

RESPONSE SCHEDULES

**Infrastructure Services and Planning**

|  |  |
| --- | --- |
| **RFT NUMBER** | **RGRC 2024-005** |
| **RFT TITLE** | **Bulman Staff Housing** |
| **CLOSE DATE** | **2.00 PM AUSTRALIAN CENTRAL STANDARD TIME**  Friday 27th September 2024  **(LATE QUOTATIONS MAY NOT BE ACCEPTED)** |

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| --- |
| **HOW TO RESPOND TO THIS REQUEST FOR QUOTATION** |
| Complete the Quotation Response Schedules provided separately. This will become your Quotation which may be lodged in any of the following ways:  **By Electronic lodgement facility at:** **TENDERLINK**  [Tenders and Public Quotations | Roper Gulf Regional Council (nt.gov.au)](https://ropergulf.nt.gov.au/our-services/tenders-and-public-quotations)  **Note: no other form of delivery is acceptable** |

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| --- | --- | --- | --- |
| Legal Entity Name |  | | |
|  | | | |
| Business Name |  | | |
|  | | | |
| ABN |  | ACN |  |

|  |  |  |
| --- | --- | --- |
| CAL Registration Number |  | (Required only when specified in the annexure) |
|  | | |
| Address of Place of Business |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| Postal Address\* |  | | |
| \* *If successful, this address will be included with the published award details* | | | |
| Telephone |  | Facsimile |  |
|  | | | |
| Email Address |  | | |
|  | | | |
| Web Site |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| CONTACT PERSON DETAILS | | | |
|  | | | |
| Name |  | Position |  |
|  | | | |
| Telephone |  | Facsimile |  |
|  | | | |
| Email Address |  | | |

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| ABORIGINAL BUSINESS ENTERPRISE |

Is your organisation certified as a 51% or more Aboriginal owned and controlled business by Northern Territory Indigenous Business Network (NTIBN) or Supply Nation; or through registration as an Indigenous Corporation with Office of the Registrar of Indigenous Corporations (ORIC)?

|  |  |
| --- | --- |
| No |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Yes |  | **Certifying authority** |  | **Membership/registration number if relevant** |
|  | | NTIBN Certified |  |  |
|  | | Supply Nation Certified |  |  |
|  | | ORIC Registered |  |  |

On behalf of the Respondent, I/We the undersigned hereby:

**Addenda**

|  |  |
| --- | --- |
| 1. If applicable confirm receipt and inclusion in the Quote, of the addenda numbered For example 1-3 or 1, 2, 3 |  |

**Conditions of Contract**

1. Agree to be bound by the Conditions of Contract as referred to in Section 2 of the Request for Quotation.

|  |  |  |  |
| --- | --- | --- | --- |
| **Yes** |  | **No** |  |
| **Indicate by placing an “X” in one box** | | | |

**If “No” selected, give details of proposed or amended contract clause(s) in below table listing:**

**specific clause;**

**reasons for exception; and**

**details of any replacement clause**

|  |  |  |
| --- | --- | --- |
| **Clause** | **Reasons for exception** | **Replacement clause** |
|  |  |  |
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**Business Status**

1. Certify to the best of my/our knowledge:
2. If the Respondent is an individual, that he or she:
3. is not a bankrupt; or
4. has not assigned his or her estate for the benefit of creditors.
5. If the Respondent is a partnership, no step has been taken to dissolve that partnership.
6. If the Respondent is a company:
7. that no application or order has been made for the winding up of the company (whether voluntary or otherwise).
8. that no resolution has been passed for the winding up of the company; or
9. that the company is not under:
10. an arrangement and/or reconstruction (i.e. restructuring a public company);
11. an appointed liquidator, provisional liquidator or administrator;
12. an appointed receiver or manager (or both).
13. official management; or
14. any composition or arrangement or assignment with, or for the benefit of, its creditors or a class of them.

**Conflict of Interest Declaration**

1. The Respondent warrants and declares that:
2. as at the closing time, no Conflict exists between them or their related entities (including parent or subsidiary companies, members of the board or other person in a position of influence in respect of the Respondent), or their immediate family members, and the Principal (or the Principal’s personnel, contractors, consultants, or agents) or is likely to arise during the Request for Quotation process; and
3. if any such Conflict arises or becomes likely to arise during the Request for Quotation process, the Respondent will immediately notify the Principal.

**Offer**

1. Having examined and acquired an actual knowledge of the Request for Quotation offer to provide the Services at the amount(s) quoted and in accordance with this Request for Quotation and completed schedules attached.
2. Agree the offer shall remain valid for acceptance for a period of 90 days from the closing date.

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| If lodging electronically, acknowledge acceptance of the above by placing an “X” in this box |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Date |  |

(Not necessary if lodging electronically)

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Position |  |
| (Print name and position in business) | | | |

(\*Add additional signature block as necessary)

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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. | | | | | | | |
|  |  |  |  | | | | |
| **ITEM** | **DESCRIPTION** | | | **QTY** | **UNIT** | **RATE (including GST)** | **EXTENDED AMOUNT (including GST)** |
| **1** | **DESIGN FINALIZATION** | | | | | | |
| 1.1 | Finalise the design to 100% completion | | | 1 | Item | $ | $ |
| **2** | **MISCELLANEOUS PROVISIONS** | | | | | | |
| 2.1 | Mobilisation | | | 1 | Item | $ | $ |
| 2.2 | Site establishment | | | 1 | Item | $ | $ |
| 2.3 | Demobilisation | | | 1 | Item | $ | $ |
| **3** | **CONSTRUCTION** | | | | | | |
| 3.1 | Supply & Install – Kitchen amenities as per FF&E Schedule | | | 1 | Item | $ | $ |
| 3.2 | Supply & install – Electrical services and connections | | | 1 | Item | $ | $ |
| 3.3 | Supply & install - Split System A/C Units | | | 3 | Item | $ | $ |
| 3.4 | Supply & Install – Bathroom amenities including other plumbing services and connections as per hydraulic schedule | | | 1 | Item | $ | $ |
| 3.5 | Supply & install - Security screens | | | 1 | Item | $ | $ |
| 3.6 | Supply & install - Fire safety System | | | 1 | Item | $ | $ |
| **4** | **TRANSPORTATION** | | | | | | |
| 4.1 | Permits | | | 1 | Item | $ | $ |
| 4.2 | Transport cost | | | 1 | Item | $ | $ |
| **5** | **SITE PREPARATION & INSTALLATION** | | | | | | |
| 5.1 | Earthworks & Levelling | | | 1 | Item | $ | $ |
| 5.2 | Installation of footing | | | 1 | Item | $ | $ |
| 5.3 | Utility connections | | | 1 | Item | $ | $ |
| 5.4 | Assemble and install the dwelling | | | 1 | Item | $ | $ |
| 5.5 | Final Connections and finishing | | | 1 | item | $ | $ |
| 5.6 | FF&E Schedule | | | 1 | Item | $ | $ |
| 5.7 | Hydraulic Schedule | | | 1 | Item | $ | $ |
| 5.7 | Finishes Schedule | | | 1 | Item | $ | $ |
| **EXTENDED TOTAL (Including GST)** | | | | | | | **$** |

# SCHEDULE OF ASSUMPTIONS AND EXCLUSIONS

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| --- | --- |
| **Respondents should include in this schedule full details of any assumptions they made in the development of the Quote 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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# RESPONSE TO ASSESSMENT CRITERIA

## PAST PERFORMANCE

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| **Past performance context** |
| Respondents 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 Quote.  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 Quote. * 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 Quote, referees and examples that demonstrate past performance of key personnel which relate to the Quote may be put forward.  The Past Performance weightings for this procurement is **20%**. |

## Previous Experience

|  |  |
| --- | --- |
|  | **Provide details of the business’s experience in projects of similar nature, scope and size. Include:**   * **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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Provide details and referees for 3 completed contracts (listed above) that are most similar in nature, scope, and size to this project.**  **Provide copies of CPRs (Contractor Performance Reports), copies of written references or contact details for referee statements.**  (Respondents are not required to submit more than 3, nor are they required to submit a CPR, 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:** |  |

## LOCAL CONTENT

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| Statement of Purpose |
| The Northern Territory Government 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:   |  |  | | --- | --- | | Elements | Weighting | | Local Presence | 8% | | Employment | 9% | | Upskilling | 1% | | Local Industry Participation | 6% | | Aboriginal Participation | 3% | | Commitment to advancing the Territory | 3% | | Local Content Total: | 30% | |  |  | |

### 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 increase the Northern Territory's 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 Big Rivers region. Respondents with a presence within the region 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/>. |

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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** | | **Address (State/Region/Town)** | **Based in the NT** | **Time established in the NT** | **Used in contract delivery** |
|  | |  | Y/N |  | Y/N |
|  | |  | Y/N |  | Y/N |
|  | |  | Y/N |  | Y/N |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **How many full-time equivalent (FTE) employees are currently employed by your organisation?**  *Note: The information in this table is specific to your organisation and is not to include information of suppliers or sub-contractors*  *(Ref LC0004)* | | |
| **Number of employees (including outside the NT)** | |  | **% of total workforce** |
| **Number of employees residing in the Northern Territory** | |  | % |

|  |  |  |
| --- | --- | --- |
| **Number of employees residing in the Region 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 Big Rivers region. Respondents utilising staff who normally reside in this region 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/>. |

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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) or total estimated days of employees allocated*  *(Ref LC0007)* | | | | |
| **Employees** | | **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** |  |  |  |  |

### 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’s 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’s 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 Big Rivers region. Respondents utilising staff who normally reside in this region 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/>. |

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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)* | | | | | | | | | | | |
| 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 |
|  | | |  | |  | |  | | |  | |  |
| Name | | **Employer** | | **Aboriginal Employee** | | **Qualification** | | **Year of Qualification** | **Apprentice contract #** | | Project involvement | |
|  | |  | | 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 Big Rivers region. Respondents utilising Territory Enterprises from this region 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/>. |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Provide details of the Head Contractor components of work that will be utilised in Contract delivery  *(Ref LC0024)* | | | | | | | |
| Components of works to be completed (“All works” is acceptable) | | | | | | | Total Amount (incl GST) | |
|  | | | | | | | $ | |
| Provide details of all subcontractors that will be utilised in contract delivery, including outside the NT. Subcontractors nominated below form a Local Benefit Commitment.  *\*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)** | **\*CAL Accredited** | **Business premises base (State/Region/Town)** | **Component of work** | | Estimated value (incl GST) |
|  | | Y/N | Y/N | Y/N |  |  | |  |
|  | | Y/N | Y/N | Y/N |  |  | |  |
| Where any subcontractor listed above is based outside the NT, provide details of an alternative NT subcontractor.  Alternative subcontractors after award must be approved by the Principal | | | | | | | | |
| Business Name and ABN | | **Territory Enterprise (TE)** | **Aboriginal Business Enterprise (ABE)** | **\*CAL Accredited** | **Business premises base (State/Region/Town)** | **Component of work** | | Estimated value (incl GST) |
|  | | Y/N | Y/N | Y/N |  |  | |  |
|  | | 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.  *(Ref LC0024))* | | | | | |
| Business Name and ABN | | **Territory Enterprise (TE)** | **Aboriginal Business Enterprise (ABE)** | **Business premises base** (State/Region/Town) | **Type of supplies** | Estimated value (incl GST) |
|  | | Y/N | Y/N |  |  |  |
|  | | Y/N | Y/N |  |  |  |
| Where any supplier listed above is based outside the NT provide details of an alternative NT supplier, including the alternative price details.  Alternative suppliers after award are to be approved by the principal. | | | | | | |
| Business Name and ABN | | **Territory Enterprise (TE)** | **Aboriginal Business Enterprise (ABE)** | **Business premises base** (State/Region/Town) | **Type of supplies** | Estimated value (incl GST) |
|  | | Y/N | Y/N |  |  |  |
|  | | Y/N | Y/N |  |  |  |

### Aboriginal participation

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| Aboriginal Participation context |
| Aboriginal employees are significantly underrepresented in the workplace. Supporting employment opportunities for Aboriginal employees 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 employees 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.  Definitions of Technical and Managerial can be found in the Terminology Guide |

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| --- | --- | --- | --- | --- | --- |
|  | **Provide details of Aboriginal Employees that will have direct involvement in contract delivery**  \*Number of days work example (10 employees working 50 days each = 500 days’ work)  \*\*Total Percentage example (Total Aboriginal Employees / Total Employees in contract delivery x 100)  *(Ref LC0034)* | | | | |
|  | | **Head Contractor** | | **Subcontractors** | |
| **Number of employees** | **\*Number of days work** | **Number of employees** | **\*Number of days work** |
| **Aboriginal Employees** | |  |  |  |  |
| **Aboriginal Employees in managerial roles** | |  |  |  |  |
| **Aboriginal Employees in technical roles** | |  |  |  |  |

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| --- | --- | --- | --- |
| **Name** | **Employer** | **Role/Project involvement** (indicate if technical, managerial, labour, etc) | **Estimated FTE days commitment** |
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### Commitment to advancing the Territory

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| Commitment to advancing the Territory context |
| The Northern Territory Government recognises and supports organisations that are committed to the economic, social, environmental, and cultural development of the Northern Territory. There are a number of ways that an organisation can demonstrate this commitment. This includes advancing the Northern Territory through focusing on:   * Aboriginal participation * Regional development * Territory Culture * Support for disadvantaged people or groups * Environmental Protection * Gender Equality * Research and innovation   Further information can be found [here](https://nt.gov.au/__data/assets/pdf_file/0017/1021652/value-for-territory-assessment-guide.pdf).  Respondents can choose to respond to focus areas listed above or choose an alternate focus area that they consider demonstrates commitment to advancing the Northern Territory. Respondents are strongly encouraged to respond to focus areas that the Northern Territory Government have identified as being particularly important to the procurement activity. Where applicable, these areas will be noted in the question.  NOTE: Fulfilling legal obligations for complying with industry standards are not to be included as a focus area. |

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|  | **Provide a response detailing your Organisations commitment to advancing the Northern Territory addressing ONE focus area.**  **Respondents are encouraged to respond to the area they can demonstrate the strongest commitment to the Northern Territory.**  Responses to this question should be limited to no more than 500 words.  *(Ref LC0039)* | |
| **Focus Area:** | | Choose an item. |
|  | | |

## TIMELINESS

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| **Timeliness context** |
| The assessment of Timeliness is to ensure that Respondents 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%** |

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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 Respondents 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%.** |

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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)** * **where are they sourced from? Contract arrangement, Employment Agency?** |
|  | |

## Current Commitments (greater than $20,000)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **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 Respondent’s ability to meet the requirements of the Request for Quote.** |
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## Financial

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|  | **Details of Respondent’s processes and procedures to ensure payment of employees, sub-contractors and creditors.** |
|  | |

## WORK HEALTH AND SAFETY (WHS) MANAGEMENT

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 Respondent 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)*

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Who is your nominated Work Health and Safety Management Officer?** | | | |
| **Name** | |  | | |
| **Position** | |  | **Phone** |  |

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

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|  | **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.** |
|  | |