****

**TENDER RESPONSE SCHEDULE**

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| RFT NUMBER | RGRC-2024-004 |
| RFT TITLE | **Bulman Dump Road Upgrade of Gravel Pavement & Floodway** |
| CLOSING DATE | **2:00pm, Australian Central Standard Time (ACST)****Friday 27th September 2024**(LATE TENDERS MAY NOT BE ACCEPTED) |

**HOW TO RESPOND TO THIS REQUEST FOR TENDER**

**Complete the Response Schedules provided.** This will form part of the contract which may be lodged in the following ways:

* By electronic lodgement facility on <https://portal.tenderlink.com/ropergulf/login>

**NOTE: No other form of delivery is acceptable**

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| Quotes should remain valid for acceptance for a period of 45 days from the closing date. |
| **THIS SECTION TO BE COMPLETED BY THE RESPONDENT** |
| I/We, the undersigned, having examined and acquired an actual knowledge of this Request for Tender/Quote do hereby offer to perform the whole of the Works in accordance with this Request for Tender/Quote in the amount of |
| Amount Quoted | $ | Including GST |
| I hereby declare I am quoting for whole of the scope of work  |
| Or part of the scope of work which include |
| Name |  | Date |  |
| (print name and date) |
|  If applicable, I/We confirm receipt and inclusion in the Tender/Quote, addenda numbered: |  |
|  |
| Legal Entity |  |
| (Name of legal entity – include trading name) |
| ACN |  | CAL Registration Number |  |
|  |
| ABN |  |
|  |
| Postal Address |  |
|  |
| Telephone |  |  |  |
|  |  |  |
| e-mail address |  |

|  |
| --- |
| **CONTACT PERSON DETAILS** |
|  |
| Name |  | Position |  |
|  |
| Telephone |  |  |  |
|  |
| e-mail address |  |

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| **DECLARATION OF BUSINESS STATUS**(Select the appropriate entity type and complete details) |
|  |
| **Sole Trader** | Full Name of Proprietor |  |
|  | Business Name(if applicable) |  |
|  |
|  **Partnership** | Names of All Partners |  |
|  | Partnership Name(if applicable) |  |
|  |  |  |
|  **Company** | Company Name |  |
|  | Business Name(if different from Company name) |  |
|  | Names of all Directors |  |
|  | Names of Holding andSubsidiary Companies(if applicable) |  |
|  | ACN/BN of Holding and Subsidiary Companies |  |
|  |
|  **Trust** | Copy of Trust DeedAttached |  | Yes |
|  | No |
|  |
|  **Joint Venture** | Name of all Parties |  |
|  | ACN/BN of all Parties |  |

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| **LUMP SUM PRICE BREAKDOWN** |
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| Complete the mandatory Lump Sum Price Breakdown Schedule by inserting the prices for each individual part of the work as set out below. All prices, where applicable, must be inclusive of GST.This Lump Sum Price Breakdown schedule is required for quote assessment purposes and will be used as a basis for progress payment and either a Plus or Minus variation will be created when a final measurement of installed material**.** |
| **ITEM** | **DESCRIPTION** | **QTY** | **UNIT** | **RATE (including GST)** | **EXTENDED AMOUNT (including GST)** |
| **1**  | **MISCELLANEOUS PROVISIONS** |
| 1.1 | Environmental Management Plan | 1 | Item | $ | $ |
| **1.2** | **Cleaning of Vehicles and Plant** |
| 1.2.1 | Washdown of Vehicle | 3 | No | $ | $ |
| 1.2.2 | Washdown of Item of Plant | 12 | No | $ | $ |
| **1.3** | **Establishment** |
| 1.3.1 | Mobilisation | 1 | Item | $ | $ |
| 1.3.2 | Demobilisation | 1 | Item | $ | $ |
| 1.3.3 | Ongoing Costs | 1 | Item | $ | $ |
| **2** | **PROVISION OF TRAFFIC** |
| 2.1 | Traffic Management Plan – including TGSs | 1 | No | $ | $ |
| 2.2 | Provision For Traffic | 1 | Item | $ | $ |
| **3** | **CONFORMANCE TESTING** |
| 3.1 | Process Control Testing | 1 | Item | $ | $ |
| 3.2 | Subgrade Testing | 1 | Item | $ | $ |
| 3.3 | Base Testing | 1 | Item | $ | $ |
| 3.4 | Cement Testing  | 1 | Item | $ | $ |
| **4** | **REFORMATION AND GRAVEL SHEETING** |
| 4.1 | Reformation and Recompaction – Unsealed Pavements – incl. subgrade layer, trim unpaved areas, reinstatement of Table Drains, Offlet Drains, Table Drain Blocks | 6,600 | Sq.m | $ | $ |
| 4.2 | Gravel Resheet 200mm Compacted Thickness including shoulders 6m wide, including winning, hauling material | 6,600 | Sq.m | $ | $ |
| **5** | **CONCRETE FLOODWAY** |  |  |  |  |
| 5.1 | Concrete Floodway | 1 | Item | $ | $ |
| 5.2 | Rock Mattresses | 20 | lm | $ | $ |
| **EXTENDED TOTAL (Including GST)** | **$** |

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| **Tenderers should include in this schedule full details of any assumptions they made in the development of the Tender prices. All assumptions, qualifications and exclusions are to be noted here. Qualifications and assumptions noted elsewhere in the submission may not be considered.** |
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**PAST PERFORMANCE**

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| **Past Performance context** |
| Tenderers with a good history of delivering on contract commitments, particularly in projects that are of a similar scope, scale and delivered in the region, are considered to be more likely to deliver on commitments made in the Tender.Assessment of Past Performance may consider:* History of delivering on commitments made (timeframe, budget, scope, etc)
* Standard and quality of supplies previously provided
* Quality of communication throughout previous contract periods
* Disputes and claims history
* Commitment to resolving issues where they have occurred
* Extent of supervision previously required
* References (including CAL if applicable)
* Safe and fair workplace record
* Timely payment to employees, subcontractors and suppliers
* History of enhancing local, economic and community outcomes.

If referees or examples of previous work are requested, it is of value to provide samples that:* align closely to the scope of the Tender
* are relevant to the project requirements
* are similar in value, complexity and scope
* include key personnel being put forward who had a significant role in delivery of the requirement.

Where an organisation has limited direct experience in delivering contracts directly comparable to the Tender, referees and examples that demonstrate past performance of key personnel which relate to the Tender may be put forward. The Past Performance weightings for this procurement is **10%**. |

**PREVIOUS EXPERIENCE**

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|  | **Provide details of the business’ experience in projects of similar nature, scope and size. Include:*** **Contract Number, Title, description / outline of the project, Project Supervisor (clearly identify the similar component of the advertised project)**
* **Details of Project Team (including subcontractors) utilised for the listed projects**
* **Information on the success of the listed projects (on time, on budget)**
* **Any issues and how they were resolved (times, worksafe)**
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**REFEREES**

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|  | **Provide details and referees for 3 completed contracts (listed above in 1.1.1) that are most similar in nature, scope and size to this project.**(Tenderers are not required to submit more than 3, nor are they required to submit, a reference and referee contact for the same project.) |
| **Contract Description** | **Contract Value $** | **Referee Contact** | **Reference or CPR is Attached** |
|  |  | **Contact Person:** |  | Yes / No |
| **Company Name:** |  |
| **Phone No:** |  |
| **Email Address:** |  |
|  |  | **Contact Person:** |  | Yes / No |
| **Company Name:** |  |
| **Phone No:** |  |
| **Email Address:** |  |
|  |  | **Contact Person:** |  | Yes / No |
| **Company Name:** |  |
| **Phone No:** |  |
| **Email Address:** |  |

1. **local content**

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| **Statement of Purpose** |
| **Roper Gulf Regional Council is committed to supporting businesses that use local contractors, suppliers, hire and train Territorians, and support the development of the Territory. Assessment of this criterion will take into consideration commitments to supporting and employing Territorians including Aboriginal Territorians, providing accredited training for its employees, sourcing goods and services from local businesses and other activities that support the Territory.** **Further information can be found in the** [**Buy Local Plan**](https://nt.gov.au/industry/procurement/how-procurement-works/buy-local-plan) **and** [**Aboriginal Procurement Policy.**](https://aboriginalaffairs.nt.gov.au/economic-development/aboriginal-economic-participation-framework)**Commitments provided by the Respondent within the Response Schedule, will form part of the Contract and are referred to as Local Benefit Commitments. The Contractor will be required to fulfil all aspects of their Local Benefit Commitment.** **The Local Content weighting for this procurement is 30%.****The breakdown of Local Content weightings for this procurement is as follows:**

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| --- | --- |
| **Elements** | **Weighting** |
| **Local Presence** | **8%** |
| **Employment** | **4%** |
| **Upskilling** | **3%** |
| **Local Industry Participation** | **4%** |
| **Local Industry Development** | **2%** |
| **Aboriginal Participation** | **6%** |
| **Commitment to advancing the Territory** | **3%** |
| **Local Content Total:** | **30%** |
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**local presence**

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| **Local Presence Context** |
| **Utilising Contractors that maintain a permanent presence with proximity to where work is to be undertaken has significant advantages. Shorter supply chains and increased awareness of local social, environmental and economic conditions reduce project delivery risks, while investment in infrastructure, business development, employment and upskilling increases the Northern Territories capacity and capability and contribute to further the Territory’s economy.****This section considers whether Respondents currently operate, maintain a permanent presence and employ Territorians within the Northern Territory.****This project includes significant work in the Bulman Community. Respondents with a presence within this community will score most favourably, followed by Respondents with a presence within the Big Rivers region.****Regional boundaries are based on Australian Bureau of Statistics Statistical Area Level 3. The map can be accessed here:** [**https://maps.abs.gov.au/**](https://maps.abs.gov.au/) |

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|  | **Provide details of your business locations within the Northern Territory and all business locations that will be used in delivery of this contract (including outside the Northern Territory)***(Ref LC0001)* |
| **Name/Establishment type** | **Location/Address** | **Based in the NT** | **Time established in the NT** | **Used in contract Delivery** |
|  |  |  |  |  |
|  |  | Y/N |  | Y/N |
|  |  | Y/N |  | Y/N |

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| --- | --- |
|  |  **How many full-time equivalent (FTE) employees are currently employed by your organisation?***(Ref LC0004)* |
| All Employees(including outside the NT) |  | **% of Total workforce:** |
| Employees residing in the **Northern Territory** |  | **100%** |
| Employees residing in the **Region of work** |  |  |
| Employees residing in the **Community of work** |  |  |

**employment**

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| **Employment Context** |
| **Utilising local people to deliver contract requirements contributes to all Territorians having access to meaningful employment.****This section will consider where the people you are proposing to undertake the contract requirements normally reside, including head contractor and subcontractors.****This project includes significant work in the Bulman Community. Respondents utilising staff who normally reside in this community will score most favourably, followed by respondents utilising staff who normally reside in the Big Rivers region.****Regional boundaries are based on Australian Bureau of Statistics Statistical Area Level 3. The map can be accessed here:** [**https://maps.abs.gov.au/**](https://maps.abs.gov.au/) |

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|  | **Provide details of where the administrative and support related to the delivery of this project will be provided from.** Administrative and support services include:* Accounts payable/receivable
* General administration support (outside of main project resources)
* HR management/recruitment
* Accounting/legal services
* Facility services (accommodation, fleet)
* ICT technical support
* Business management

**Where a subcontract represents more than 10% of the contract value, provide details of the proposed subcontractors administrative and support delivery locations.** *(Ref LC0005)* |
| **Business Name and ABN** (Head contractor/ subcontractor) | **Location/Address** | **Activity Description** | **% to be delivered from this location** |
|  |  |  |  |
|  |  |  |  |

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|  | **Provide the number of proposed resources that will have a direct involvement in project delivery.**\*Number of days work example (10 employees working 50 days each = 500 days work) *(Ref LC0007)* |
| **Employee type** | **Head Contractor** | **Subcontractors** |
| Number of employees | \*Number of days work | Number of employees | \*Number of days work |
| All Employees (including outside the NT) |  |  |  |  |
| Employees residing in the **Northern Territory** |  |  |  |  |
| **Employees residing in the Region of work** |
| **Big Rivers** |  |  |  |  |
| **Employees residing in the Community of work** |
| **Bulman** |  |  |  |  |

**upskilling**

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| **Upskilling Context** |
| **Investing in upskilling helps to ensure that the Territory maintains strong, competitive and resilient businesses and industries.** **For the purposes of this criteria:*** **Graduate is defined as an employee who obtained an Advanced Diploma or Bachelor degree within the last 3 years, and resides in the Northern Territory on an ongoing permanent basis**
* **Undergraduate is defined as an employee currently being supported to undertake an Advanced Diploma or Bachelor degree, and resides in the Northern Territory on an ongoing permanent basis**
* **Apprentice or Trainee is defined as accredited Apprentices/Trainees residing in the Northern Territory on an ongoing permanent basis, and includes:**
* **directly employing apprentices/trainees**
* **utilising group training scheme apprentices/trainees**

**This project includes significant work in the Bulman community. Respondents utilising staff who normally reside in this community will score most favourably, followed by respondents utilising staff who normally reside in the Big Rivers region.****Regional boundaries are based on Australian Bureau of Statistics Statistical Area Level 3. The map can be accessed here:** [**https://maps.abs.gov.au/**](https://maps.abs.gov.au/)**.** |

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|  | **Provide details of NT Apprentices or Trainees that will be directly involved in contract delivery.****\*Number of days work example(10 employees working 50 days each = 500 days work)** ***(Ref LC0017)*** |
| **Contract involvement effort:** | **Head Contractor** | **Subcontractor(s)** | **Total** |
| **Number of Employees** | **\*Number of days work** | **Number of Employees** | **\*Number of days work** | **Number of Employees** | **\*Number of days work** |
|  |  |  |  |  |  |
| **Employer** | **Name** | **Apprentice Contract #** | **Qualification** | **Year of Qualification** | **Project involvement** | **Length of Employment** | **Aboriginal Employee** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | **Y/N** |
|  |  |  |  |  |  |  | **Y/N** |

**local industry participation**

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| **Local Industry Participation Context** |
| **Utilisation of Territory Enterprises throughout the supply chain delivers significant direct and indirect benefit to the Northern Territory. This element will consider the proportion of the work being performed by Territory Enterprises throughout the entire supply chain (including Head Contractor and Subcontractors).****This project includes significant work in the Bulman Community. Respondents utilising Territory Enterprises from this community will score most favourably. Regional boundaries are based on Australian Bureau of Statistics Statistical Area Level 3. The map can be accessed here:** [**https://maps.abs.gov.au/**](https://maps.abs.gov.au/) |

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|  | **Provide details of the Head Contractor components of work that will be utilised in Contract delivery*****(Ref LC0024)*** |
| **Territory Enterprise (TE)** | **Aboriginal Business Enterprise (ABE)** | **Components of works to be completed**“All works” is acceptable | **Total Amount**  |
| **Y** | Y |  | **$** |
| **Provide details of all subcontractors that will be utilised in contract delivery. (add space if necessary).****Subcontractors nominated below form a Local Benefit Commitment. Alternative subcontractors after award must be approved by the Superintendent.****\*Where the value of the subcontracted component is $100,000 or greater; and the subcontracted Works is subject to Contractor Accreditation Limited (CAL).** |
| **Business Name and ABN** | **Territory Enterprise (TE)** | **Aboriginal Business Enterprise (ABE)** | **Business Premises Base** (State/Region/Town) | **Subcontracted component description** | **Est. value**  | **\*CAL Accredited**  |
|  |  |  |  |  |  |  |
|  | Y/N | Y/N |  |  | $ | **Y/N** |
| **Where any subcontractor listed above is based outside the NT, provide details of an alternative NT subcontractor:** |
| **Business Name and ABN** | **Territory Enterprise (TE)** | **Aboriginal Business Enterprise (ABE)** | **Business Premises Base** (State/Region/Town) | **Component Description** | **Est. value** | **\*CAL Accredited**  |
|  |  |  |  |  |  |  |
|  | **Y/N** | **Y/N** |  |  | **$** | **Y/N** |

|  |  |
| --- | --- |
|  | **Provide details of suppliers in relation to project delivery (e.g. steel supply, steel fabrication, steel coating and/or galvanising)****Suppliers nominated below form a Local Benefit Commitment. Alternative suppliers after award are to be approved by the Superintendent.*****(Ref LC0025)*** |
| **Business Name and ABN** | **Territory Enterprise (TE)** | **Aboriginal Business Enterprise (ABE)** | **Business Premises Base** (State/Region/Town) | **Type of supplies** | **Est. value** |
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|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Where any supplier listed above is based outside the NT provide details of an alternative NT supplier, including the alternative price details.** |
| **Business Name and ABN** | **Territory Enterprise (TE)** | **Aboriginal Business Enterprise (ABE)** | **Business Premises Base** (Region/Town) | **Type of supplies** | **Est. value** |
| **N/A** | Y/N | Y/N |  |  | **$** |
|  | **Y/N** | **Y/N** |  |  | **$** |

**local industry development**

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| **Local Industry Development Context** |
| **Industry development activities help to maintain a strong and competitive industry environment. Organisations can contribute to the development and standing of their industry sector in many ways such as:*** **Partnering and joint venturing**
* **Undertaking leadership roles with and/or actively contributing to peak body organisations**
* **Mentoring/coaching other industry members**
* **Undertaking research and development activities**
* **Utilising their specialist capability to support community or not for profit organisations**

**This project includes significant work in the Big Rivers region. Industry Development initiatives within this region will score most favourably.**  |

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|  | **Describe how your Organisation will contribute to the development of Aboriginal Business Enterprise capability and capacity in the Northern Territory throughout the period of contract delivery.***(Ref LC0030)* |
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**aboriginal participation**

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| **Aboriginal Participation Context** |
| **Aboriginal Territorians are significantly underrepresented in the workplace. Supporting employment opportunities for Aboriginal Territorians benefits the Territory by growing the local economy, increasing business and regional development and building the local Territory workforce.****This element will consider how this contract would contribute to opportunities for Aboriginal Territorians to participate in the workplace.****For the purposes of this criteria Aboriginal Territorian includes both Aboriginal and Torres Strait Islander people who reside in the Northern Territory on an ongoing permanent basis.** |

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|  | **Provide details of Aboriginal Territorians that will have direct involvement in contract delivery** *(Ref LC0034)* |
|  | **Head Contractor** | **Subcontractors** |
| Number of employees | \*Number of days work | Number of employees | \*Number of days work |
| Aboriginal Territorians |  |  |  |  |
| Aboriginal Territorians in managerial roles |  |  |  |  |
| Aboriginal Territorians in technical roles |  |  |  |  |

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| --- | --- | --- | --- |
| **Employer** | **Name** | **Role/ Project involvement** | **Estimated FTE days commitment** |
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|  | **Provide details of support mechanisms that will be implemented to maximise employment and retention of Aboriginal Territorians throughout delivery of this contract.***(Ref LC0035)* |
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**timeliness**

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| **Timeliness Context** |
| The assessment of Timeliness is to ensure that Tenderers have planned for and have the ability to deliver the scope of requirements within the timeframe outlined in their response. Assessment of Timeliness may consider:* Ability to manage the provision of the Supplies within timeframes specified
* Risk management policies and procedures
* Methodologies to be used to deliver the requirements
* Acceptability of the proposed delivery timeline.

Assessment of Timeliness will often involve cross referencing responses to other assessment criteria (such as capacity) to ensure that proposals put forward are realistic and achievable. The Timeliness weighting for this procurement is **15%.** |

**overview**

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|  | **Provide as an attachment a construction program detailing how timeframes as stated in the scope of works can be achieved. Construction plan to include:*** **methodology of construction/design**
* **delivery timeline, clearly indicating critical path**
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**capacity**

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| **Capacity Context** |
| The assessment of Capacity is to ensure that Tenderers have, or have plans to acquire, appropriate resources to deliver the scope of requirements. Assessment of Capacity may consider:* Number and role of personnel allocated towards the delivery of the requirements
* Plant, equipment and facilities available for use in the delivery of the requirements
* Financial capacity of the organisation
* Appropriate CAL accreditations (if applicable)
* Risk management policies and procedures
* Methodologies to be used to deliver the requirements
* Acceptability of the proposed delivery timeline.

The Capacity weighting for this procurement is **15%.** |

**overview**

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| --- | --- |
|  | **Provide overview of experience of personnel (curriculum vitae’s) that will be involved in providing the Requirement. Include:*** **business organisation chart**
* **where applicable any specialised skills / qualifications and knowledge of personnel (employee or sub-contractor)**
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**current commitments (greater than $20,000)**

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| --- | --- |
|  | **Provide details of current contractual commitments.** |
| **Principal Location and Description** | **Contract Award Date** | **Total Value $** | **% Not Completed** | **Due Date for Completion** |
|  |  |  |  |  |
|  |  |  |  |  |

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| --- | --- |
|  | **Provide details of the business’ remaining capacity (after commitments are taken into account).** |
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**risk management**

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|  | **Provide details of risk management systems or contingency plans that could be implemented if required to ensure the Requirement will be achieved.** |
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|  | **Detail any legal action pending that may impact the Tenderer’s ability to meet the requirements of the Request for Tender.** |
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**financial**

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| --- | --- |
|  | **Details of Tenderer’s processes and procedures to ensure payment of employees, sub-contractors and creditors.** |
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Further information on how to complete this schedule is available at <https://transport.nt.gov.au/infrastructure/technical-standards-guidelines-and-specifications/technical-specifications>

This Environmental Management Plan Proposal must provide a framework for the Environmental Management Plan required in the Environmental Management section of the specification

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| --- | --- | --- | --- |
|  | **Do you have a documented Environmental Management System?** | **Yes** | **No** |

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| --- | --- |
|  | **On what is the system based? (For example is it written around the requirements of this scope)** |
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|  | **Who is your nominated Environmental Management Representative? (EMR)** |
| **Name** |  |
| **Position** |  |  |  |

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| --- | --- | --- | --- |
|  | **Do you have written procedures that describes how the work will be controlled in regard to Environmental Management?** | **Yes** | **No** |

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| --- | --- |
|  | **How do you intend to ensure that all permits, approvals and clearances are obtained?** |
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| --- | --- |
|  | **How do you intend to meet the requirements of the General Environmental issues?** |
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|  | **How will you meet the requirements for Community Consultation?** |
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|  | **How will you manage the waste from the project?** |
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|  | **How will you manage the weeds on the site?** |
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|  | **What methods do you propose to employ for internal audits of the system?** |
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| --- | --- |
|  | **What methods do you propose to employ for internal audits of the system?** |
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|  | **How will you control Environmental Management records?** |
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|  | **How will you ensure that all personnel employed on this project are appropriately trained?** |
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|  | **Do you have any further relevant details of your proposed Environmental Management System?** |
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| --- | --- | --- | --- |
|  | **PROCEDURE No** | **TITLE** | **RELEVANT CLAUSE OF SSEM** |
| SSEM - DIPL’s Standard Specification for Environmental Management – accessible via<https://transport.nt.gov.au/industry/technical-standards-guidelines-and-specifications/technical-specifications/environmental-management> |
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Further information on how to complete this schedule is available at <https://transport.nt.gov.au/infrastructure/technical-standards-guidelines-and-specifications/technical-specifications>

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| **1** | **Who is your nominated Indigenous Development Representative?** |
| **Name** |  |
| **Position** |  | **Phone No.** |  |

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| --- | --- |
| **2** | **(a) How will you determine indigenous employment capability and how will you engage with the available indigenous workforce?****(b) Provide the name of any specialist organisation you intend to use.** |
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| --- | --- |
| **3** | 1. **What indigenous employment targets will be aimed for on this project?**
2. **How will the indigenous employment targets be measured?**
3. **How will the local community be consulted on achieving these targets?**
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| --- | --- |
| **4** | **(a) What training organisation are you intending to use, and what accredited training courses are you considering?****(b) How will you undertake the training needs assessment, and how will this guide the training schedule you develop?** **(c) What classroom and on-the-job training will be provided?** |
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| --- | --- |
| **5** | **What services, suppliers and sub-contractors will you use on this project, to optimise indigenous employment outcomes and community benefit?** |
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| --- | --- |
| **6** | **What employment conditions will you use to employ indigenous people?** |
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| --- | --- |
| **7** | **Will you be seeking other government funding sources to supplement training costs?** |
|  |

|  |  |
| --- | --- |
| **8** | **What reporting arrangements/systems will you use throughout the period of the contract?** |
|  |

Further information on how to complete this schedule is available at <https://transport.nt.gov.au/infrastructure/technical-standards-guidelines-and-specifications/technical-specifications>

The Tenderer must provide the following information in respect to its Work Health and Safety Management *(refer Work Health and Safety Management clause the Conditions of Contract)*

|  |  |  |  |
| --- | --- | --- | --- |
| **1** | **Do you have a documented Work Health and Safety Management Plan in place?** | **YES** | **NO** |

|  |  |
| --- | --- |
| **2** | **Who is your nominated Work Health and Safety Management Officer?** |
|  | **Name** |  |
|  | **Position** |  | **Phone No** |  |

|  |  |
| --- | --- |
| **3** | **What are the key hazards & risks associated with this specific project and what controls will you be putting in place to manage them?** |
|  |  |

|  |  |
| --- | --- |
| **4** | **Outline the arrangements you will put in place to manage the following, for this specific project?****Consultation, co-operation and co-ordination with all stakeholders including sub-contractors;****Monitoring of work health and safety training and site inductions;****Managing any work health and safety incidents including reporting and notification;****Identifying the hazards, assess & control risks associated with this specific project; and****Management of sub-contractors including collecting, assessing, monitoring and reviewing safe work method statements.****This information must be specific to this project.** |
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