

PART C – Response Forms

Invitation Title:	AM-13836 Prefabrication & Construction for the Niue Warehouse Facility Project
Response Submitted By:	<insert name>

Instructions to Applicants for completing these Response Forms:

1. You must respond to all sections of this template within the specified fields, in the format requested.
2. Where necessary, any supporting material should be attached to this template, clearly labelled, and referred to in the relevant field.
3. Complete and sign the EOI Submission Declaration

Notes:

1. Information provided in these Response Forms will need to be updated for contracting of the Preferred Supplier but will not be required from Shortlisted Applicants for re-submission in Stage 2 of the Procurement, unless details have changed.
2. Applicants may submit a Response to express interest and capacity for completing **either one, both, and/or sub-components** of each of the two main components of work.
3. If submitting a Response for both Component 1 – Prefabrication and Component 2 – Construction, note that the Applicant must complete the Technical Response section twice, i.e. provide two separate technical responses for the Prefabrication scope and for the Construction scope.

Item 1 – Applicant Details

Applicant Details	
Trading Name	<insert details>
Registered Name	<insert details>
Company Registration Number	<insert details>
Address of Registered Office	<insert details>
Tax Identification Number	<insert details>
Entity's Country of Tax Residency	<insert details>
Type of Entity (e.g. company, trust, partnership, sole trader, other)	<insert details>
Ultimate Holding Company	<insert details or N/A if not applicable>
Key Personnel (e.g. director, chief executive officer, principal of business etc.)	<insert details>
Phone Number	<insert details>
Website (if available)	<insert details>
Inclusive Procurement Note, it is not mandatory for the Applicant to belong to any of the categories	Do you and your company / organisation belong to any of the below categories: Micro, Small and Medium Enterprises (MSMEs), social enterprises, Civil Society Organisations (CSOs) Women-led businesses, disability enterprises, local PIC business, youth and community groups – if yes, the Applicant is encouraged to also include this in their Technical Response for PHWP Thematic Priorities. First Nations Indigenous Australian entrepreneurship / partnerships who demonstrate they are an Indigenous enterprise or otherwise contribute to stimulating Indigenous entrepreneurship, business and economic development in line with Australia's Indigenous Procurement Policy per Part A Section 8.3 – if yes, provide evidence and/or statement. Note this may make the Applicant eligible for up to additional 10% scoring, i.e. up to 10 'bonus' points. Answer: YES / NO If YES, which category do you belong to:

Applicant Details	
Contact Person	
Position	
Address	
Postal Address (if different to above)	
Email	
Phone Number	

Item 2 – Preliminary Probity Check

The following questions apply to the Applicant's business, its parent or any associated entities or any director(s), including any consortium members and partners where relevant. A more detailed probity check may be undertaken in the subsequent procurement stage.

Preliminary Probity Check		
1. Are there any significant events, matters or circumstances which have arisen within the last 12 months that could significantly affect your operation and/or financial capacity to deliver Tetra Tech International Development's Requirements?	YES / NO	<i>E.g. bankruptcy / de-registration, insolvency proceedings actual or threatened</i> If yes, please provide details:
2. Are there any actual or perceived interests, relationships or clients which may cause a potential conflict of interest?	YES / NO	If yes, detail nature and proposed actions to prevent or manage this:
3. Is the organisation, its affiliated entities and/or its principals the subject of any current, pending or threatened legal action?	YES / NO	If yes, please provide details:
4. Have there been any criminal or administrative proceedings or investigations against the organisation, its affiliated entities and/or its principals?	YES / NO	If yes, please provide details:
5. Have there been any investigations by an industry regulatory body of the organisation, its affiliated entities and/or its principals?	YES / NO	If yes, please provide details:

Item 3 – Identification of Applicant's Areas of Interest and Capacity

Market Investigation		Interest and capacity to complete:	
Applicant may answer YES to one, multiple, or all, components, irrespective of Components for which the Applicant is submitting the Response.		Independently or with partnerships already identified and listed within this Response	With additional partnerships not included in this Response, but which could be readily engaged
1. Prefabrication	Prefabrication of Kitset	YES / NO	YES / NO
	Transport of Kitset to Site	YES / NO	YES / NO
	Supervision of Kitset installation on site	YES / NO	YES / NO
2. Construction	Installation of Kitset on site	YES / NO	YES / NO
	Construction works on site	YES / NO	YES / NO
	Supply and installation of fittings and fixtures	YES / NO	YES / NO

Item 4 – Evaluated Response to EOI

Mandatory Submissions	
Note, below items must be provided in order for the Response to proceed to evaluation under the Technical criteria. Adequacy is evaluated on a pass / fail basis.	
1. Company Profile	Attachment provided – YES / NO If NO, why?
2. Company Registration Certificate	Attachment provided – YES / NO If NO, why?
3. OHS Compliance Certificate, or equivalent If no national certification is available, Applicant is to provide copy of (i) Health and Safety Policies in place and (ii) an example Project Specific Health Safety Management Plan	Attachment provided – YES / NO If NO, why?
4. Tax Compliance / Registration Certificate	Attachment provided – YES / NO If NO, why?
5. Copies of audited Company Financial Statements If exceeding 10 permanent employees, statements from the last three financial years If less than 10 permanent employees, statements from one recent year	Attachment provided – YES / NO If NO, why?
6. Insurances Certificates of Currency Note, locally available insurances equivalent to those listed may also be accepted.	(a) Public Liability: Attachment provided – YES / NO If NO, confirm willingness and ability to obtain coverage if contracted – YES / NO (b) Worker's Compensation: Attachment provided – YES / NO If NO, confirm willingness and ability to obtain coverage if contracted – YES / NO (c) Property Insurance: Attachment provided – YES / NO If NO, confirm willingness and ability to obtain coverage if contracted – YES / NO (d) Prefabrication only – Products Liability: Attachment provided – YES / NO / N/A If NO, confirm willingness and ability to obtain coverage if contracted – YES / NO (e) Construction only – Contractor's All Risk: Attachment provided – YES / NO / N/A If NO, confirm willingness and ability to obtain coverage if contracted – YES / NO
7. Your organisation must have DFAT-compliant Safeguarding policies in place or be willing to develop / update a Safeguarding policy that meets DFAT's and Tetra Tech International Development's requirements	a) Attachment provided for: PSEAH Policy – YES / NO Child Protection Policy – YES / NO Social Safeguarding Policy – YES / NO Modern Slavery Policy – YES / NO Fraud and Corruption Policy – YES / NO If NO, why? b) Is the Applicant willing to develop / update safeguarding policies to meet requirements, and/or agree to comply with Tetra Tech International Development's policies and for the ISU to deliver required related training – YES / NO c) Is the Applicant interested in receiving capacity building support to meet safeguarding requirements – YES / NO If YES, please indicate support anticipated to be useful:

Technical Response – When completed, this section is to be a maximum of 6 pages at A4

NOTES

- If submitting a Response for only **one Component** (i.e. Prefabrication or Construction), it is only necessary to submit **one** Technical Response.
- If submitting a Response for **both Components**, the Technical Response section must be completed **twice**, i.e. one specific to the Prefabrication scope and one specific to the Construction scope.
- **Evaluation of Your Response will be based on scoring against weighted criteria, with separate evaluation completed for Component 1 – Prefabrication vs. Component 2 – Construction.**

Component for which this Technical Response is prepared and submitted: <insert Prefabrication / Construction >

1. Prior demonstrated relevant experience (30%) Provide details of relevant experience and past performance related to meeting Tetra Tech International Development's Requirement.	Complete sample table below, noting evaluation will particularly consider: • Availability of minimum 5 examples of relevant Works completed within the last 5 years, of similar scale and complexity. • Experience with cyclone resistant structures and Importance Level 4 buildings. • Experience supporting International Development priorities and outcomes, such as projects with Donors, NGO's and/or other Humanitarian actors.
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Project 1:

Role	<insert>	Name of associated firm(s), if any	<insert>
Client	<insert>	Contract Value	<insert>
Commencement (MM/YY)	<insert>	Completion (MM/YY)	<insert>
Project Description <insert> <i>Including:</i> - Location - Scope of Services - Methodology applied			
Client Contact Details <insert> <i>(if able to supply as reference)</i>			

<insert additional table(s) here for additional Projects – minimum 5 examples to be provided>

2. Capacity to undertake the work (25%) Provide details of Your capability and capacity to fulfill Tetra Tech International Development's Requirements, including technical, management systems, quality assurance, availability of key personnel.	Note key specified persons that would be assigned the Works	Name	Position	Details (i.e. qualifications, experience)
		<insert>	<insert>	<insert>
		<add rows as needed>		
	Availability of appropriate equipment for: • Facilities / premises for prefabrication works • Site works for construction works	Item	Availability (i.e. owned / leased / hiring)	
		<insert>	<insert>	
		<add rows as needed>		
	Management Plans developed for similar projects	• <list examples of attachments provided to demonstrate development of previous Management Plans, and/or note interest in receiving capacity building support to meet requirements>		
	Understanding of contextual risk management (i.e. identify relevant risks and proposed mitigation actions to control)	Risk	Proposed Mitigation	
		<insert>	<insert>	
		<add rows as needed>		

3. Proposed methodology and timeline to address scope of works (20%) Provide details identifying key stages / steps to complete the Works, plus anticipated resources to be allocated and approximate timeframes applicable to each stage / step.	Applicant to list key steps, resourcing required and associated timeframes, and identify key project management support strategies in place for the delivery of projects, by completing the sections below. Prompting questions are included below in blue – <u>these can be removed from the final submission.</u>
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Step No.	Step Scope Details	Resources Required	Approx. Timeframe to Complete
1	<insert>	• <insert list>	<insert>
2			
3			
4			
5			
	<add rows as needed>		

Project Management Support

- Comment on organisational structures, what is the interface between on-site delivery and supporting organisational capacity?
- What is the proposed project methodology for project management?
- How do existing policies and practices support project outcomes?

4. Support of PHWP Thematic Priorities (25%) Provide details of thoughtful and considered opportunities identified and proposed for implementation to incorporate PHWP Thematic Priority outcomes into the Works.	Complete below sections for each of the Thematic Priority Areas. Refer to Part B – 10.7 for further information on each of the Areas. Prompting questions are included below in blue – <u>these can be removed from the final submission.</u>
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Localisation Note, “local” in this EOI refers to belonging to a Pacific Island country.	• Are there any targeted hiring practices in place to engage local people? • Are there any targeted strategies in place to engage local businesses and/or suppliers? • Are there strategic procurement practices in place to source local materials? • Are there any strategic procurement practices in place to ensure that materials and/or products installed can be readily maintained and serviced locally.
GEDSI	• Are there any targeted hiring practices to engage women, people with disability, and/or youth? <i>E.g. through engagement with the Niue Chamber of Commerce Niue Youth Employment Scheme.</i> • What strategies are in place to ensure a safe and accessible workplace for women, people with disability, and/or youth? • Is there any strategic engagement with suppliers that are owned and led by women, people with disability, and/or youth? • Are there any GEDSI specific initiatives that have been implemented, such as context-appropriate GEDSI Awareness workshops?
Greening	• Is there any strategic sourcing of materials undertaken with respect to end-of-life impacts, i.e. likely longevity and replacement options, type of waste generated and/or re-use value? • Are any strategic waste management practices implemented, such as deliberate, informed sorting, disposal and recycling practices? • Is there any targeted reduction of waste material volume, such as resulting from off cuts, temporary works methods, packaging? • Is there any targeted practice in place to improve efficiency in fuel use and reduce emissions resulting from plant, equipment and transport vehicles?

Item 5 – Optional Extra Response

Completion of a response to the following questions is entirely optional – it will not affect evaluation outcomes and Applicants will not be penalised for not responding to this item.

It is included as part of Tetra Tech International Development’s objective to use this EOI as opportunity to gain a more detailed understanding of the range of solutions that may be available to complete the Works.

Does the Applicant have any suggestions / alternative proposals for the overarching methodology to complete the Works?	<insert proposal details>	How does this improve functional outcomes and/or provide a more efficient or value for money outcome? <insert details>
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Does the Applicant have any suggestions / proposals to provide “quick delivery” support to the overall Works without a significant budget impact?	<insert proposal details>	How does this improve project efficiency and reduce overall delivery timeline? <insert details>
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Item 6 – External Resources

Potential Partnerships	Confirm whether applicable	
Member of a Consortia / Partnerships	YES / NO	If YES, also complete Item 7
Sub-Contractors	YES / NO	If YES, also complete Item 8

Item 7 – Consortia / Partnerships

If applicable, please complete below details. Insert additional table(s) for additional Partners.

Partner 1	
Trading Name	<insert details>
Registered Name	<insert details>
Business Registration Number	<insert details>
Address of Registered Office	<insert details>
Contact Person	<insert details>
Phone Number	<insert details>
Type of Relationship	<insert details>
Period of Association	<insert details>
Goods / Services to be provided	<insert details>

Item 8 – Subcontractors

If applicable, please complete below details. Insert additional table(s) for additional Subcontractors.

Subcontractor 1	
Trading Name	<insert details>
Registered Name	<insert details>
Business Registration Number	<insert details>
Address of Registered Office	<insert details>
Contact Person	<insert details>
Phone Number	<insert details>
Period of Association	<insert details>
Goods / Services to be provided	<insert details>

Item 9 – Other

Should the Applicant wish to provide any further comment, feedback, recommendation or analysis, this can be done in the space below: <insert if applicable>

EOI SUBMISSION DECLARATION

You declare that in submitting Your Response

- (a) The Conditions of the EOI Process per provisions in Part A – EOI Process Guidelines are understood and agreed.
- (b) The information and particulars provided as part of this EOI Response are accurate and correct.

Dated this day <insert date>

Signed for and on behalf of <insert name of company>

Authorised Representative	
Authorised Representative Signature	
Print name and position held	

Witness	
Signature	
Print name and position held	

* Use BLOCK LETTERS