RFP AM-12374   
AIFFP Nadi Flood Alleviation Stage 1 – Reference Design & Costing

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 AIFFP Work Ready Graduate Pool program) 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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| --- | --- |
| 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 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. Response to technical requirements |
| Does the Consultant’s response   * clearly explains and demonstrates understanding of what is required. * a high professional capacity to deliver the objectives and the Terms of Reference. |
| *[Response here]* |
| 2. Relevant knowledge & experience. |
| The Consultant must demonstrate the required relevant knowledge and experience to perform the Services, including:   * The experience, capability and credibility of the consultancy firm with respect to similar type of work. * 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: Expertise of Team Members |
| The Service Provider must demonstrate that the proposed team members have the appropriate qualifications, track record 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 for each CV). |
| *[Response here]* |

**Financial Proposal**

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

*NOTE: The contract template at Part D is a Lump Sum Milestones payment arrangement. The following separation of competitive rates and non-competitive rates is for the purpose of financial assessment for this RFP. Tetra Tech, at its discretion, may require a Milestones + Reimbursable Expenses arrangement within the agreement with the preferred tenderer, where it may be considered best value for money for the AIFFP.*

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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** | | 1.1 | Kick-off meeting & Inception report | NA | | 1.2(a) | Reference Design Revision - Design sufficient for procurement and construction |  | | 1.2(b) | Reference Design Revision - Design sufficient for cost estimation |  | | 1.2.1 | Scope for Geotechnical Investigations |  | | 1.3 | Cost Estimate for Stage 1 |  | | 1.4 | Final Report on Stage 1 |  | | 1.5 | Project Risk Schedule Development |  | | 1.6 | Recommended Implementation Plan |  | | 2.1(a) | Airport Protection Project Design - Design sufficient for procurement and construction |  | | 2.1(b) | Airport Protection Project Design - Design sufficient for cost estimation |  | | 2.1.1 | Airport Project Contractor List |  | | 2.2 | Permitting and environmental assessment |  | | 2.3 | Land Access |  | | 3.1 | Reference Design Revision |  | | **GRAND TOTAL** | |  | |

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| * 1. Breakdown of Remuneration |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | ***Australian/International [Add rows as necessary]*** | | | | | | ***Role/Expertise*** | ***Name*** | ***Input Days*** | ***Rate*** | ***Sub-Total*** | |  |  |  |  |  | |  |  |  |  |  | | ***Fiji/Pacific (if any) [Add rows as necessary]*** | | | | | | **Role/Expertise** | **Name** | **Input Days** | **Rate** | **Sub-Total** | |  |  |  |  |  | |  |  |  |  |  | |  | | | | | | ***GRAND TOTALS  [must equal 1.1. Key Deliverables total]*** | |  |  |  | |

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| 1. Non-Competitive Components |
| 2.1 Breakdown of Reimbursable Expenses |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | **Item** | **Unit** | **Unit Cost** | **Qty** | **Cost** | | 1 | Per Diem |  |  |  |  | | 2 | Travel – Airfares, Accommodation |  |  |  |  | | 3 | *[other*] |  |  |  |  | | **GRAND TOTAL** | |  |  |  |  | |

**Other**

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

***[Add rows as necessary]***

|  |  |
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| Conflicts of Interest | |
| Please identify any Conflicts of Interest (perceived and/or actual) and provide a proposed mitigation strategy. | |
| Conflict of Interest | **Mitigation Strategy** |
|  |  |
|  |  |

***[Add rows as necessary]***

|  |  |
| --- | --- |
| 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: |  |
|  |  |  |  |

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