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.

|  |  |
| --- | --- |
| 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, partnership, sole trader, 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 recognized 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**

|  |
| --- |
| Technical Criteria |
| Response Against Technical Proposal Evaluation & Criteria  *(8 page maximum; plus, no more than 5 pages of relevant attachments; and maximum 2 pages for each CV)* |
| Weighted Criteria |
| 1. Response to technical requirements |
| The Consultant’s response must   * Clearly explain and demonstrate an understanding of what is required; * Demonstrate a high professional capacity to deliver the objectives and the Terms of Reference. |
| *[Response here]* |
| 2. Relevant knowledge and experience |
| The Consultant’s response must demonstrate the required relevant knowledge and experience to perform the Services:   * The experience, capability and credibility of the consultancy firm with respect to similar type of work. * Include 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. * Demonstration of relevant geographical experience (developing countries in particular countries in the Pacific) |
| *[Response here]* |
| 3. Core personnel |
| The Consultant must demonstrate that the proposed team members have the appropriate qualifications, track record, knowledge and experience to deliver the services and a commitment to their availability for the duration of the report compilation; 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 TO TENDERERS:****As noted in Part B Scope of Services, Payment Arrangements & Indicative Financial Limits, it is anticipated that the*

* *E&S Reviews;*
* *The IESC advice and close monitoring; and*
* *the additional E&S guidance*

*will each be paid on a lump sum milestones basis as per tasking approvals.*

*Travel expenses will be paid on a reimbursement basis as site visits are approved and undertaken.*

*Please consider those indicative limits, provided as guidance in understanding the level of effort required, in completing the following financial proposal tables, while being cognizant of the competitive nature of this RFP. The assessment of proposals will be looking at best value for money (based on proposed lump sums, level of effort of each proposed personnel (hours), and competitive rates, and where the outcomes are achieved the most efficiently and effectively.*

|  |
| --- |
| 1. Competitive Components |
| * 1. Breakdown of Costs Per Review |
| [*Refer to Part B, Scope of Services, Key Deliverables for description of the output requirements*] |
| |  |  |  | | --- | --- | --- | | **Item** | **Activity/Deliverable for Each Review** | **Price** | | 1 | **Kick-off meeting** conducted for each project between the IESC, AIFFP and EFA  **Kick-off meeting minutes** Confirming outcomes from Kick-off meeting. | NA | | 2 | **Documentation and Information handover** provision of review TORs, information and documentation to consultant | NA | | 3 | **Draft IESC Report** Includes Documentation & Information Review, feedback and additional requests where applicable. A presentation of the key findings of the Initial ESDD by the IESC to the finance parties may be useful in this review process. | {*Note to Tenderers:*   1. *This should be the price per one (1) review;* 2. *This Milestone should be no more than 85% of the total*} | | 4 | **Final Report** primary purpose of the Final Report is to report on the status of the project compliance prior to financial close. | {*Note to Tenderers:*   1. *This should be the price per one (1) review;* 2. *This Milestone should be no more than 15% of the total}* | | **TOTAL PER REVIEW** | |  | | **GRAND TOTAL (x 5 REVIEWS)** | |  | |

|  |
| --- |
|  |
| Provide/set out the assumptions these costs are built on: |
| *[Response here]* |

|  |
| --- |
| * 1. Breakdown of Rates - Reviews |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | ***Aust/International [Add rows as necessary]*** | | | | | | ***Name, Title & Role/Expertise*** | ***Name*** | ***Input Days  per Review*** | ***Rate*** | ***Sub-Total*** | |  |  |  |  |  | |  |  |  |  |  | | ***Pacific (if any) [Add rows as necessary]*** | | | | | | **Name, Title & Role/Expertise** | **Name** | ***Input Days per Review*** | **Rate** | **Sub-Total** | |  |  |  |  |  | | ***GRAND TOTAL [Must equal 1.1. Key Deliverables total]*** | |  |  |  | |

**NOTE: Tables 1.3 and 1.4 only need to be completed if proposed personnel and rates are different from those in Table 1.2**

|  |
| --- |
| * 1. Breakdown of Rates - Additional IESC advice and close monitoring |
| |  |  |  | | --- | --- | --- | | ***Aust/International [Add rows as necessary]*** | | | | ***Title & Role/Expertise*** | ***Name*** | ***Rate*** | |  |  |  | |  |  |  | | ***Pacific (if any) [Add rows as necessary]*** | | | | **Title & Role/Expertise** | **Name** | **Rate** | |  |  |  | |

|  |
| --- |
| * 1. Breakdown of Rates - E&S Guidance Requests |
| |  |  |  | | --- | --- | --- | | ***Aust/International [Add rows as necessary]*** | | | | ***Name, Title & Role/Expertise*** | ***Name*** | ***Rate*** | |  |  |  | |  |  |  | | ***Pacific (if any) [Add rows as necessary]*** | | | | **Name, Title & Role/Expertise** | **Name** | **Rate** | |  |  |  | |

|  |
| --- |
| 1.5 Indicative Breakdown of Anticipated Expenses (Site Visits) per Review |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | **Item** | **Unit** | **Unit Cost** | **Qty** | **Cost** | | 1 | Per Diem |  |  |  |  | | 2 | Accommodation |  |  |  |  | | 3 | Airfares |  |  |  |  | | **GRAND TOTAL** | |  |  |  |  | |

**Other**

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

|  |  |  |
| --- | --- | --- |
| 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** | |
|  |  | |
|  |  | |
|  |  | |

|  |  |
| --- | --- |
| 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** |
|  |  |
|  |  |
|  |  |

**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.

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

|  |
| --- |
| \*Use BLOCK LETTERS. |