are less than 80 percent complete, or more than five years old will be downgraded.

At least two of the projects must be the same as submitted for Track Record.

Tenderers shall provide the following details to support their tender for each project nominated for Capability.

|  |
| --- |
| Tenderers shall provide details of 3 projects that demonstrate their capabilities and that of their subcontractors to undertake and complete the Contract Works. |
| Project 1 |
| Client/Engineers Contact DetailsName of the ProjectLocationContract completion date Contract price |

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 |
| Provide details of your relevant capabilities for the following factors on this Project. Provide a description of the work carried out and its relevance to this tender.* Civil Construction
* Structural Works
* Safety
* Traffic management
 |

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| Project 2 |
| Client/Engineers Contact DetailsName of the ProjectLocationContract completion date Contract price |

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 |
| Provide details of your relevant capabilities for the following factors on this Project. Provide a description of the work carried out and its relevance to this tender.* Civil Construction
* Structural Works
* Safety
* Traffic management
 |

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| Project 3 |
| Client/Engineers Contact DetailsName of the ProjectLocationContract completion date Contract price |

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 |
| Provide details of your relevant capabilities for the following factors on this Project. Provide a description of the work carried out and its relevance to this tender.* Civil Construction
* Structural Works
* Safety
* Traffic management
 |

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## Skills (7.5 %) (Page limit 6 excluding CVs)

Outline the relevant technical experience, skills and qualifications/training of key personnel, including key staff, who will work on this project.

The nomination of key personnel by the tenderer will be taken by Infrastructure Cook Islands as a representation by the tenderer that the listed personnel will be used to deliver the Contract Works.

Key Personnel:

|  |  |
| --- | --- |
| Attach a CV for each key personnel you are nominating. CV shall not exceed 2 single pages. |  |
| **Skills – Project Manager** |
| Name |  |
| Proposed role in this contract |  |
| Summary of relevant experience, including time period in roles |  |
| Proposed minimum percentage of their time on this contract (Expectation: 100%) |  |
| Qualifications |  |

|  |  |
| --- | --- |
| Attach a CV for each key personnel you are nominating. CV shall not exceed 2 single pages. |  |
| **Skills -**  **Construction Manager** |
| Name |  |
| Proposed role in this contract |  |
| Summary of relevant experience, including time period in roles |  |
| Proposed minimum percentage of their time on this contract (Expectation: 30%) |  |
| Qualifications |  |

|  |  |
| --- | --- |
| Attach a CV for each key personnel you are nominating. CV shall not exceed 2 single pages. |  |
| **Skills - Health & Safety Manager** |
| Name |  |
| Proposed role in this contract |  |
| Summary of relevant experience, including time period in roles |  |
| Proposed minimum percentage of their time on this contract (Expectation: 50%) |  |
| Qualifications |  |

|  |  |
| --- | --- |
| Attach a CV for each key personnel you are nominating. CV shall not exceed 2 single pages. |  |
| **Skills – Site Foreman** |
| Name |  |
| Proposed role in this contract |  |
| Summary of relevant experience, including time period in roles |  |
| Proposed minimum percentage of their time on this contract (Expectation: 100%) |  |
| Qualifications |  |

## Methodology (10%) (Page limit 8)

|  |
| --- |
| **3.4.1 Construction Methodology** |
| Provide a preliminary works programme on a separate A3 sheet.Note - the preliminary works programme will be taken as confirmation that the tenderer can meet the project milestones within the stated timeframe. |  |
| Provide statement(s) describing:1. Overall strategy to meet construction targets/ completion dates. Tenderers are encouraged to provide options for expediting the proposed construction works.
2. Site establishment, site access and site security provisions.
3. The proposed construction methods and staging, with special attention to the reqired provision of temporary traffic and pedestrian access for public during the works.
 |  |
| 1. Proposed methodology for construction works.
2. Temporary diversions / relocations or protection works required for utility services affected by the proposed works.
3. The division of work (own forces or subcontractor) and how the labour resources are allocated to each work activity (scheduled item).
 |  |
| 1. The means of communication within the site between staff and the Engineer.
2. Means of supervision.
 |  |
| **3.4.3 Traffic Management Plans** |
| Provide statement describing:1. To support your response, provide a draft Traffic Management Plan, This plan must comply with the requirements of the consent conditions, and should be informed by the NZTA COPTTM.
 |  |
| **3.4.4 Quality Assurance** |
| Provide statement describing:1. Quality assurance systems.
2. State the name & contact details of the person who would be responsible for the quality control and documentation thereof.
 |  |
| 1. Provide an outline on how you will ensure all quality requirements are met. To support your response, provide examples.
 |  |
| **3.4.5 Health and Safety Management** |
| 1. To support your response, provide a draft site specific safety plan.
 |  |
| 1. List all significant hazards. Provide an example of Safe Work Methodologies (task analysis)
 |  |
| 1. Infrastructure Cook Islands require ongoing compliance monitoring and continual site improvement against the site specific safety plan. Provide a standard audit template and state the proposed frequency of monitoring which will be forwarded to Infrastructure Cook Islands during the project.
 |  |
| 1. Infrastructure Cook Islands require all work to be physically isolated from public and traffic. State how this will be achieved.
 |  |
| **3.4.6 Environmental Management** |
| 1. Provide your environmental management methods to manage silt sedimentation, spills, noise, dust and the protection of trees and vegetation during construction.
 |  |
| 1. List, and rank according to risk rating, all significant environmental risks and opportunities relating to this project. To support your response, identify your proposed ocntrols.
 |  |
| 1. Describe Environmental incident reporting, recording and investigation procedures
 |  |

## Track Record (10 %) (Page limit 3)

The tenderer’s record of delivering works or services to the quality standards required, on time and within budget.

Tenderers must provide details of 3 projects under construction or completed, that demonstrate their Track Record. Tenderers must provide the same information for their key subcontractors detailing successfully completed projects of a similar nature. The scoring for projects which are less than 80 percentage complete, or more than five years old will be downgraded.

At least two of the projects must be the same as submitted for capaility.

The Tenderer shall supply names and current contact telephone numbers of 2 persons to act as referees. Referees shall be from the client organisation and/or the client’s agent and must have been directly responsible for supervising or overseeing the nominated projects. Providing

Tenderers shall provide the following details for each project nominated for Track Record:

|  |
| --- |
| Tenderers shall provide details of 3 projects that demonstrate their track record. |
| Project 1 |
| Client/Engineers Contact DetailsName of the ProjectLocationContract completion date Contract price |

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 |
| Performance: Provide details of all* Health and Safety Incidents
* Environmental Incidents including enforcement
* Quality issues

Include the date of incident/issue and the outcome |

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| Cost: Provide details of * Tender price
* Final contract price
* Where the tender price differs from the final contract price, please explain why
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 |
| Time: Provide details of * Project Commencement Date
* Original Due Date for Completion
* Extended Due Date for Completion
* Actual Completion Date
* Where the completion dates differ from each other, please explain why
 |

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| Project 2 |
| Client/Engineers Contact DetailsName of the ProjectLocationContract completion date Contract price |

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 |
| Performance: Provide details of all* Health and Safety Incidents
* Environmental Incidents including enforcement
* Quality issues

Include the date of incident/issue and the outcome |

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 |
| Cost: Provide details of * Tender price
* Final contract price
* Where the tender price differs from the final contract price, please explain why
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 |
| Time: Provide details of * Project Commencement Date
* Original Due Date for Completion
* Extended Due Date for Completion
* Actual Completion Date
* Where the completion dates differ from each other, please explain why
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| Project 3 |
| Client/Engineers Contact DetailsName of the ProjectLocationContract completion date Contract price |

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 |
| Performance: Provide details of all* Health and Safety Incidents
* Environmental Incidents including enforcement
* Quality issues

Include the date of incident/issue and the outcome |

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 |
| Cost: Provide details of * Tender price
* Final contract price
* Where the tender price differs from the final contract price, please explain why
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 |
| Time: Provide details of * Project Commencement Date
* Original Due Date for Completion
* Extended Due Date for Completion
* Actual Completion Date
* Where the completion dates differ from each other, please explain why
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## Resource (Pass/Fail) (Page limit 5)

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| --- |
| Plant and equipment |
| What plant and equipment is available to execute the contract works in the required timeframe |  |
| Do you own or have control of all of the plant stated as being available for the proposed work? |  |
| What other commitments are likely to have a significant impact on proposed work? |  |
| Manpower |
| What manpower is available to execute the contract works in required timeframe |  |
| Describe the number and type of labour provided directly by the tenderer. |  |
| Describe the number and type of labour provided by subcontractors. |  |
| What other contracts / commitments exist that could draw on the above resources and impact on contract delivery? |  |
| Tenderer’s current commitments and outstanding tenders |
| Tenderers shall provide details of current work being carried out, highlighting key subcontractors at the time of tender close. |
| ClientName of the jobContract completion date Contract price |

|  |
| --- |
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|  |
| <200K ☐ | 200K-1M ☐ | >1M ☐ |

 |
| ClientName of the jobContract completion date Contract price |

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|  |
| <200K ☐ | 200K-1M ☐ | >1M ☐ |

 |
| ClientName of the jobContract completion date Contract price |

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|  |
|  |
|  |
| <200K ☐ | 200K-1M ☐ | >1M ☐ |

 |
| Tenderers shall provide details of outstanding tenders submitted by themselves and key subcontractors for which contract award is yet to be confirmed. Do not include this tender. |
| ClientName of the jobContract completion date Contract price |

|  |
| --- |
|  |
|  |
|  |
| <200K ☐ | 200K-1M ☐ | >1M ☐ |

 |
| ClientName of the jobContract completion date Contract price |

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| --- |
|  |
|  |
|  |
| <200K ☐ | 200K-1M ☐ | >1M ☐ |

 |
| Proposed Subcontractors: Subcontractor 1 |
| Company name: |  |
| Key Personnel Name/s: |  |
| Phone number/ Mobile number |  |  |
| Nature of Service/s provided: |  |
| Hours employed: |  |
| Value of work: |  |
| Proposed Subcontractors: Subcontractor 2 |
| Company name: |  |
| Key Personnel Name/s: |  |
| Phone number/ Mobile number |  |  |
| Nature of Service/s provided: |  |
| Hours employed: |  |
| Value of work: |  |
| Proposed Subcontractors: Subcontractor 3 |
| Company name: |  |
| Key Personnel Name/s: |  |
| Phone number/ Mobile number |  |  |
| Nature of Service/s provided: |  |
| Hours employed: |  |
| Value of work: |  |

*Add more tables as appropriate.*

## Health and Safety (Pass/Fail)

The ability of the tenderer to meet the required Health and Safety standards.

Please complete the information below and return it with your tender. You may also be asked to substantiate or send copies of the documents referred to below:

|  |  |  |
| --- | --- | --- |
| SAFETY POLICY AND MANAGEMENT COMMITMENT | YES | NO |
| 1. Do you have a written safety policy? If ‘Yes’ please enclose a copy.
 |  | [ ]  | [ ]  |
| 1. If the answer to (a) is ‘yes’, is the safety policy communicated to employees?
 |  | [ ]  | [ ]  |
| PROCEDURES | YES | NO |
| 1. Do you have a safety manual/plan?
 |  | [ ]  | [ ]  |
| 1. Do you have written working practices and safety instructions? Provide an example of one of these.
 |  | [ ]  | [ ]  |
| 1. Do you have procedures for maintaining plant, equipment and vehicles in a safe condition? If they are not in the safety manual provide a brief outline.
 |  | [ ]  | [ ]  |
| HAZARD IDENTIFICATION | YES | NO |
| 1. Do you have a system to identify hazards prior to the start of this job? If it is not in the safety manual/plan provide a brief outline.
 |  | [ ]  | [ ]  |
| 1. Do you have a system to identify new hazards during the term of the contract? If it is not in the safety manual/plan provide a brief outline.
 |  | [ ]  | [ ]  |
| 1. Does your system assess the significance of hazards?
 |  | [ ]  | [ ]  |
| 1. Give an example of a past hazard encountered and the controls that were applied to manage it.
 |  |  |  |
| SAFETY TRAINING | YES | NO |
| 1. Is formal safety training given to employees?
 |  | [ ]  | [ ]  |
| 1. Have the personnel who will undertake specific work received training in all relevant areas?
 |  | [ ]  | [ ]  |
| 1. What specialised safety training has been provided?
 |  | [ ]  | [ ]  |
| SAFETY RECORDS | YES | NO |
| 1. What type of safety records are kept by your organisation?
 |  |  |  |
| * 1. Fatalities?
 |  | [ ]  | [ ]  |
| * 1. Serious Harm?
 |  | [ ]  | [ ]  |
| * 1. Accidents (including near misses)?
 |  | [ ]  | [ ]  |
| * 1. Hazards?
 |  | [ ]  | [ ]  |
| * 1. Material Safety Data Sheets (MSDS)
 |  | [ ]  | [ ]  |
| 1. Have you or your company received any caution or been prosecuted by an enforcement authority in the last 5 years? If yes, please provide an explanation.
 |  | [ ]  | [ ]  |
| ACCIDENT INVESTIGATION | YES | NO |
| 1. Does your organisation maintain a register for recording accidents and/or cases where any employee suffers serious harm?
 |  | [ ]  | [ ]  |
| 1. Do you conduct an investigation into any accidents which result in harm to an employee, or serious non-injury incidents? If yes please provide an example of an investigation you have completed.
 |  | [ ]  | [ ]  |
| 1. Do you advise the following parties of the results of the investigation:
 |  |  |  |
| * 1. the employees?
 |  | [ ]  | [ ]  |
| * 1. the Engineer?
 |  | [ ]  | [ ]  |
| SAFETY AWARENESS | YES | NO |
| Do you have in-house safety meetings? If yes, how frequently. |  | [ ]  | [ ]  |
| Does your organisation conduct safety inspections? |  | [ ]  | [ ]  |
| Explain how you involve your staff in safety programmes. |  |  |  |
| Do you have procedures for control of the safety performance of sub-contractors? If they are not in the safety manual/plan provide a brief outline. |  | [ ]  | [ ]  |
| EMERGENCY PROCEDURES | YES | NO |
| Do you have an Emergency Plan? Outline how this will apply to the job in this tender. |  | [ ]  | [ ]  |
| Does the Emergency Plan identify responsibilities and procedures to be followed. |  | [ ]  | [ ]  |
| Have all staff received training in emergency procedures? |  |  |  |
| Have emergency drills been carried out within the last 6 months? |  | [ ]  | [ ]  |

## Financial Viability (Pass/Fail)

The tenderer’s ability to access the financial resources required to deliver the outputs to be purchased.

The Tenderer is to provide details of the companies public financial records for the last 2 years and provide any further information which may impact or support the tenderers ability to meet the financial comitments and resourcing required to deliver the outputs of this RFT. This is to include information relating to any signifigant current debitors or completed and ongoing audit investigations which the tenderer is/has been subject to.

## Acknowledgement of Notices to Tenderers

Please indicate which NTT(s) you have received associated with this tender. Failure to do so may render your tender submission non-conforming.

Number of Notice to tenderer received during the tender period:

From Number \_\_\_ to Number \_\_\_

## Intent to execute Contract Insurance

The Insurer(s) and the tenderer are prepared to enter into the Insurances required under the Contract, described in Schedule 1, Special Conditions of Contract of this RFT, should the tenderer’s tender be accepted.

The Insurer(s) and the tenderer know of no valid reasons now why the Insurances cannot be completed in accordance with the requirements of the contract. Failure to provide this Certificate of Intent to Execute Contract Insurances may render your tender submission non-conforming.

Note: A letter of intent from the Insurer(s) will suffice.

|  |  |
| --- | --- |
| Name of insurer for Public Liability |  |
| Minimum cover of ($) |  |
| Address of Insurer |  |
| Insurer Contract Person/ Phone number |  |  |

|  |  |
| --- | --- |
| Name of insurer for Motor Vehicle |  |
| Minimum cover of ($) |  |
| Address of Insurer |  |
| Insurer Contract Person/ Phone number |  |  |

|  |  |
| --- | --- |
| Name of insurer for Construction Insurance |  |
| Minimum cover of ($) | As required by contract. (Do not show amount) |
| Address of Insurer |  |
| Insurer Contract Person/ Phone number |  |  |

|  |  |
| --- | --- |
| Name of insurer for Plant Insurance |  |
| Minimum cover of ($) | As required by contract. (Do not show amount) |
| Address of Insurer |  |
| Insurer Contract Person/ Phone number |  |  |

|  |  |
| --- | --- |
| Name of insurer for Professional Indemnity Insurance  | ( delete if not required) |
| Minimum cover of ($) | As required by contract. (Do not show amount) |
| Address of Insurer |  |
| Insurer Contract Person/ Phone number |  |  |

# Intent to execute Contractor’s Bond

Should this tender be accepted, the tenderer and the Surety agree to enter into a Contractor’s Performance Bond as required in the Contract and described in Schedule 1, Special Conditions of Contract. Failure to provide this Intent to Execute Contractor's Bond may render your tender submission non-conforming.

Note:A letter of intent from the Surety will be adequate.

NB: Please do not show dollar value of the Letter of Intent to execute bond. Confirm only to match requirements of contract (e.g. 10% of contract sum).

In accordance with the Schedule 3, Form of Contractors performance bond please provide the following information:

|  |  |
| --- | --- |
| Name of Surety |  |
| Address of Surety |  |
| Surety Contract Person |  |
| Phone number |  |

# Statement of Departures

(Refer to Section 3.8 Alternative and tagged tenders of the RFT document).

[ ]  There are no departures from the requirements of the RFT documents.

**or**

[ ]  There are departures from the requirements of the RFT documents.

[ ]  There are changes proposed to the Conditions of Contract.

[ ]  Our tender is based on certain assumptions.

*Please list below all departures from the standard requirements of the RFT and list all assumptions on which your tender is based. Please also list any changes you request to the Conditions of Contract***.**

Departures from the requirements of the RFT documents are described in the attached table.

|  |  |  |
| --- | --- | --- |
| Description of the departure | RFT document reference | RFT document reference |
|  |  |  |
|  |  |  |

The assumptions on which our tender is based are described in the attached table.

|  |  |
| --- | --- |
| Assumptions | Tender reference |
|  |  |
|  |  |
|  |  |

The proposed changes to the Conditions of Contract are described in the attached table.

|  |  |
| --- | --- |
| **Contract Reference** | **Change proposed** |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **Name of Tenderer’s Representative:** |  |
| **Signed by authorised signatory of the tenderer:** |  |
| **Name/Title of authorised signatory:** |  |
| **Date:** |  |

# Conflict of Interest Declaration

(Refer Sections 3.12, 3.13 and 3.14 of RFT document).

A conflict of interest arises if you or a close family member has an interest e.g. is a board or committee member or is employed in a senior position in the Government agency that wants to purchase the goods or services relating to this tender process.

In submitting this Request for Tender I declare:

* I understand that an actual, potential or perceived conflict of interest may arise in participating in this quote process and that I am obliged to declare any such conflict of interest.
* I confirm that in submitting this information that I have either declared any potential conflicts of interest or that I am not aware of any situation or issue that would conflict with the interest of the Principal.
* If a conflict of interest arises at any time before the selected supplier has been awarded, I will advise the Contact Officer or the Principal immediately.
* I have personally completed this declaration on behalf of the Supplier(s) and declare that the submitted quotes provided are true and correct.

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|  |
| --- |
| I declare that I have a potential conflict of interest as follows: |
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 |
| I will manage this conflict of interest by: |
|

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| --- |
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DECLARATION

By signing this declaration the signatory below represents, warrants and agrees that he/she has been authorised by the tenderer to make this declaration on its behalf.

In the case of unincorporated JV or consortium, where one person has or will sign the tender and any subsequent contract on behalf of an unincorporated JV/ consortium, the tenderer shall submit written evidence of the authority from each JV party to sign on its behalf.

|  |  |
| --- | --- |
| **Signature:** |  |
| **Full name:** |  |
| **Title / position:** |  |
| **Date:** |  |
| **Name of organisation:** |  |