



KATHERINE
TOWN COUNCIL

RESPONSE SCHEDULES

for

KATHERINE TOWN COUNCIL
ABN 47 836 889 865

regarding

TENDER 22-13

SUPPLY OF CLEANING SERVICES TO ALL LOCATIONS

CLOSING
2PM, MONDAY 13TH JUNE 2022

TENDER BOX KATHERINE CIVIC CENTRE, STUART HIGHWAY, KATHERINE



TENDER 22-13

CLEANING OF COUNCIL FACILITIES – VARIOUS LOCATIONS

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ENQUIRIES:

Technical nature regarding the work required should be referred to:

- Project 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:



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)



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 '*T18-04 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 '*T18-04 – 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 (1 to 3) and entering the figure in the relevant '*Sub Total*' row (highlighted in grey).

The cell entitled '*T18-04 – 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 '*T18-04 – Submission (including GST)*' being the combination of '*Project Total*' and '*GST*'.

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

TOTAL FROM THE SCHEDULE OF RATES <i>(T18-04 Submission)</i>	\$	<i>(including GST)</i>
Signature:	Date:	
<i>(mark with an "X" if submitting electronically)</i>		
Name:	Position:	
Signature of Witness:	Date:	
<i>(print if submitting electronically)</i>		
Address or Witness:		



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PUBLIC LIABILITY INSURANCE

Value:

Insurer:

Policy Number:

Period:

Covering: LEGAL LIABILITY OF THE INSURED

Sum Insured: \$30,000,000 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)



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.

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

Contract Description	Contract Value	Referees <i>(Contact person, Company Name and Phone Number)</i>
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2 LOCAL DEVELOPMENT AND VALUE ADDING

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	Number of Indigenous Employees
Regional Office Location(s)	Number of Employees	Number of Indigenous Employees

2.3. Provide details of additional/temporary employment opportunities for Indigenous employment that would be created in the Katherine region as a result of this work.

Trade of Profession	Type of Position	Number of Indigenous Employees	Where will they be utilised for this requirement.
	<input type="checkbox"/> Tradesman <input type="checkbox"/> Graduate <input type="checkbox"/> Trainee <input type="checkbox"/> Employee		



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

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

2.5. Provide details of all proposed sub-contractors and number of employees to be utilised.

Sub-Contractor:	Business premises base:	Type of Supplies:

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



3. CAPACITY

3.1. 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

3.2. Provide detail of current contractual commitments.

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

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



3.6. Detail how the Tenderer intends to ensure that all Permits, Approvals and Clearances are obtained, including how waste from the project will be managed.

3.7. 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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3.9. Specify if you are tendering for all or part of this tender

1.1	ALL	
1.2	Category 1 – Public Buildings and KTC Offices	
1.3	Category 2 – Public Facilities	
1.4	Category 3 – Public Toilets	
1.5	Category 4 – Litter Collection and Removal	