



Central Highlands Regional Council

PART 3

RESPONDENT'S SUBMISSION FORM

Tender:	House and Land 73 Burn Street, Capella Lot 17 RP811222
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Closing Time:	8:00am – 18 June 2021
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Tender Number:	2021Q168N
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1. RESPONDENT'S SUBMISSION FORM

To: The Chief Executive Officer
Central Highlands Regional Council

PLEASE COMPLETE THIS FORM IN BLOCK LETTERS

FULL NAME/S OF RESPONDENT:	
STREET ADDRESS OF RESPONDENT: (For service of notices)	
ABN OF RESPONDENT:	
ACN OF RESPONDENT:	
TELEPHONE NO OF RESPONDENT:	
FACSIMILE NO OF RESPONDENT: (For service of notices)	
POSTAL ADDRESS OF RESPONDENT: (For service of notices)	
EMAIL ADDRESS OF RESPONDENT:	
NATURAL PERSON AUTHORISED TO REPRESENT THE RESPONDENT: (If the Respondent is a corporation)	
<p>The Tenderer offers to supply the Goods and Services detailed in:</p> <p>(a) the Request for Tender and in particular the Specification; and</p> <p>(b) the addenda issued after the date of issue of the Request for Tender as listed below, in accordance with the Contract and the representations of the Tenderer contained in this Tender Response and all attachments to this Tender Response.</p>	

ADDENDUM NO.	ADDENDUM DATE	SUBJECT OF ADDENDUM
.....
.....
.....

(Insert particulars of all addenda issued by the Principal)

This Respondent’s Submission Form is irrevocable for 90 days after the Closing Time unless extended by mutual agreement between the Respondent and the Principal.

All terms used in this Respondent’s Submission Form bear the meanings assigned to them in the Request for Tender.

This Respondent’s Submission Form is dated the _____ day of _____ 20 ____

COMPLETE AND USE THIS EXECUTION CLAUSE IF THE RESPONDENT IS A CORPORATION:

THE COMMON SEAL of)
 ACN)
 is affixed in accordance with)
 its constitution in the)
 presence of:)

.....
Secretary/Director

.....
Director

.....
Name of Secretary/Director (print)

.....
Name of Director (print)

.....
Witness

.....
Name of Witness (print)

COMPLETE AND USE THIS EXECUTION CLAUSE IF THE RESPONDENT IS A CORPORATION BUT DOES NOT EXECUTE UNDER A COMMON SEAL:

EXECUTED by)
..... ACN)
by being signed by)
.....)
a Director, and)
.....)
, a Director/the Secretary in accordance with)
section 127 of the *Corporations Act 2001* in)
the presence of:)

.....
Witness

.....
Director

.....
Name of Witness (print)

.....
Name of Director (print)

.....
Witness

.....
Director/Secretary

.....
Name of Witness (print)

.....
Name of Director/Secretary (print)

COMPLETE AND USE THIS EXECUTION CLAUSE IF THE RESPONDENT IS A CORPORATION, DOES NOT EXECUTE UNDER A COMMON SEAL AND HAS A SOLE DIRECTOR/SECRETARY:

EXECUTED by)
..... ACN)
by being signed by)
.....)
the sole Director/Secretary in accordance with)
section 127 of the *Corporations Act 2001* in)
the presence of:)

.....
Witness

.....
Sole Director/Secretary

.....
Name of Witness (print)

.....
Name of Sole Director/Secretary (print)

COMPLETE AND USE THIS EXECUTION CLAUSE IF THE RESPONDENT IS AN INDIVIDUAL:

SIGNED by)
)
)
 Print Name)
 in the presence of:)
 Signature

.....
Witness

.....
Name of Witness (print)

COMPLETE AND USE THIS EXECUTION CLAUSE IF THE RESPONDENT IS A PARTNERSHIP OF INDIVIDUALS (every partner must sign – add more spaces if necessary)

SIGNED by)
)
)
 Print Name)
 in the presence of:)
 Signature

.....
Witness

.....
Name of Witness (print)

SIGNED by)
)
)
 Print Name)
 in the presence of:)
 Signature

.....
Witness

.....
Name of Witness (print)

All pages within Part 3 must be completed and lodged via email to procurement@chrc.qld.gov.au noting the tender number in the subject line or hand delivery, ensuring the tender number is easily identifiable, to a physical tender box at one of the council offices located below as they form part of the Respondent's Submission.

- (a) 65 Egerton Street Emerald; or
- (b) 10 Mackenzie Street Blackwater; or
- (c) 4 Conran Street, Capella; or
- (d) 12 William Street, Duaranga; or
- (e) 29 Eclipse Street, Springsure.

2. CHECKLIST

The following checklist has been provided to assist the Tenderer with completion and submission of its Tender. Where it is necessary to provide additional information please ensure that all documents are clearly marked with the relevant attachment title to assist the evaluation panel with their assessment. All attachments must be clearly marked with the relevant paragraph number (e.g. “2.1 – Organisational Profile”).

All pages within Part 3 must be completed and returned to the Principal as they form part of the Tenderer’s Tender Response.

2.1 TRUSTS

Is the Tenderer acting as a trustee of a trust?	Yes / No	
If Yes, in an attachment labelled “ 2.2 – Trusts ”: (a) give the name of the trust and include a copy of the trust deed (and all related documents);and (b) provide the names and addresses of all beneficiaries of the trust.	“ Trusts ”	Tick if attached <input type="checkbox"/>

2.2 CONFLICT OF INTEREST

Will any actual or potential conflict of interest in the performance of the Tenderers’ obligations under the Contract exist if the Tenderer is awarded the Contract, or are any such conflicts of interest likely to arise during the Contract?	Yes / No	
If Yes, please supply in an attachment details of any actual or potential conflict of interest and the way in which any conflict will be dealt with and label it “ 2.2 – Conflict of Interest ”.	“ Conflict of Interest ”	Tick if attached <input type="checkbox"/>

2.3 GOODS AND SERVICES TAX

Is the Tenderer registered or required to be registered under the GST Act?	Yes / No
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2.4 NON-CONFORMING TENDERS

Has the Tenderer lodged a conforming Tender?	Yes / No	
If yes, and this Tender is a non-conforming Tender, has the Tenderer prepared and lodged with this Tender, a clear summary of all points of difference between this Tender and the conforming Tender in an attachment labelled “ 2.5 – Non-Conforming Tender Summary ”?	Yes / No	
	“ Non-Conforming Tender Summary ”	Tick if attached <input type="checkbox"/>

2.5 RIGHT TO INFORMATION

Does the Tenderer acknowledge that:	
(a) The documents forming their submission may be subject to public disclosure under the Right to Information Act?	Yes / No
(b) It is the tenderers responsibility to inform themselves of the relevant provisions of the RTI Act?	Yes / No
(c) Council does not guarantee that any information provided by the Tenderer will be protected from disclosure under the RTI Act?	Yes / No
(d) The Tenderer must indicate clearly in their submission if they consider the information is commercial and in confidence? N.B. this acknowledgment does not indicate whether this submission is considered 'Commercial in Confidence' - this must be clearly stated within the respondent's submission.	Yes / No

3. SELECTION CRITERIA

3.1 COMPLIANCE CRITERIA

Please select with a yes or no whether the Respondent has complied with the following compliance criteria:

Description of Compliance Criteria	
(a) Compliance with the terms and conditions of the Tender	Yes / No
(b) Compliance with lodgement of this Respondent's Submission Form through email to procurement@chrc.qld.gov.au or via lodgement in a physical tender box at a Council Office as identified in the Conditions.	Yes / No

Evaluation Criteria and Definitions	Information Required
Is the Tenderer intending to occupy the property after settlement if they are the successful Tenderer	Yes./ No
Does the Tenderer currently own or have owned any other property?	Yes / No
Local Preference- <ol style="list-style-type: none"> 1. Currently resides in location Capella. 2. Currently resides in the Central Highlands Regional Council area. 3. Currently resides outside the Central Highlands Regional Council area. 	Currently reside in: Yes / No Yes / No Yes / No
Capability Acceptance of the sale terms and conditions as set out in Part 4 – Contract for Houses & Residential Land	Yes / No
Price and Value for Money Purchase price offered	Lump sum

Submissions will be scored on the above between 0 and 10.

3.2 CAPABILITY

The tenderer confirms that they have read the specifications, conditions, draft contract and that where necessarily that they have sort legal and financial advice.

3.3 PRICE INFORMATION

Property No.	Address	Description
1	73 Burn Street, Capella	Lot 17 RP811222
Price Tendered (including GST): \$		
Price Tendered (including GST) In Words:		
.....		

The Tenderer confirms that the information listed within clause 3 selection criteria is true and accurate:

Initials of Tenderer:

Date: _____

Schedule A - Variations

Does the Tenderer seek any variations of the contract conditions.

Note: if the Tenderer wishes to offer a variation of the contract conditions, that will only be considered if the Tenderer also submits a tender without any variation of the contract conditions.

Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, give details:-

Schedule C – Details on Other Personnel

Provide names, addresses and contact details of other personnel who will be assisting you in the execution of this contract:

Name	Address	Contact Details

Initials of Tenderer: _____

Date: _____

Schedule D – Declaration of Conflict of Interest

In submitting a Tender, in response to the RFT, the Tenderer warrants that to the best of its knowledge and belief and subject to any disclosures detailed below:

- (a) no family, business or pecuniary relationships exist between the parties to this RFT process that would adversely impact on this Invitation or any Contract arising as a result of this RFT process
- (b) neither the Tenderer nor its officers or employees have:
 - i. engaged in any unethical behaviour or sought and/or obtained an unfair advantage, or
 - ii. received or will receive any pecuniary or in-kind advantage from another Tenderer, in relation to this RFT process
- (c) no officer, employee, contractor or family member associated with the Tenderer is or has been engaged by Central Highlands Regional Council in a position or role that in any way relates back to this Offer
- (d) no officer, employee, contractor or family member associated with Central Highlands Regional Council has been offered any benefit or inducement associated with this Offer, including any offer relating to employment, and
- (e) other than specified below, neither the Tenderer nor any of its officers or employees have or are likely to have any Conflict of Interest.

The Tenderer further undertakes to notify Central Highlands Regional Council via the Tender Administrator in writing immediately if any warranty becomes incorrect.

Is the Tenderer, its officers, employees or proposed Subcontractors:

- (a) a current or former employee of the Principal Yes No
- (b) an immediate relative of the Principal employee or Councillor Yes No

Will any actual or potential conflict of interest in the performance of the Tenderer's obligations under the arrangement exist if awarded this Contract, or are any such conflicts of interest likely to arise during the Contract term? Yes No

If Yes, please provide details in the table below and the way in which any conflict will be dealt with.

This information is disclosed for the purposes of this Schedule. Tenderers must supply details of any possible Conflict of Interest that exists or may arise in relation to the making and/or acceptance of their Offer.

DETAILS OF CONFLICT OF INTEREST:

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Schedule E – Notice to Tenderers

If the Principal has provided a Notice to Tenderers prior to the RFT Closing Time and Date, please acknowledge below.

The following Notice/s to Tenderers have been received and are acknowledged by the Tenderer:

Notice Number	Date issued

Initials of Tenderer:

Date:
