Part 4
Respondent Submission Form
Invitation to Tender

TENDER:	Agistment of Lots 23 & 24 on E21695
CLOSING TIME:	10:00am 23 January 2023
TENDER NUMBER:	2022Q082C

Read and keep this part

1.0 Respondent Submission Form

To: The Chief Executive Officer

Central Highlands Regional Council

Full Name/s of Respondent:	
Street Address of Respondent:	
Postal Address of Respondent:	
ABN of Respondent:	
ACN of Respondent:	
Telephone Number/s of Respondent:	
Email Address of Respondent:	
Natural person authorised to represent the Respondent **(if the Respondent is a corporation):**	

The Respondent offers to supply the Goods and Services detailed in:

(a) the Request for Tender and in particular the Specification; and

(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 Respondent contained in this Respondent Submission Form and all attachments to this Response.

ADDENDUM NO.	ADDENDUM DATE	SUBJECT OF ADDENDUM

(Insert particulars of all addenda issued by the Principal)

This Respondent 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 Submission Form bear the meanings assigned to them in the Request for Tender.

This Respondent's Submission Form is dated the ……

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)

2.0 Selection Criteria

2.1 Compliance Criteria

- Please respond with a yes or no as to 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

2.1 Qualitative Criteria

Before responding to the following qualitive criteria, Respondents must note the following:

- All information relevant to the Respondents' answers to each criterion must be contained within its Submission.
- Respondents are to assume that the evaluation panel has no previous knowledge of the Respondent's organisation, its activities or experience.

Number of Livestock:

Type of Stock	Proposed number of head
Horses	
Cattle - Weaners	
Cattle - Heifers	

Cost Proposal:

	Agistment Fee / Year
Total Cost for a year: Please provide an explanation of agistment costs.	

Note: If you are not intending to agist a particular type of stock, please note N/A in the column.

Restriction on numbers: No more than ten (10) head of cattle or five (5) horses.

Location:

	Location
Where are you located: • Within Emerald • Within the Central Highlands Regional Council area • Outside the CHRC area.	

3.0 Declaration of compliance

The Tenderer, in response for this RFT, warrants that to the best of their knowledge and belief and subject to any disclosures detailed below, that they:

(a) Have complied with any requirements under Council's Local Laws and have complied with any lawful requests from any of council's authorised officers specifically regarding keeping animals including dogs and livestock.

(b) Have no current outstanding rates or water charges with Council.

(c) If previously have held a Licence with Council, complied with the conditions of the Licence agreement including (but not limited to):

(i) prompt payment of Licence fees, water access fees or any other fees which may be payable under the Licence.

(ii) provision of any documents required under the Licence.

Council will undertake as part of the evaluation process, an assessment of internal systems to determine any non-conformances.

If the Tenderer has information to be disclosed with respect to Part 3, this information is disclosed for the purposes of this Schedule. Respondents must supply details of any possible non-compliance that exists in relation to the making and/or acceptance of their Offer.

DETAILS OF NON-COMPLIANCE:

Initials of Tenderer:	
Date:	

4.0 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 Respondent further undertakes to notify Central Highlands Regional Council via the Contact Officer in writing immediately if any warranty becomes incorrect.

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

(a) a current or former employee of the Principal — Yes ☐ No ☐

Yes ☐ No ☐

(b) an immediate relative of the Principal employee or Councillor

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

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

This information is disclosed for the purposes of this Schedule. Respondents 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:

Initials of Respondent:

Date: _____

[End Part 3 – Respondent Submission Form]