Part E – Supplier’s Response Form

*This form must be completed in full or the relevant information provided in the following format and returned by the supplier by the closing time and date.*

**Supplier Details**

I/We hereby offer to supply to Tetra Tech International Development the Goods/Services (specified in this RFP) for the Quantity Surveying Services in accordance with the Conditions of Proposal, the attached draft Conditions of Contract and the following Addenda (if any) issued by Tetra Tech International Development.

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| Addendum No. | Date and Description |
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|  |  |
| --- | --- |
| Trading Name | <insert name> |
| Registered Name | <insert name> |
| ACN | <insert number> |
| ABN | <insert number> |
| Address of registered office | <insert address> |
| Type of entity  (e.g. company, trust, sole trader, partnership, other) | <insert entity> |
| Key Personnel  (e.g. director, chief executive officer, principal of business etc.) | <insert names and positions> |
| Telephone | <insert phone number> |
| Website | <insert URL> |
| Indigenous Procurement Policy | Is your organisation 50% or more Indigenous owned?  YES / NO (Delete one)  If YES, is your organisation registered on Supply Nation?  YES / NO (see note below) / Not Applicable (Delete one)  If NO, please provide a certificate or letter from a recognised Indigenous organisation. |
| Contact Person | <insert name> |
| Position | <insert position> |
| Address | <insert address> |
| Postal address  (if different to above) | <insert address> |
| Email | <insert email address> |
| Telephone | <insert phone number> |

**Technical Proposal**

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| Technical Criteria |
| Response Against Technical Proposal Evaluation & Criteria  *(8 page maximum; with no more than 5 pages of relevant attachments; and maximum 2 pages for each CV)* |
| Weighted Criteria |
| 1. Organisational Capacity and technical experience |
| The Consultant must demonstrate   * The core business of the firm and a minimum of ten (10) active years in the Quantity Surveying and related disciplines, preferably in major electrical infrastructure projects. * Examples of 3 relevant assignments completed in the past 8 years. Include name of assignment, period (dates) of execution of the assignments and the role played in the assignment. * Experience in delivery of outputs similar to the Scope, in the Pacific context. * Capacity to provide resources necessary to deliver and manage work as and when required.   Suggested inclusions: A tabled summary of at least 3 example of successfully completed similar assignments, include name of assignment, start and end date, value, status |
| *[Response here]* |
| 2. Response to technical requirements |
| The Consultant must provide details of their approach and methodology (including a proposed implementation schedule) for the delivery of the services in Part B, to demonstrate   * A strong understanding of what is required. * A high professional capacity to deliver the objectives and the Terms of Reference |
| *[Response here]* |
| 3. Core Personnel: Expertise of Team Members |
| The Consultant must demonstrate that the proposed team members have the appropriate qualifications and experience to deliver the services, and include:   * The structure and composition of the proposed team, clearly outlining the main disciplines/ specialties and designated responsibilities of each team member. * CVs of the key personnel which clearly highlight qualifications, areas of relevant experience/ competence (max 2 pages each). |
| *[Response here]* |

**Financial Proposal**

The price offered is a price calculated in accordance with the following schedule of rates.

*NOTE: Information to be provided in the tables 1.2 - and 1.3 below shall only be used to demonstrate the basis for the calculation of the Contract’s ceiling amount; to calculate applicable taxes at contract negotiations; and, if needed, to establish payments to the Consultant for possible additional services requested by the Client. Tables 1,1 and 1.3 will be used as a basis for payments under ‘Lump-Sum’ or ‘Fee + Reimbursable Expenses’ contracts.*

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| Schedule of Rates |
| 1. Competitive Components |
| * 1. Breakdown of Costs by Key Deliverables |
| [*Refer to Part B, Scope of Services, Key Deliverables for description of the output requirements*] |
| |  |  |  | | --- | --- | --- | | **Item** | **Activity/Deliverable** | **Price** | | 1 | Kick-off meeting & Inception report | NA | | 2 | Updated Methodology & Workplan |  | | 3A | Outreach Activity report:  Sub- Report 1 - Kimbe & Lae |  | | 3B | Outreach Activity report:  Sub-Report 2 - All other Locations combined |  | | 4 | Develop, quality check and provide a database of eligible candidates to AIFFP |  | | 5 | Work readiness training materials & design |  | | 6 | Work readiness training and pre-selection support outcome Report |  | | **GRAND TOTAL** | |  | |
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| * 1. Breakdown of Remuneration | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | ***Aust/International [Add rows as necessary]*** | | | | | | ***Role/Expertise*** | ***Name*** | ***Input Days*** | ***Rate*** | ***Sub-Total*** | |  |  |  |  |  | |  |  |  |  |  | | ***Solomon Island/Pacific (if any) [Add rows as necessary]*** | | | | | | **Role/Expertise** | **Name** | **Input Days** | **Rate** | **Sub-Total** | |  |  |  |  |  | |  |  |  |  |  | | ***TOTALS [to equal 1.1. Key Deliverables total]*** | |  |  |  | | |

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| 1.3 Breakdown of Anticipated Expenses |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | **Item** | **Unit** | **Unit Cost** | **Qty** | **Cost** | | 1 | Per Diem |  |  |  |  | | 2 | Travel – Airfares, Accommodation |  |  |  |  | | 3 | Communications |  |  |  |  | | 4 | Subscriptions, Report Preparation, and Production |  |  |  |  | | **TOTALS** | |  |  |  |  | |

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| 1. Non-Competitive Components |
| * 1. Provisional Sums |
| *[Includes items indicated as non-essential in the TOR, items not specifically requested but the consultant believes would be useful in evaluation the proposal. Such suggested provisional activities must be clearly identified in the Proposal]* |
| |  |  |  |  | | --- | --- | --- | --- | |  | **Activity/Task** | **Description - Key Activities with Milestones *(examples below)*** | **TOTAL PRICE** | | 1 | Provisional Sums |  |  | |  |  | |  |  | | **TOTAL** | | |  | |

**Other**

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| Insurance | |
| Provide details of each insurance policy relevant to Tetra Tech International Development’s Requirement.  (Part B) |  |

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| Compliance with Proposed Contract | | |
| Does Your Proposal comply with all terms of the proposed Contract? | | Yes  No |
| If Your Proposal does not comply with some or all of the terms of the contract You must provide reasons for the partial compliance or non-compliance for each clause below. | | |
| Contract Clause No. | **Explanation/comment** | |
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| References | |
| Please provide up to three client references that may be contacted in relation to Your Proposal and your entity’s past performance. | |
| Name | **Contact Details** |
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**Supplier Declaration**

I/We declare that:

1. the Conditions of Proposal are agreed;
2. the Conditions of Contract are agreed; and
3. the information and particulars provided as part of this offer are accurate and correct.

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| --- | --- | --- | --- |
| **Supplier** | | **Witness** | |
| Signature |  | Signature |  |
|  |  |  |  |
| \*Print  name and office  held: |  | \*Print  name and office  held: |  |
|  |  |  |  |

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| \*Use BLOCK LETTERS. |