

## Request for Quotation (RFQ)

[This Girl Can – Victoria social marketing campaign and social media management]

PRD-01340

<b>VICHEALTH AND OUR BUSINESS .....</b>	<b>4</b>
<b>THE REQUIREMENT .....</b>	<b>4</b>
<b>DETAILS SCHEDULE .....</b>	<b>6</b>
<b>OBJ PART A – QUOTATION CONDITIONS.....</b>	<b>8</b>
<b>PART B – SPECIFICATION.....</b>	<b>8</b>
SCOPE.....	8
BACKGROUND .....	9
PROJECT OUTCOMES .....	10
REPORTING REQUIREMENTS .....	11
PERFORMANCE MEASURES .....	12
IMPORTANT DATES.....	12
REPORTING REQUIREMENTS .....	12
INSURANCES.....	12
<b>OBJ PART C – CONDITIONS OF CONTRACT.....</b>	<b>13</b>
<b>OBJ PART D – QUOTATION FORM .....</b>	<b>14</b>
<b>QUOTATION OFFER.....</b>	<b>14</b>
<b>OBJ SECTION 1 – NON-PRICING INFORMATION (ALL PARTS TO BE COMPLETED).....</b>	<b>15</b>
1..... <i>Respondent Details</i>	15
2..... <i>Proposed Solution/Proposal</i>	15
3..... <i>Compliance with Specifications</i>	15
4..... <i>Capability</i>	16
5..... <i>Past performance and current work</i>	16
6..... <i>Customer service plan</i>	17
7..... <i>Strategic</i>	17
8..... <i>Innovation</i>	17
9..... <i>Technical</i>	17
<b>MANDATORY ASSESSMENT CRITERIA .....</b>	<b>18</b>
10..... <i>Financial viability</i>	18
11..... <i>Risk and Insurance</i>	19
12..... <i>Conflict of interest</i>	20
13..... <i>Ethical Employment Policy</i>	20
16..... <i>Supplier Code of Conduct</i>	21
17..... <b>OBJ</b> <i>Pricing principles</i>	21
<b>NON-MANDATORY ASSESSMENT CRITERIA .....</b>	<b>21</b>

<i>a.</i> .....	<i>Compliance with the Proposed Contract</i>	
.....		<i>21</i>
<i>b.</i> .....	<i>Social Procurement Status</i>	
.....		<i>22</i>
<i>c.</i> .....	<i>Any other matters</i>	
.....		<i>22</i>
<i>d.</i> .....	<i>VGPB website</i>	
.....		<i>22</i>
<b>SECTION 2 – PRICING INFORMATION (ALL RELEVANT PARTS TO BE COMPLETED)</b> .....		<b>23</b>
<i>Price</i> .....		<i>23</i>
<i>Payment schedule</i> .....		<i>23</i>
<i>Rates card</i> .....		<i>23</i>
<b>SUPPLIER CODE OF CONDUCT COMMITMENT</b> .....		<b>25</b>

The Victorian Health Promotion Foundation (VicHealth) invites you to submit a Quotation for the delivery of the Services described in Part B of this Request for Quotation (RFQ), in accordance with the Quotation Conditions.

## VicHealth and our business

VicHealth works in partnership with organisations, communities and individuals to make health a central part of our daily lives. The focus of our work is on promoting good health and preventing ill-health.

Collective health and wellbeing has never been more important to Victorians as we emerge from the challenges of bushfires, coronavirus, and a rapidly changing world. As communities start to create their new normal, we see opportunity.

This Girl Can – Victoria is all about empowering Victorian women to enjoy being active without worrying about judgement, gender stereotypes or skill level.

This Girl Can was originally launched in England in 2015 by Sport England. VicHealth has partnered with Sport England to execute a local version of the campaign to inspire Victorian women to be physically active.

The campaign was designed to help women free themselves from the fear of judgement, which, according to local and UK research, holds too many women back from being as active as they would like.

The goal is to create and nurture a community of women across Victoria who can share stories and advice to support each other and inspire others.

We are approaching you, as a potential supplier of Services (“Respondent”) because we have, through our own research, identified you may have the requisite expertise and experience to collaborate with us to deliver this exciting initiative. The following document outlines the scope of the work we consider is required to produce the service and specifications on our expectations if we were to procure your services through this Request for Quote (“RFQ”).

For your own purposes, this RFQ forms the basis for you to submit a proposal to us that meets the criteria in order for us to make an informed decision on who we will engage to undertake this project.

## The requirement

### Essential

Through this Request for Quotation process, VicHealth is seeking submissions from suitably qualified organisations to manage the social media activity for VicHealth’s This Girl Can - Victoria social marketing campaign from August 2022 to July 2023.

### Desirable

Create copy and visual assets for other VicHealth owned social media channels on an ad hoc basis, with potential request for community management of these channels in peak periods of activity.

### What is VicHealth looking for?

This RFQ process is intended to identify Respondents that can best facilitate our requirements as detailed with the Services. Respondents will provide proposals in accordance with the expectations detailed in section 2.

Selection of Respondents to progress in this process will include consideration of the following factors:

- Previous experience in creating engaging copy and visual assets for other campaigns through social media platforms
- Previous experience in creating, managing and fostering online communities on different social media platforms
- Previous experience in managing risks, negative interactions on online platforms
- Previous experience in creating reactive content
- Experience in new technologies and innovation
- Experience with cross disciplinary approaches
- Previous experience in reporting and evaluating social media analytics
- The costing structure of your proposal
- Compliance with our standard Terms and Conditions
- Overall value for money

## Details schedule

VicHealth contact	Divya Krishnan
Email	<a href="mailto:dkrishnan@vichealth.vic.gov.au">dkrishnan@vichealth.vic.gov.au</a>
RFQ Issue Date	27 April 2022
Closing Time	5pm Wed 27 May 2022
Lodgement Methods <sup>1</sup>	<p>No hardcopy responses will be accepted.</p> <p>Electronic lodgement by email to: <a href="mailto:dkrishnan@vichealth.vic.gov.au">dkrishnan@vichealth.vic.gov.au</a></p> <p><i>Please quote the RFQ Reference Number and Title in the subject line of the email.</i></p>
Assessment criteria	<p>Proposals to this RFQ must address the following criteria.</p> <ul style="list-style-type: none"> <li>• Demonstrated, thorough understanding of the brief including nuances of campaign messaging</li> <li>• Consistently excellent content development</li> <li>• Demonstrated experience managing online communities</li> <li>• Demonstrated experience managing risks and negative interactions</li> <li>• Outstanding account and project management</li> <li>• Specialist expertise in social media including strategic and innovative approaches</li> <li>• Value for money</li> </ul> <p><b>Previous Experience</b></p> <p>Please explain your previous experience in delivering services that are consistent with the requirements of this RFQ. Specific projects and case studies should be presented that demonstrate:</p> <ul style="list-style-type: none"> <li>• The scope of work</li> <li>• The client (please offer two clients as potential referees and detail the contact details of someone we can contact, with your approval, should we wish to refer to them)</li> </ul>

	<ul style="list-style-type: none"> <li>• The goals of the project</li> <li>• The success and outcomes</li> <li>• How this project relates to the brief within this RFQ</li> </ul> <p><b>a) Proposed personnel</b> Please nominate your proposed personnel for this project, noting that VicHealth expects that these personnel will be available throughout the duration of the project.</p> <p>Personnel details should be brief and include the following information:</p> <ul style="list-style-type: none"> <li>• A brief CV</li> <li>• The person’s role within your organisation</li> <li>• The proposed role the person will play within the project</li> </ul> <p>Note where any personnel are subcontracted as part of this proposal.</p> <p><b>b) Methodology</b> The proposed approach is provided in Section B. It is anticipated that this provides enough context for Respondents to be able to develop a proposal to address our requirements for a Respondent to plan, design, facilitate and deliver this forum.</p> <p>Please provide an overview of your proposed methodology for this project.</p> <p>Respondents should note that VicHealth invites Respondents to detail within their response their own specific methodology to designing the solution, focusing on any specific areas of innovation, deeper application of expertise and/or suggested divergence from the proposed approach.</p> <p><b>c) Price</b> When providing pricing it is important to be aware that the ability to deliver the services within the specified time frame and to the required level of quality is a key consideration in appointing a supplier.</p> <p>Please provide a pricing schedule to deliver your Proposal. Note that we would prefer clearly itemised pricing that matches the breakdown of your proposed methodology.</p> <p>In addition to your pricing schedule, please list hourly or daily rates of specific personnel, which may be used to calculate variations in the contract should you be successful in securing the project.</p> <p>Any additional disbursements must be clearly identified, and estimates itemised.]</p> <p>All pricing information must clearly state whether it is inclusive or exclusive of GST.</p>
Last date for questions	5pm Wed 11 May 2022

## Part A – Quotation Conditions

By submitting a Quotation in response to this RFQ, you agree:

- that you are bound by these Quotation Conditions
- that you will lodge your Quotation using the Quotation Form in Part D, by the Closing Time in accordance with one of the Lodgement Methods
- that these Conditions, together with the Specification and the Quotation Form and any other documents declared by VicHealth to form part of the RFQ, comprise the RFQ
- to submit all documents as required by the RFQ (Quotation Documents)
- that the Quotation Documents become VicHealth's property upon lodgement
- that the Quotation Documents are succinct and free from elaborate artwork, complex bindings or any other forms of unnecessary presentation
- to keep confidential all information provided by VicHealth in connection with the RFQ
- not to reproduce the RFQ (or any part of it) except where necessary for preparation and submission of your Quotation
- to authorise VicHealth to use and reproduce the whole or any portion of the Quotation documents for Assessment and audit
- that your response to this RFQ (Quotation) will remain open for acceptance by VicHealth for 3 months from the Closing Time and Date (and for any further period or periods agreed) even if VicHealth negotiates with you or others
- that, if VicHealth notifies you that it has accepted your Quotation, you are bound by a contract with VicHealth incorporating the conditions set out in Part C without amendment or qualification
- that you will direct all communications through the VicHealth Contact named in the Details Schedule.

VicHealth will:

- assess Quotations and determine which best meets its requirements and offers best value for money
- advise the outcome of the RFQ process
- not be liable for any deficiency within the RFQ
- not warrant the accuracy of the RFQ
- respond to questions submitted by Respondents before the Last Date for Questions indicated in the Details Schedule
- distribute to all Respondents the answers to questions from any Respondent unless VicHealth considers the information to be confidential
- send a formal email message confirming electronic receipt of Quotations
- reject Quotations received after the Closing Time and Date, except in accordance with VicHealth's Procurement Policy
- return late Quotations unopened at the end of the RFQ process
- consider an 'Alternative Quotation' that
  - includes any necessary supplementary specification(s) and associated fees
  - enhances VicHealth's business capabilities or project deliverables whilst representing value for money,
  - fully achieves and/or exceeds the specified outputs or functional and performance requirements identified by VicHealth.

VicHealth may:

- change any details in the RFQ
- extend the Closing Time
- reject any unacceptable Quotation including your Quotation
- negotiate with one or more Respondents
- accept the whole or any part of a Quotation (including your Quotation) or more than one Quotation.

## Part B – Specification

### Scope



The appointed agency will be required to:

- Manage the day to day of This Girl Can - Victoria social media accounts (Facebook, Instagram, Twitter) in line with the social media strategy
- Continue to build and foster a positive, supportive online community for This Girl Can - Victoria
- Develop monthly and longer-term proactive content plans in line with campaign strategy and objectives, with input and approval by VicHealth, including:
  - Development of high quality, compelling copy in the tone of the campaign
  - Creation of visual assets using existing templates, in line with the campaign branding requirements
- Manage and respond to reactive opportunities to develop timely, engaging content, with input from VicHealth
- Monitor social media channels, including moderating user posts and managing negative interactions (in consultation with VicHealth), within business hours plus some after-hours/weekend monitoring during identified high risk periods
- Track and report on social media activity, performance and insights on a weekly basis
- Provide advice on strategy and best practice to achieve campaign objectives
- Collaborate with other agencies involved in campaign development (such as campaign evaluators and creative agencies), to share insights and leverage campaign activities, where appropriate.
- Where possible, upon consultation, create and manage content for other VicHealth campaigns, which may include proactive and reactive content with visual assets and community management for VicHealth's owned social media channels.
- Develop and provide advice on strategy to improve VicHealth's social media presence and inform best practice.

## Background

VicHealth works in partnership with organisations, communities and individuals to make health a central part of our daily lives. The focus of our work is on promoting good health and preventing ill-health.

Today, we have a broader understanding of health than ever before. How much you earn, your social position, your level of literacy or your capacity to be involved in sports or creative activities that help connect you to others in your community, are as important to determining your health and wellbeing as the medical care you receive when ill.

Promoting health by fostering social change in social, economic, cultural and physical environments underpins our mission. Raising awareness is important to achieve change, both for individuals and the community. We aim to build opportunities for people to be informed, learn new skills, have greater access to activities that promote good health, and share healthier environments.

VicHealth's Action Agenda has defined strategic imperatives and targets for improving the health of the Victorian population – now and in the future. This project relates directly to VicHealth's priority to encourage regular physical activity which has the following specific target:

- 10 year goal (by 2023) – 300,000 more Victorians engaging in physical activity

This project also supports VicHealth’s focus on gender equality as a social determinant of health and the organisation’s stated goal to work with key partners in a range of settings, most notably sporting organisations, to advance gender equality across Victoria.

Research conducted by VicHealth in 2020 suggested that during the coronavirus pandemic, women’s physical activity levels were more severely impacted than men’s, with half of Victorian women exercising less than before coronavirus and 3 in 4 women stopping sport.

Only 2 out of 4 men’s sports routines were impacted negatively. But there were positive signs – 39% of women turned to exercising at home for the first time during the pandemic, including 19% who hadn’t been active before. 40% of women who started exercising at home for the first time continued to do so in late 2020 and early 2021.

This Girl Can – Victoria aims to motivate and empower women to be active. The campaign inspires women to get active in whatever way they choose. It empowers women to feel comfortable in their bodies and in public spaces.

This is about women getting active without worrying about being judged for their ability, what they look like, or where they come from.

This Girl Can – Victoria smashes outdated stereotypes about what women can and can’t do in sport, in the gym, and in their neighbourhoods. It not only motivates and inspires women to get out there and be active, but it also creates opportunities for women to get active, in whichever way they choose.

As a behaviour change campaign moving into its fifth year, the overarching objectives have not changed. If anything, the coronavirus pandemic has shown the importance of sticking to the original objectives of increasing physical activity and supporting gender equality.

## Project Outcomes

### Deliverables for RFQ

The appointed agency will be required to deliver the following:

- Manage the This Girl Can - Victoria social media accounts (Facebook, Instagram, Twitter) in line with the existing social media strategy
- Continue to build and foster a positive, supportive online community for This Girl Can Victoria
- Develop monthly and longer-term proactive content plans in line with campaign strategy and objectives, with input and approval by VicHealth, including:
  - Development of high quality, compelling copy in the tone of the campaign
  - Creation of visual assets using existing templates, in line with the campaign branding requirements
- Manage and respond to reactive opportunities to develop timely, engaging content, with input from VicHealth
- Monitor social media channels, including moderating user posts and managing negative interactions (in consultation with VicHealth), within business hours plus some after-hours/weekend monitoring during identified high risk periods

- Track and report on social media activity, performance and insights on a weekly basis
- Provide advice on strategy and best practice to achieve campaign objectives
- Collaborate with other agencies involved in campaign development (such as evaluation and creative agencies), to share insights and leverage campaign activities, where appropriate.
- Where possible, upon consultation, create and manage content for other VicHealth campaigns, which may include proactive and reactive content with visual assets and community management for VicHealth's owned social media channels.
- Develop and provide advice on strategy to improve VicHealth's social media presence and inform best practice.

The total budget for this service is \$80,000-100,000 ex GST. Please demonstrate how your proposed pricing structure demonstrates value for money.

This needs to include:

- Contracted agreement to plan, create and deliver the community management of the This Girl Can - Victoria campaign.
- Costs associated with the operational delivery of the campaign, including any purchasing of fonts, design programs and other services.
- All management of any recruitment involved for any third-party organisations involved
- Working with ambassadors to generate authentic user-generated content to showcase on the channels
- Attendance at planning meetings, including cross-agency meetings with organisations working on other marketing and communications elements of This Girl Can - Victoria
- All permissions
- All project deliverables

## Reporting Requirements

The agency will be required to deliver the following reports:

- Weekly: summary of activity, including progress against targets, most successful content, and any negative engagement
- Fortnightly: Meeting with VicHealth to discuss ongoing performance, any issues and upcoming work
- August: summary report on proposed social media strategy for the 2022-23 planned campaign, to inform recommendations for the new campaign strategy
- Timing to be confirmed: comprehensive evaluation report on social media activity, including summary of activities undertaken, output and outcomes, achievement against targets, lessons learned and recommendations for future social media activity.

## Performance Measures

Agency performance will be assessed across the following areas:

- Account management – including quality of service, responsiveness, professionalism and communication
- Project management – including timely delivery, efficiency, problem solving
- Content quality – including appropriate tone, quality of copy, images etc. and level of revision required
- Social expertise – including knowledge of the existing and emerging social media platforms, ability to inform on how This Girl Can –Victoria social campaign can implement any new measures to improve results
- Value add – including ability to bring new ideas and expert advice to achieve outstanding results

## Important Dates

<b>Date</b>	<b>Action</b>
Wed 27 April 2022	RFQ released to potential Respondents
5pm Wed 11 May 2022	Last day to submit questions and requests for clarification
5pm Wed 27 May 2022	Submission of RFQ. RFQ closes
30 June 2022	Designated negotiation period complete
July 2022 – exact date subject to negotiations	Contract awarded to successful Respondent (subject to final contract execution)

## Reporting Requirements

### Insurances

Please provide Certificate of Currency for the following insurances:

- 1) Public liability insurance up to \$10,000,000 per event for the Project Period and for 7 years following that period (regardless of any expiration or termination of this engagement).
- 2) Professional indemnity insurance of at least \$5,000,000 per event for the Project Period and for 7 years following that period (regardless of an expiration or termination of this engagement)
- 3) Current Workers Compensation (WorkCover) certification

## Part C – Conditions of Contract

Our standard VicHealth Services Agreement is attached.

Unless otherwise stated by you in your response to Question 17 of Part D, submission of your Proposal confirms your acceptance of these terms and conditions should you be successful through this process.

## Part D – Quotation Form

### NOTE TO RESPONDENTS:

The Respondent must submit their response to this RFQ using this Quotation Form and in the spaces provided:

- provide a response to all parts
- not exceed any specified word limits
- not include or embed graphics or data directly into the Quotation Form but where necessary, place graphics or data at the end of the Quotation Form
- include the organisation name of the Respondent in the footer of the Quotation Form
- virus check all electronic Quotation Documents and supporting documents before Quotation to VicHealth.

## Quotation Offer

By this Quotation, we offer to provide the Goods and/or Services in accordance with the Contract Conditions in Part C on the basis set out in this Quotation Form. We warrant that:

- All information contained in this Quotation Form is accurate and complete.
- We have not provided any inaccurate or misleading information to VicHealth in connection with this RFQ.
- We have read the RFQ and are fully acquainted with all matters in connection with the proposed Contract.

### Respondent authorisation

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

## Section 1 – non-pricing information (all parts to be completed)

1. Respondent Details	
Name of Respondent	
ABN (If no ABN is held, state the reason why)	
Australian Company Number or equivalent	
Date of incorporation	
Address of registered office	
Principal office	
Entity status	<input type="checkbox"/> A body corporate <input type="checkbox"/> A trustee company <input type="checkbox"/> A private company <input type="checkbox"/> A partnership <input type="checkbox"/> A sole proprietor <input type="checkbox"/> A joint venture <input type="checkbox"/> A public company <input type="checkbox"/> Other (provide details)
<i>List the primary contact person nominated to answer the VicHealth's requests for further information or to provide clarification.</i>	Name:  Position:  Telephone:  Email:

2. Proposed Solution/Proposal
<p><i>Detail the solution proposed to meet the Project Outcomes detailed in the Part B Specification. (Where relevant, detail the methodology proposed to undertake the Project, including the Technology System(s) that may/will be used to deliver this project and how such technology would be implemented and managed. Word limit – 600 words.</i></p>

3. Compliance with Specifications
<p>It is assumed that the Respondent complies with all clauses of the Specification, other than those Clauses stipulated below.</p>

*Detail below any clauses of the Specification which the Respondent is not, or is partially, compliant with and indicate:*

- *where the specified deliverables, characteristic or performance standard can only be met subject to certain conditions*
- *where specified deliverables, characteristic or performance standard is not met by the Response.*
- *where the solution offered significantly exceeds the specified requirements. Respondents must state or describe in what way their offer exceeds the requirements*
- *where the goods or the services:*
  - *do not require the feature due to inherent design or capability in the operation of the goods or*
  - *fully complies in a manner different to that described.*

#### 4. Capability

##### 4.1 Resources

*Detail the nominated personnel that will undertake the Project, including the scope and extent of services that will/may be provided by contractors, sub-contractors and/or agents to the Respondent. Word Limit - 200 words.*

##### 4.2 Quality accreditations

*Detail the Quality Management System(s), including all accreditation bodies and standards maintained by the Respondent. If no Quality Management System is in place, provide details of how the Respondent intends to ensure that the project meets VicHealth's business requirements and industry standards.*

#### 5. Past performance and current work

*Detail experience in the industry (including previous and current public sector experience) in the past 3 years that is relevant to the requirements of Part B Specification and ability to undertake the Project. Word limit – 150 words.*



## 6. Customer service plan

*VicHealth requires some indication of the level of customer service you would offer.*

*Word limit - 250 words.*

## 7. Strategic

*(a) Provide details of the location of your head office and any networking facilities which you believe may support your ability to perform the contract at a high level.*

*Word limit – 250 words.*

*(b) State details of any non-metropolitan Victoria based offices within your organisation, (or affiliated companies, if any) that could service regional requirements.*

*Word limit – 250 words.*

## 8. Innovation

*(a) Outline your involvement in activities which involve the use of leading technologies, innovative solutions and best practice that have resulted in 'value for money' improvements.*

*Word limit – 250 words.*

## 9. Technical

*Describe how your technical expertise can contribute to the delivery of the required outcomes.*

*Word limit – 250 words.*

## Mandatory Assessment Criteria

10. Financial viability	
<p><i>Respondents are required to demonstrate that they have the financial capacity to provide, over the term of the contract, all the requirements specified in this Invitation. Accordingly, you are required to provide the following information in your RFQ.</i></p> <p><i>If the answer to any of the following questions is yes, provide an explanation.</i></p>	
<p><i>(a) Are there any significant events, matters or circumstances which have arisen since the end of the last financial year which may significantly affect the operations of the Respondent?</i></p>	
<p><i>(b) Are there any mergers/acquisitions either recent (within the past 12 months) or which are imminent?</i></p>	
<p><i>(c) Are there any proceedings, either actual or threatened, against the Respondent, its parent or associated entities or any director of the Respondent, its parent or associated entities or have there been any such proceedings within the past five years? If so, what (if any) remedial action has been taken in respect of such proceedings?</i></p>	
<p><i>(d) Are there any bankruptcy actions against a director of the Respondent, its parent or associated entities, or has there been within the past five years?</i></p>	
<p><i>(e) Are there any de-registration actions against the Respondent, its parent or associated entities on foot, or have there been any within the past five years?</i></p>	
<p><i>(f) Are there any insolvency proceedings, actual or threatened (including voluntary administration, application to wind up, or other like action) against the Respondent, its parent or associated entities on foot, or have</i></p>	

<p><i>there been any within the past five years?</i></p>	
<p><i>(g) Is the Respondent, its parent or associated entities currently in default of any agreement, contract, order or award that would or would be likely to adversely affect the financial capacity of the Respondent to provide the Activities contemplated by this Invitation?</i></p>	
<p><i>(h) Are there any other factors which could adversely impact on the financial ability of the Respondent to successfully perform the obligations contemplated by this Invitation?</i></p>	
<p><i>(i) Is the Respondent solvent and able to meet its debts as and when they fall due in the normal course of business?</i></p>	
<p><i>In addition to the information required above, Respondents are required to undertake to provide to VicHealth (or its nominated agent) upon request all such information as VicHealth reasonably requires to satisfy itself that Respondents are financially viable and have the financial capability to provide the Activities for which they are submitting an RFQ and to otherwise meet their obligations under the contract to be entered into with the successful Respondent.</i></p>	

## 11. Risk and Insurance

<p><b>Schedule of insurance information</b></p> <p>VicHealth requires appropriate insurance provisions for the supply of Goods and/or Services contemplated under this Invitation (e.g. public liability, professional indemnity, product liability). Provide details of all relevant insurances maintained by the Respondent.</p> <p><i>(Enter 'N/A' if insurance type is not relevant)</i></p>	<p><b>Workers Compensation (WorkCover):</b></p> <ul style="list-style-type: none"> <li>• <i>Name of insurance company</i></li> <li>• <i>Policy number(s)</i></li> <li>• <i>Expiry date</i></li> <li>• <i>Limit of liability</i></li> <li>• <i>Relevant exclusions</i></li> </ul>
	<p><b>Public Liability:</b></p> <ul style="list-style-type: none"> <li>• <i>Name of insurance company</i></li> <li>• <i>Policy number(s)</i></li> <li>• <i>Expiry date</i></li> <li>• <i>Limit of liability</i></li> <li>• <i>Relevant exclusions</i></li> </ul>

	<p><b>Professional Indemnity:</b></p> <ul style="list-style-type: none"> <li>• <i>Name of insurance company</i></li> <li>• <i>Policy number(s)</i></li> <li>• <i>Expiry date</i></li> <li>• <i>Limit of liability</i></li> <li>• <i>Relevant exclusions</i></li> </ul>
<p><b>Risk management strategies</b></p> <p><i>Provide details of all risk management strategies and practices of the Respondent that would be applicable or relevant in the context of the supply of Goods or Services.</i></p>	

## 12. Conflict of interest

<p><i>Provide details of any interests, relationships or clients which may or do give rise to a conflict of interest and the area of expertise in which that conflict or potential conflict does or may arise, and details of any strategy for preventing conflicts of interest.</i></p>	
<p><i>Outline the processes you have in place to handle any future conflicts of interest (actual or perceived).</i></p>	

## 13. Ethical Employment Policy

<p><i>Has your company been prosecuted in the last 3 years, or have any impending legal actions, for an occupational health and safety offence in any State or Territory of Australia?</i></p> <p><i>Please note that this will not automatically be viewed as a negative. The details of any prosecutions and the outcomes will be assessed in deciding if there is any relevance to the RFQ Process.</i></p> <p><i>If Yes, please provide details.</i></p>	
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### 16. Supplier Code of Conduct

VicHealth as a statutory body under the Victorian State Government, is committed to ethical, sustainable and socially responsible procurement. In ensuring that our suppliers maintain the same values as the Government, the State has established a [Supplier Code of Conduct](#) (the Code).

**Note to tenderers:** The Victorian State Government's Supplier Code of Conduct is available at the Victorian Government Purchasing Board website: <http://www.procurement.vic.gov.au/Home>. Updates and amendments to the Code will also be made available at this website.

Tenderers are to familiarise themselves with the Supplier Code of Conduct and must include in their RFQ response a Commitment Letter substantially in the form provided here, addressed to the project officer listed at clause 1.3 of Part A of the request for quote.

**Please complete the Supplier Code of Conduct Commitment at Appendix 2.**

### 17. Pricing principles

*Provide details of the pricing principles which you will adopt in determining the pricing for this quotation (i.e. demonstrate how you propose to ensure pricing is competitive and how you are a market leader in relation to pricing).*

## Non-Mandatory Assessment Criteria

### a. Compliance with the Proposed Contract

A Tenderer must provide a tabulated statement showing clearly, and in order of the relevant clauses, its level of compliance with Part C (Proposed Contract). Refer section 7.2, Part A (Conditions of Tender) for further instructions.

**Note: No response is required in respect of a particular clause of the Proposed Contract where a Tenderer will comply with that clause.**

Clause number	Compliance Statement	Explanation/Comment
	<p><i>[Note to Tenderers: The cells in this column need to state one of the following:</i></p> <p><b>Will comply subject to conditions; or</b></p> <p><b>Will not comply.</b></p> <p><i>Remove this note when you prepare your Tender.]</i></p>	<p><b>[Note to Tenderers:</b></p> <p><b>Where the statement in column 2 is “Will comply subject to conditions”,</b> Tenderers should state in this column 3 the applicable conditions and the reason why those conditions are applicable.</p> <p><b>Where the statement in column 2 is “Will not comply”</b> Tenderers should state in this column 3 the reasons for such non-compliance.</p> <p><b>In both cases, the nature and extent of non-compliance must be clearly stated,</b></p>

		<p><i>together with any amendments that would make the relevant clause acceptable to the Tenderer.</i></p> <p><i>Remove this note when you prepare your Tender.]</i></p>

### b. Social Procurement Status

VicHealth is committed to Victorian Government's Social Procurement Framework <https://buyingfor.vic.gov.au/social-procurement-victorian-government-approach>

*If your organisation is involved in **any** of the following, please provide details on your engagement:*

- *Opportunities for Victorian Aboriginal people*
- *Opportunities for Victorians with disability*
- *Women's equality and safety*
- *Opportunities for disadvantaged Victorians*
- *Supporting safe and fair workplaces*
- *Sustainable Victorian social enterprises and Aboriginal business sectors*
- *Sustainable Victorian regions*
- *Environmentally sustainable outputs*
- *Environmentally sustainable business practices*

### c. Any other matters

*Detail any matters which have not been covered in previous sections, and you believe need to be taken into consideration when your Tender is assessed.*

### d. VGPB website

The Conditions of Tender include a provision for disclosure of contract information (refer Attachment A to this Part D).

*Identify any information in your Tender which you consider falls within the following categories and which you consider should not be published.*

(a) Trade secrets

(b) Unreasonable disadvantage

## Section 2 – Pricing information (all relevant parts to be completed)

Price	
<b>GST exclusive amount</b>	\$
<b>GST amount</b>	\$
<b>Total price GST inclusive</b>	\$

Payment schedule		
Date	Description of milestone	Amount

Rates card	
Position (e.g. Partner, Senior consultant etc.)	Rate card value (indicate if this is daily or an hourly rate)





## Appendix 1

### Supplier Code of Conduct Commitment

[insert tenderer name]

[insert tenderer address]

[insert date]

RFQ No: [insert RFQ no]

#### COMMITMENT TO THE VICTORIAN STATE GOVERNMENT SUPPLIER CODE OF CONDUCT

1. I acknowledge that:
  - a. the Victorian State Government (**the State**) is committed to ethical, sustainable and socially responsible procurement;
  - b. the State has a Supplier Code of Conduct (**Code**) the Code describes the State's minimum expectations of the conduct of its suppliers in relation to:
    - i. integrity
    - ii. ethics and conduct
    - iii. conflicts of interest
    - iv. gifts, benefits and hospitality
    - v. corporate governance
    - vi. labour and human rights
    - vii. health and safety
    - viii. environmental management.
  - c. the expectations set out in the Code are not intended to reduce, alter or supersede any other obligations which may be imposed by any applicable contract, law, regulation or otherwise;
  - d. to ensure that the Code remains current and relevant, it may be amended or updated by the State; and
  - e. the Code includes an ongoing expectation that suppliers (including my organisation) will raise concerns or otherwise seek clarification in relation to any aspects of the Code, including any updates or amendments to the Code.
2. On behalf of my organisation, I:
  - a. confirm that the State's expectations of suppliers as set out in the Code are understood;
  - b. provide a commitment that if selected to supply goods and / or services to any State department or public body my organisation will:
    - i. periodically check with reasonable frequency for updates and amendments to the Code; and
    - ii. aspire to meet the State's expectations of Suppliers as set out in the Code, including as updated or amended by the State.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Organisation: \_\_\_\_\_