

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>	

<i>there been any within the past five years?</i>	
<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>	
<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>	
<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>	
<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>	

11. Risk and Insurance	
<p>Schedule of insurance information</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>Workers Compensation (WorkCover):</p> <ul style="list-style-type: none"> • <i>Name of insurance company</i> • <i>Policy number(s)</i> • <i>Expiry date</i> • <i>Limit of liability</i> • <i>Relevant exclusions</i>
	<p>Public Liability:</p> <ul style="list-style-type: none"> • <i>Name of insurance company</i> • <i>Policy number(s)</i> • <i>Expiry date</i> • <i>Limit of liability</i> • <i>Relevant exclusions</i>

	<p>Professional Indemnity:</p> <ul style="list-style-type: none"> • <i>Name of insurance company</i> • <i>Policy number(s)</i> • <i>Expiry date</i> • <i>Limit of liability</i> • <i>Relevant exclusions</i>
<p>Risk management strategies</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

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.

Outline the processes you have in place to handle any future conflicts of interest (actual or perceived).

13. Ethical Employment Policy

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?

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.

If Yes, please provide details.

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16. Supplier Code of Conduct
<p>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).</p> <p>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.</p> <p>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.</p> <p>Please complete the Supplier Code of Conduct Commitment at Appendix 2.</p>

17. Pricing principles
<p><i>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).</i></p>

Non-Mandatory Assessment Criteria

a. Compliance with the Proposed Contract		
<p>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.</p> <p>Note: No response is required in respect of a particular clause of the Proposed Contract where a Tenderer will comply with that clause.</p>		
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>Will comply subject to conditions; or</p> <p>Will not comply.</p> <p><i>Remove this note when you prepare your Tender.]</i></p>	<p>[Note to Tenderers:</p> <p>Where the statement in column 2 is “Will comply subject to conditions”, Tenderers should state in this column 3 the applicable conditions and the reason why those conditions are applicable.</p> <p>Where the statement in column 2 is “Will not comply” Tenderers should state in this column 3 the reasons for such non-compliance.</p> <p>In both cases, the nature and extent of non-compliance must be clearly stated,</p>

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

b. Social Procurement Status
<p>VicHealth is committed to Victorian Government’s Social Procurement Framework https://buyingfor.vic.gov.au/social-procurement-victorian-government-approach</p> <p>If your organisation is involved in any of the following, please provide details on your engagement:</p> <ul style="list-style-type: none"> - 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
<p>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.</p>

d. VGPB website	
<p>The Conditions of Tender include a provision for disclosure of contract information (refer Attachment A to this Part D).</p> <p>Identify any information in your Tender which you consider falls within the following categories and which you consider should not be published.</p>	
(a) Trade secrets	
(b) Unreasonable disadvantage	

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

Price	
GST exclusive amount	\$
GST amount	\$
Total price GST inclusive	\$

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: