



KATHERINE
TOWN COUNCIL

RESPONSE SCHEDULES

for

KATHERINE TOWN COUNCIL
ABN 47 836 889 865

regarding

TENDER

T22-11

SUPPLY OF PEST CONTROL SERVICES

CLOSING

2PM, MONDAY 6TH JUNE 2022

SUBMISSIONS CAN BE MADE ELECTRONICALLY THROUGH TENDERLINK OR VIATENDER BOX, KATHERINE CIVIC CENTRE, STUART HIGHWAY, KATHERINE



KATHERINE TOWN COUNCIL

TENDER T22-11

SUPPLY OF PEST CONTROL SERVICES

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ENQUIRIES:

Technical nature regarding the work required should be referred to:

- Executive Manager – Infrastructure & Environment 08 8972 5500 or records@ktc.nt.gov.au

Tendering procedures or the like should be referred to:

- Governance Officer 08 8972 5500 or records@ktc.nt.gov.au

Tendering documentation requests to:

- Works Administration Officer 08 8972 5500 or records@ktc.nt.gov.au



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TENDERER DETAILS

Legal Entity Name:

Trading As:

ABN:

ACN:

**Address of Place of
Business:**

Postal Address:

Telephone:

Facsimile:

Email Address:

Web Site:

CONTACT PERSON

Name:

Position:

Telephone:

Facsimile:

Email Address:



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DECLARATION BY TENDERER

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

Addenda

1. If applicable confirm receipt and inclusion in the submission, of the addenda numbered

Conditions of Contract

2. Agree to be bound by the Conditions of Contract as referred to the tender document

Business Status

3. Certify to the best of my/our knowledge:
 - a) If the Respondent is an individual, that he or she:
 - (i) is not a bankrupt; or
 - (ii) has not assigned his or her estate for the benefit of creditors.
 - b) If the Respondent is a partnership, no step has been taken to dissolve that partnership.
 - c) If the Respondent is a company:
 - (i) that no application or order has been made for the winding up of the company (whether voluntary or otherwise);
 - (ii) that no resolution has been passed for the winding up of the company; or
 - (iii) that the company is not under:
 - (A) an arrangement and/or reconstruction (ie. restructuring a public company);
 - (B) an appointed liquidator, provisional liquidator or administrator;
 - (C) an appointed receiver or manager (or both);
 - (D) official management; or
 - (E) any composition or arrangement or assignment with, or for the benefit of, its creditors or a class of them.

Offer

4. Having examined and acquired an actual knowledge of the tender document offer to perform the whole of the Works at the amounts(s) quoted and in accordance with the condition of contract and completed schedules attached.
5. Agree the offer shall remain valid for acceptance for a period of 30 days from the closing date.

ENDORSEMENT

Signature:

Date:

(mark with an "X" if submitting electronically)

Name:

Position:

For:

(Legal entity name)



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SCHEDULE OF RATES

Electronic Submission

The Tenderer shall complete the separately attached Schedule of Rates by inserting in the column headed 'Unit Rate' the rate or unit price for the items of work described (cells are highlighted yellow for ease of reference) – the document shall be provided in a protected Excel format so to enable automatic calculation of all items.

As all quantities are scheduled items, the Tendered rates shall be extended by their relevant quantities. The resulting extended amount shall be automatically calculated into the 'Total Cost' column of each item and summarily tallied as each section is completed.

The cumulative 'PROJECT TOTAL' is representative of GST exclusive figures.

The Tenderer shall insert into the below certification field the value represented at the final calculation of 'SUBMISSION' (including GST).

Manual Submission

The Tenderer shall complete the attached Schedule of Rates by:

- 1. Inserting a GST exclusive value in the column marked 'Unit Rate' (highlighted in yellow) for the item of work described in the column marked 'Description'.
2. Multiply the rate by the amount shown in the 'Quantity' column and entering the result in the 'Total Cost' column.
3. Tallying each section and entering the figure in the relevant 'Sub Total' row (highlighted in grey).

The cell entitled 'PROJECT TOTAL' shall be the sum of all amounts shown in the 'Total Cost' column (and shall also equate to the combined 'Sub Total' values), and be GST exclusive. An overall GST figure shall be calculated and recorded separately. The Tenderer shall then insert into the below certification field the value represented at the final calculation of 'SUBMISSION' (including GST) being the combination of 'PROJECT TOTAL' and 'GST'.

Note: For any item which is GST free, please provide separate details.

Form with fields for: TOTAL FROM THE SCHEDULE OF RATES, Signature, Date, Name, Position, Signature of Witness, Date, and Address or Witness.



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PUBLIC LIABILITY INSURANCE

Value:

Insurer:

Policy Number:

Period:

Covering: LEGAL LIABILITY OF THE INSURED

Sum Insured: \$20,000,000 ANY ONE OCCURENCE

WORKERS COMPENSATION INSURANCE COVER

Contractors Employing Workers *(Not including Proprietary Limited companies who only employ their Directors)*

Policy Number:

Name of Insurer:

Date of Expiry:

ENDORSEMENT

Signature:

Date:

(mark with an "X" if submitting electronically)

Name:

Position:

For:

(Legal entity name)



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RESPONSES TO ASSESSMENT CRITERIA

NOTE: Add lines or an attachment if more space is required

1 PAST PERFORMANCE

1.1. Provide an overview of the organisation’s previous experience in providing similar Works. (Provide separate attachments where necessary)

[Empty response box for 1.1]

1.2. Tenderer to provide details and referees of at least three (3) completed contracts of similar nature, scope and size.

Table with 3 columns: Contract Description, Contract Value, Referees (Contact person, Company Name and Phone Number). Contains 3 empty rows for data entry.



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2 LOCAL DEVELOPMENT

2.1. Provide details of Tenderer’s presence in the Katherine region, including address of business premises.

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2.2. Provide details of business presence in all locations (where relevant), and the number of employees in each location

Office Location(s) <i>(indicate if Head Office/Branch)</i>	Number of Employees
Regional Office Location(s)	Number of Employees

2.3. Provide details of use of local supplies and/or suppliers in Katherine region.

Supplier Trading Name:	Business Premises Base:	Type of Supplies:



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2.4. Provide details of all proposed sub-contractors and number of employees to be utilised.		
Sub-Contractor:	Business premises base:	Type of Service(s):

3 VALUE ADDING

3.1. Provide details of Indigenous employees or employment opportunities for Indigenous persons that are currently supported by the Tenderer or will be generated by this requirement within the Region where the works will be undertaken.			
Employer (Tenderer or Sub-Contractor)	Skill/Trade/Level	Period of Employment (How long have they been employed)	Where will they be utilized for this requirement



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3.2. Provide any additional details which demonstrate Value Adding and/or regional development opportunities, including details of community involvement and training initiatives, in relation to the Works within Katherine.

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4. CAPACITY

4.1. Provide an overview of experience of personnel that will be involved in providing the requirement, include:

- **Business/Organisational Chart**
- **Overview of Specialised skills/qualifications and knowledge of personnel**

4.2. Provide detail of current contractual commitments.

Location and Description:	Contract Award Date:	Total Value \$	% Not Completed:	Due for Completion:



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4.3. Provide details of the business' remaining capacity (after commitments are taken into account).

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4.4. Details of Performance Management or Quality Management systems and standards implemented by the Tenderer.

4.5. 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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4.6. Outline the arrangements the Tenderer will put in place to manage the following – specifically in relation to these Works:

- **Consultation, cooperation and coordination 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 hazards, assess and control risks associated with this specific project; and**
- **Management of Sub-Contractors including collection, assessing, monitoring and reviewing Safe Work Method Statements.**



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**4.7. List and Details of Vehicles and Plant Equipment to be used in this Contract
(where applicable)**



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STAKEHOLDER CONSULTATION

Please provide details of proposed Stakeholder Consultation Plan

ADDENDUMS

Please provide receipt of number of addendums