

Request for Quotation (RFQ)

Part D – Response Schedules

VENDOR TO FILL OUT AND RETURN THIS PART

The provision of Scientific Advice and Services to the ongoing Norfolk Island Argentine Ant Eradication Program

RFQ 03/2025

Closing Time and Date: 2:00pm, 7 March 2025

Method of Lodgement: Vendor Panel

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INSTRUCTIONS FOR VENDOR

The vendor is requested to complete in full and submit all of the Response Schedules included in this RFQ: Part D – Response Schedules. Vendors must use the same format as provided by Council. Where applicable, please ensure that the signature block at the bottom of each page is appropriately executed. The completed schedules, forms, declarations and information and supporting documentation will constitute the RFQ Response. Council reserves the right to deem an RFQ Response non-conforming, pass them over or exclude them from further evaluation due to deviations from the format or lack of content. Any attachments or supporting documentation included in the RFQ Response must clearly identify the relevant Response Schedule number. The vendor must also comply with the following instructions when completing the Response Schedules:

- The response must be contained within the relevant Response Schedule.
- Council will only rely upon the information in the Response Schedules to evaluate the RFQ Response.
- No advertising or marketing brochures, other than those expressly requested, are to be included in the RFQ Response.
- A conforming RFQ Response will include all of the documents listed in the Schedule of Documents below.

SCHEDULE OF DOCUMENTS

Ref.	Response Schedule	Completed
SCHEDULE 1	VENDOR DETAILS	<input type="checkbox"/>
SCHEDULE 2	INSURANCES, LICENSES AND REGISTRATIONS	<input type="checkbox"/>
SCHEDULE 3	CAPABILITY AND EXPERIENCE	<input type="checkbox"/>
SCHEDULE 4	KEY PERSONNEL AND SUBCONTRACTORS	<input type="checkbox"/>
SCHEDULE 5	SOLUTION AND METHODOLOGY	<input type="checkbox"/>
SCHEDULE 6	QUALITY ASSURANCE	<input type="checkbox"/>
SCHEDULE 7	PRICING SCHEDULE	<input type="checkbox"/>
SCHEDULE 8	CONTRACT DEPARTURES	<input type="checkbox"/>

Date:

Vendor Signature:

SCHEDULE 1 – VENDOR DETAILS

Schedule 1A: Vendor Details

Information Required	Vendor's Response
Name of Vendor:	
Head Office Address:	
Local Branch Office Address:	
ABN or ACN:	
Trading As:	
Telephone Number:	
Name of Directors:	
Name of Manager:	
Name of Secretary:	
Name of Parent Company:	
Names of Subsidiary and Associated Companies:	
Is the Vendor acting as a trustee of a Trust?	
Name and Details of Vendor's Trust*	
Trust Name:	
Names and addresses of all of beneficiaries:	

Schedule 1B: Vendor Representative

Vendor to confirm person authorised to submit the RFQ Response, and to whom all liaison will be directed.	
Name	
Position	
Telephone	
Email	
Office Address	
Postal Address	

Schedule 1C: Conflicts of Interest

The vendor confirms that there are no circumstances or relationships which constitute or may constitute a conflict or potential conflict of interest in relation to this RFQ or the vendor's obligations under any contract resulting from this RFQ. If the response is "YES" please provide further details below.	
Are there any conflicts to declare?	
If "YES" provide details	
The vendor undertakes to advise the Council in writing of any additional actual or potential conflicts of interest immediately after becoming aware of it.	

SCHEDULE 2 – INSURANCES, LICENSES AND REGISTRATIONS

Schedule 2A: Insurances

The vendor is requested to complete the following table with insurance policy details and attach certificates of currency.

Insurance Type	Specific Insurance Requirements	Insurer	Policy number	Insured Amount [\$]	Specify cover details / limits per occurrence / aggregate	Expiry date	Cert of Currency Attached?
Public Liability	Not less than AUD20M and for the duration of the Contract.						Yes <input type="checkbox"/> No <input type="checkbox"/>
Professional Indemnity	Not less than AUD5M and for the duration of the Contract.						Yes <input type="checkbox"/> No <input type="checkbox"/>
Worker's Compensation	In accordance with Law						Yes <input type="checkbox"/> No <input type="checkbox"/>

Schedule 2B: Licenses and Registrations

The Vendor is requested to complete the following table with license/registration/tickets details in order to fulfill the Specification and attach copies of the certificates.

License/Registration Type	License/Registration No.	Registering Body	Expiry Date	Certificate Attached?
				Yes <input type="checkbox"/> No <input type="checkbox"/>
				Yes <input type="checkbox"/> No <input type="checkbox"/>
				Yes <input type="checkbox"/> No <input type="checkbox"/>

SCHEDULE 3 – CAPABILITY AND EXPERIENCE

The vendor must provide the following information to demonstrate its capability and experience to deliver the Specification. The vendor is invited to include any other information which may be material or relevant to the vendor's selection in the shortlisting process.

Schedule 3A: Vendor Background

Provide a brief overview and history of your company (2-3 paragraphs). Include the number of years you have been in business in the form in which you are presently constituted and details of organisational goals and strategies and how it relates to this RFQ.

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Schedule 3B: Similar Current/Past Contracts

Provide details of relevant current/past projects similar to those of the Specification in this RFQ.

Project Name	Scope performed relevant to this RFQ	Value of Contract (\$AUD)	Start Date	Anticipated Completion Date

Schedule 3C: Overview of Technical Experience and Capability

Vendor to provide details of previous experience in implementing similar specifications.

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SCHEDULE 4 – KEY PERSONNEL AND SUBCONTRACTORS

Schedule 4A: Key Personnel

Provide details of key personnel who will have prime responsibility for the performance of the Contract.

Role in this Contract	Name	Service period with your business	Years in Industry	Key Skills and Qualifications

Schedule 4B: Subcontractors

If subcontracting any work under the Contract, please provide details of proposed subcontractors, licensee or partners.

Name of Subcontractor	Role of Subcontractor	Period of association with your business	Estimated value of work to be Subcontracted

SCHEDULE 5 – SOLUTION AND METHODOLOGY

The vendor is to detail its proposed solution and methodology for performing the Specification.

SCHEDULE 6 – QUALITY ASSURANCE

The vendor is requested to provide details of current Quality Assurance practices applied.

The vendor must verify the responses noted in this Schedule by providing with its RFQ Response copies of relevant quality policies, procedures, certificates etc. that provides evidence of their quality requirements for the Contract.

Item	Tick Yes or No
1. Does your business or organisation have third party certification for Quality, e.g. to ISO 9001 series or other?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, by whom: Certificate Number: <i>(Attach a copy of your Accreditation Certificate)</i>	
IF VENDOR HAS ANSWERED 'YES' TO QUESTIONS 1, VENDOR IS NOT REQUIRED TO COMPLETE QUESTIONS 2 TO 6.	
2. Does the vendor have an internal quality system or plan (not third party certified)? <i>(If yes, attach evidence such as a copy of the manual)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
3. Does the vendor have a quality policy? <i>(If yes, attach evidence of the Policy)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
4. Does the vendor have documented quality procedures? <i>(If yes, attach evidence or copy of the procedures)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
5. Are records of inspection, test and other quality assurance or quality control activities maintained and quality records kept for each specific project?	Yes <input type="checkbox"/> No <input type="checkbox"/>
6. Does the vendor undertake internal quality audits on a project or contract specific basis?	Yes <input type="checkbox"/> No <input type="checkbox"/>

SCHEDULE 7 – PRICING SCHEDULE

The vendor must provide pricing for the Services.

All price information provided by the vendor must be in Australian dollars and given on a GST exclusive basis.

7A. Price

The vendor must provide a price to deliver the Specification. As the successful contractor will be allocated the Specification tasks by the Council representatives during the Contract Term; the vendor is to also detail the pricing regime they are providing.

Price

7B. Disbursement

Please provide a total cost for disbursements and a breakdown of the various costs which will make up your disbursements (e.g. flights, accommodation etc).

Disbursements

7C. Pricing Notes and Assumptions

Provide all details, notes and assumptions regarding your pricing.

SCHEDULE 8 – CONTRACT DEPARTURES

Where the vendor proposes to submit alternative drafting of the proposed Contract clauses in Section C – Conditions of Contract; details of the departures must be provided below. Importantly, the vendor must note that:

1. Comments on various clauses or risk allocation under the Contract will not be considered unless accompanied by the specific drafting of the proposed replacement clause. The specific drafting of the vendor's proposed alternative clauses must be included in this Schedule.
2. Alternative drafting may be considered as a non-conformance by the Principal for the purpose of mandatory requirements.

Clause	Alternative drafting	Reason / qualification