Part E – Supplier’s Response Form

*(To be completed in full and returned by the supplier by the closing time and date)*

I/We hereby offer to supply to Tetra Tech International Development the Goods/Services (specified in this RFQ for the FRA PSEAH Training Project) in accordance with the Conditions of Quotation, the attached draft Conditions of Contract and the following Addenda (if any) issued by Tetra Tech International Development.

|  |  |
| --- | --- |
| Supplier Details | |
| Trading Name | <insert name> |
| Registered Name | <insert name> |
| Registered Company Number (e.g. ACN if Australian) | <insert number> |
| Registered Business Number (e.g. ABN if Australian) | <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> |

|  |  |
| --- | --- |
| 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 Evaluation Criteria *(5 page maximum; with no more than 10 pages of relevant attachments; and maximum 2 pages for each CV)* |
| Weighted Criteria |
| 1. Qualifications and experience of Main expert |
| 1. Main Expert Profile: Provide a detailed CV or profile for the main Senior Electrical Engineer proposed, clearly outlining how this individual meets the essential criteria. A clear and strong understanding of what is required. 2. Commitment: Confirmation that the main expert will be available for the duration of the assignment as per ToR requirements and that the firm will commit the necessary additional experts on an as-needed basis. |
| *[Provide response here and add lines as necessary]* |
| 2. Firms’ access to additional expertise |
| 1. Supporting Expertise: Describe the firm’s capacity and arrangements for providing additional technical specialists or experts to support the main expert for intermittent input. Include brief profiles or capability statements for these specialists as applicable. 2. Examples of Past Team Mobilization: Provide examples where the firm successfully provided a primary expert supported by additional technical specialists on similar projects. |
| *[Provide response here and add lines as necessary]* |
| 3. Regional and stakeholder engagement knowledge |
| 1. Regional Experience: Provide examples demonstrating the firm’s and key experts’ experience working in the project’s specific geographic region(s), highlighting an understanding of local socio-economic, cultural, environmental, and regulatory contexts relevant to the assignment. 2. Stakeholder Engagement Approach: Describe the strategies and methods the firm uses for effective engagement with local stakeholders, including communities, governmental bodies, and other relevant parties. Include examples of successful stakeholder interactions and outcomes. 3. Local Networks and Partnerships: Detail any existing relationships or collaborations with regional authorities, organizations, or community groups that would facilitate engagement and project implementation. |
| *[Provide response here and add lines as necessary]* |

**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 intended payment arrangement for this engagement will be Time Based with a Cap.*

|  |
| --- |
| Schedule of Rates |
| 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 | **Inception Report** | N/A | | 2 | **Engineering Review Report** |  | | 3 | **Contractor Performance Report** |  | | 4 | **Quarterly Risk Assessment** |  | | 5 | **Quarterly Project Progress Report** |  | | 6 | **Final Completion Report** |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **Payment Schedule** | | | |
|  | **Milestone** | **%** | **Amount** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| **GRAND TOTAL** | |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **Key Personnel** | | | |
|  | **Role** | **Name** | **Daily Rate** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| **GRAND TOTAL** | |  |  |

**Other**

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

|  |  |
| --- | --- |
| References | |
| Please provide three (3) client references that may be contacted in relation to Your Quote and your entities past performance. | |
| Name | **Contact Details** |
|  |  |
|  |  |
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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]*

|  |  |
| --- | --- |
| Compliance with Proposed Contract | |
| Does Your Quote comply with all terms of the proposed Contract? | Yes  No |
| If Your Quote 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 lines as necessary>*

I/We declare that:

1. the Conditions of Quotation 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. |