Tender Form

TO: METRO TASMANIA PTY LTD (ACN 081 467 281)

(Metro)

**TENDER**

The Tenderer named and described below hereby submits a Tender in relation to the supply of the Services described below for the price set out in this Tender, subject to the conditions of the Request for Tender issued by Metro and to which this Tender is subject.

**Tender Information**

|  |  |
| --- | --- |
| Closing Date and Time: | 4.00 pm Monday 25 March 2019 |
| Tender Description: | This Tender is for the supply of the Services, being the supply of an employee assistance program for employees of Metro that includes counselling support, in accordance with the Request for Tender issued by Metro Tasmania Pty Ltd dated 9 March 2019 (**RFT**), including the Specifications contained in that RFT. |
|  |  |
| **Tenderer’s Details** |  |
| Tenderer's Name (including details of any trust, if the Tenderer is the trustee of a trust): |  |
| Tenderer’s ABN: |  |
| Tenderer’s Address: |  |
| Tenderer’s Postal Address: |  |
| Tenderer’s Phone: |  |
| Tenderer’s Email: |  |
| Tenderer’s Contact Person: |  |
| Date of Tender: |  |

**Compliance Check-list**

|  |  |  |
| --- | --- | --- |
| **RFT Clause** | **Description** | **Yes/No** |
| 2.2 Tender Submissions | Specifications have been addressed. |  |
| 2.4 Tender Form | Tender Form completed fully and accompanied by all documents necessary to complete the tender in accordance with the RFT (e.g. insurance cover). |  |
| 2.6 Evidence of Insurance | Tenderer has provided proof of required insurances at level detailed in the draft contract. |  |
| 2.7 Language & Currency | Tender is in English and prices are in Australian dollars. |  |
| 4.1 Closing Date and Time | Tender submitted by the closing date and time. |  |
| 4.2 Lodgement | Tender submitted in accordance with the lodgement requirements (e.g. number of paper and electronic copies; price separate). |  |
| 6(b) Statement of Compliance | Statement of Compliance completed if tender does not fully comply with the RFT or draft contract. |  |
| 6(c) Contract Amendments | Tenderer has not reproduced or amended the draft contract; provided their own agreement; or suggested deletion or wholesale replacement of numerous clauses. |  |
| 7 ABN | Tenderer has provided its ABN or stated reason for not having an ABN. |  |
| 10 Approvals | Tenderer has, or will obtain, all required permits, licences and approvals prior to supplying the Services. |  |

This Tender comprises:

1. This Tender Form; and
2. A statement outlining:
   1. how the Tender meets the Specifications outlined in Annexure A of the RFT; and
   2. how the Tender addresses each of the Selection Criteria in Part 2, clause 9.2 (Selection Criteria) of the RFT.

By signing this Tender Form, the Tenderer:

1. acknowledges that the Tenderer does not rely upon any warranty or representation made by or on behalf of Metro, and has relied entirely upon its own enquiries and inspections in respect of the subject of its Tender;
2. warrants that it has examined the RFT and any other information made available in writing by Metro to Tenderers in connection with the RFT;
3. has satisfied themselves as to the correctness and sufficiency of their Tender; and
4. agrees that its Tender is compliant with the RFT.

Signed by

Print name Print authority to submit Tender

for and on behalf of the Tenderer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature



Local SME Industry Impact Statement

**Introduction**

The Tasmanian Government is committed to maximising opportunities for local SME\* businesses in competing for, and winning, Government procurements. As part of this commitment, suppliers are required to provide a statement of industry impact as part of their submission. This statement is aimed at enabling suppliers to outline how their proposed supply of goods/services will provide a positive impact on the local industry.

For larger procurements with a value exceeding $5 million, or at the discretion of Metro for those with a value greater than $2 million, this statement will be required to be supplemented by a formal Tasmanian Industry Participation Plan, which provides more detail, commensurate with the size of such procurements. The TIPP will be developed jointly, post procurement, by Metro and the preferred tenderer as part of contract negotiation and finalisation.

Your local SME industry impact statement is an essential part of your submission and will be used by Metro to evaluate your submission. The statement will contribute a minimum of 10% of the procurement evaluation. Suppliers that fail to submit a statement will not be able to be scored in relation to this criterion.

**Local SME industry impact statement**

Please provide comment on how your submission will positively impact on the local industry/economy. You do not need to answer all of the questions below and your submission is not limited to these issues (which are provided as prompts). You will need to ensure you can verify the information you submit and where possible should provide actual numbers of staff/values of goods and/or services in your statement.

**What is the direct local impact of your business?**

*Examples: Are you a local SME (how many people do you employ, where is your business located, what is the ownership)? How many people do you employ in Tasmania? Would any new SME jobs be created by the proposed contract?*

**What is the direct local impact of your submission?**

*Examples: How much of the goods and services in your submission will be provided by/sourced from local SMEs (this includes goods/services you provide as well as goods/serviced procured/produced from suppliers/sub-contractors/partners)?*

**What is the indirect local impact of your submission?**

*Examples: Will you source components of your offer from other local SME companies/sub-contractors or is there new work to be undertaken locally as a result of you fulfilling the contract or workers travelling to the local area to undertake the work? How much?*

***Other, broader local impacts of your submission?***

*Examples: Your supply may lead to: new skills being developed locally; trainees/apprentices being appointed; cross transfer skills to a local SME partner/sub-contractor; your company (if you are not a local SME) setting up an office/employing local staff; scale for you to take your products/services interstate/overseas; local community sponsorship etc.*

**Completed and endorsed**

.........................................................................................

(Name and position – print)

.........................................................................................

(Signature)

........../.........../...........

(Date)

\* Local SME are Australian and New Zealand businesses employing less than 200 people, consistent with the obligations under various free trade agreements and procurement arrangements by which the Tasmanian Government is bound.



Statement of Compliance

Each Tenderer must fill out the table below noting all areas of non-compliance or partial compliance regarding the Request for Tender and the Contract. Where the Tenderer does not/cannot comply with any requirement it must provide an explanation of the non-compliance in the relevant column (or an attached sheet if more room is required). Tenderers are also required to explain the reason for the relevant non-compliance or partial compliance and propose alternative wording (i.e. to the Contract) if relevant.

|  |  |  |
| --- | --- | --- |
| **Clause in Request for Tender/Contract** | **Compliance (Yes, No, Partial)** | **Explanation for non-compliance/partial compliance/proposed alternative wording** |
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\* Use additional paper if more space is required.