**Annex 1: Specified Personnel Table format**

| **Position** | **Job Level and Professional Discipline Category** | **Name** | **Total Inputs in person months** | **Referee Contact Details** | **Commitments** |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |

### **Annex 1A: CV format**

|  |  |
| --- | --- |
| **Name and Contact Details** | [Insert email/phone numbers] |
| **Nationality/Resident status** | [Insert nationality and permanent resident status] |
| **Professional Qualifications** | [Insert qualifications including institution and date of award |
| **Professional Work Experience** | [Insert details of relevant experience including duration and extent of inputs. |
| **Signature of Specified Personnel** |  |

### **Past Experience Form** (**Annex 2)**

## The Tenderer must present details of relevant activities or projects in which the Tenderer has been involved which demonstrate the Tenderer's ability to fulfil the objectives of the Project. This Annex may contain up to [insert number – maximum of 4] examples. Details of each activity should be submitted in the format provided below and must not exceed one (1) A4 page.

## Tenderers must provide information in the Referees section of the Past Experience Forms in accordance with **Clause 22 (Referee Checks)** in Part 2 of the RFT.

Annex 2 – Past Experience Form Format

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Activity Name: | |  | | |
| Activity Value: | |  | | |
| Activity Location(s): | |  | | |
| Activity Duration | |  | | |
| Client/Donor: | |  | | |
| Year Completed: | |  | | |
| Brief description of the activity and the Tenderer’s role: | | | | |
|  | | | | |
| Brief description of activity outcomes: | | | | |
|  | | | | |
| Brief description of any contractor performance issues and their resolution: | | | | |
|  | | | | |
| Statement of the similarities between this activity and the requirements of the activity currently being tendered and how this activity supports your statements addressing the Evaluation Criteria: | | | | |
|  | | | | |
| Nominated Activity Referees: | | | | |
| 1. Name: |  | | 2. Name: |  |
| Address: |  | | Address: |  |
| Email: |  | | Email: |  |
| Phone: |  | | Phone: |  |

# TENDER SCHEDULE 4: TENDERER STATEMENTS

### **STATEMENT A: TENDERER’S DETAILS**

## Tenderer Entity Details

| **DETAIL REQUIRED** | **TENDERER’S RESPONSE:** |
| --- | --- |
| **Tenderer’s Legal Entity Type** |  Individual/sole trader   Partnership   Company   Other entity type (provide details):  ......................................................... |
| **Tenderer Name**  This must be the name of the legal person (entity) making the Tender. This will also be the name of the contracting party if applicable. |  |
| **Registered for VAT?** | **YES/NO** (Delete one) |
| **Registered Business Address**  The official business address in respect of the legal entity making the Tender. |  |
| **Commercial Business Address**  The address to be used for notices given under any contract (if different to the Registered Business Address). |  |
| **Is the Tenderer a small to medium enterprise?**  A small to medium enterprise is an entity employing fewer than 200 full time equivalents, including employees of all other associated businesses. | **YES/NO** (Delete one)  If YES, indicate Current Number of Employees: |
| **Tenderer Contact**  Provide details of the person who is the Tenderer’s point of contact for the purposes of this RFT. | **Name:**  **Position/Title:**  **Address:**  **Telephone Number:**  **Email:** |
| **Consortia Members:** Provide the details of any Tenderer Consortia Members. | **Trading Name: ABN: Contact Details: Role of the Consortium Member in providing the Requirements:** |

## **STATEMENT B: DECLARATION BY TENDERER**

I, [I**nsert name, and address**], do solemnly and sincerely declare that:

[**Insert name of Tenderer**] (‘Tenderer**’**):

* 1. The Tenderer offers to supply the Requirements: described in RFT No AUS/RFT/06/2015 Preventive and defective maintenance service for the Australian Embassy Addis Ababa.

#### Issued by the Commonwealth of Australia represented by Department of Foreign Affairs and Trade (‘DFAT’); and

#### For the Tender Price set out in the Tender.

* 1. The Tenderer confirms its capacity to Tender and that there is no restriction under any relevant law to prevent it from Tendering.
  2. The Tenderer confirms that the Tender does/does not (Delete inapplicable response) comply with all the requirements in **Clause 4** (Mandatory Minimum Form and Content Requirements) in **Part 2** of the RFT.
  3. The Tenderer confirms that the Tender does/does not (Delete inapplicable response) comply with all relevant Parts of **Clause 5** (Mandatory Conditions for Participation)in **Part 2** of the RFT**.**
  4. The Tenderer acknowledges that it has received all Addenda to this RFT issued by the Australian Embassy, Addis Ababa in accordance with **Clause 15** (Tenderer Enquiries) in **Part 2** of the RFT.
  5. In accordance with **Clause 29** (Conflict of Interest) in **Part 2** of the RFT the Tenderer warrants that, at the time of lodging this Tender, no actual or potential conflict of interest exists which could affect the performance of its obligations if the Tenderer were to enter into a Contract with the Australian Embassy, Addis Ababa DFAT.
  6. The Tenderer warrants that it is not currently the subject of any Court proceedings for debt recovery, bankruptcy, insolvency or breach of contract;
  7. The Tenderer confirms that it has read and understood all clauses and paragraphs of the Draft Contract and in so far as the paragraph or clause creates a contractual condition or obligation on the Tenderer, the Tenderer makes its offer to the Australian Embassy, Addis Ababa on that condition or under that obligation and in so far as the paragraph or clause specifies a characteristic or performance to be met by the Tenderer or its Specified Personnel when providing the Requirements, the Tenderer’s offer is to provide the Requirement as specified. The Tenderer confirms that it does/does not (Delete inapplicable response) comply with the Draft Contract at **Part 3** of this RFT. If the Tenderer does not comply with the Draft Contract, please specify the clauses or paragraphs of the Draft Contract with which the Tenderer is non-compliant.
  8. Neither the Tenderer nor any of its officers, employees, agents, and subcontractors has attempted to, or will attempt to, improperly influence an officer of the Australian Embassy, Addis Ababa in connection with the preparation or assessment of the Tender.
  9. The Tenderer warrants that the Tender has not been prepared with the assistance of current the Australian Embassy, Addis Ababa employees or Former the Australian Embassy, Addis Ababa Employees or with improperly obtained information.
  10. If at any time prior to entry into a contract with the Preferred Tenderer, any information provided in this Declaration changes, the Tenderer agrees to advise the Australian Embassy, Addis Ababa of that change within seven (**7**) calendar days.
  11. The Tenderer acknowledges that no express or implied contract has arisen between the Tenderer and the Australian Embassy, Addis Ababa in relation to the RFT or the Tender.
  12. The Tenderer understands and agrees to all Tender conditions including without limitation the obligations, acknowledgements and the Australian Embassy’s, Addis Ababa rights included in the RFT document.
  13. The Tenderer warrants that the information contained in their Tender submission is true and correct and the signatory is duly authorised to sign on behalf of the Tenderer.

I make this Declaration*,* subject to the penalties provided by that Act for making false statements in Statutory Declarations, and I conscientiously believe that the statements contained in this Declaration are true in every respect.

|  |  |
| --- | --- |
| **Signature 1** | **Name** |
|  |  |
|  | **Official Position Held** |
|  |  |
|  | **Date** |
|  | |
|  | |
| **Signature of witness 3:** | **Name of witness:** |
|  |  |
|  | **Date** |
|  |  |
|  | |

**STATEMENT F: WORK HEALTH AND SAFETY**

### **Note to Tenderers**

### Tenderers must comply with the Work Health and Safety rules and must provide Information regarding their WHS Management System (WHSMS) in the table below. By completing this statement, the Tenderer demonstrates how its WHSMS meets its obligations.

### The Australian Embassy, Addis Ababa may request from the Tenderer at any stage information related to WHS considerations relevant to this Tender, including but not limited to policy documents, operational plans, risk assessments, completed WHS inspections and incident reports.

### The Australian Embassy, Addis Ababa may call upon the successful tenderer to modify its WHSMS during contract negotiations and/or once the activity has commenced. The successful tenderer must comply with the Australian Embassy, Addis Ababa directions at its own cost.

|  |  |
| --- | --- |
| Company Name | Address |
|  |  |

|  | Yes | No | N/A | Provide comments if your response to any question is “no” or “not applicable”. |
| --- | --- | --- | --- | --- |
| Governance |  |  |  |  |
| Our organisational details are current as at tender closing date. |  |  |  |  |
| Our company has a documented WHS management plan in place. |  |  |  |  |
| Managing WHS Risks |  |  |  |  |
| The company’s WHS roles and responsibilities are outlined and attached with this bid. |  |  |  |  |
| Our company has identified and trained staff with responsibilities for WHS, including Health and Safety Representatives. |  |  |  |  |
| Establishing and maintaining WHS Registers |  |  |  |  |
| Our company undertakes a documented risk based approach to WHS, including site inspections, hazard and risk assessment and mitigation and periodic review. |  |  |  |  |
| Our company provides WHS training to workers at induction, including any task-specific training, and maintains a record of WHS training. |  |  |  |  |
| Our company consults and communicates with its workers on all WHS issues. |  |  |  |  |
| Where our company uses hazardous substances and/or dangerous goods, we maintain safe systems of work, including a register, and relevant safety data sheets. |  |  |  |  |
| Our company provides and maintains any required equipment (including personal protective equipment and electrical equipment) issued to workers. |  |  |  |  |
| The following document templates are available for inspection (please insert list in the comments box). |  |  |  |  |
| Workplace inspection checklist template |  |  |  |  |
| Incident investigation report template |  |  |  |  |
| Hazard reports template |  |  |  |  |
| Injury Management |  |  |  |  |
| Workers compensation policy in place |  |  |  |  |
| Return to work program provided |  |  |  |  |
| Has the company ever been required to report a ‘notifiable incident’ like:   * The death of a person * A ‘serious injury or illness’ arising out of the conduct of a business or undertaking at a workplace.   Please provide details. |  |  |  |  |

Signature of Officer Name

Official Position Held

**Price Schedule**

**MAINTENANCE FEE BREAKDOWN including both preventive and break down maintenance**

|  |  |  |  |
| --- | --- | --- | --- |
| No. | | Equipment type | Monthly Fee (ETB) |
| Lot 1 | 1 | Electrical system/ Lighting/ Socket outlets/DB maintenance price |  |
| 2 | Sanitary lines and water plant equipment/plumbing situation including the SPH maintenance price |  |
| 3 | Mechanical system maintenance price |  |
| 4 | Gate control system maintenance price |  |
| 5 | Water delivery per 5000L |  |
| 6 | Fuel delivery per barrel |  |
| Lot 2 | 7 | Generator maintenance price |  |
| Lot 3 | 8 | Fire Alarm system maintenance price |  |
| 9 | Duress Alarm system maintenance price |  |
| 10 | Data system maintenance price |  |
| 11 | Intercom system maintenance price |  |
| Lot 4 | 12 | CCTV system maintenance price |  |
|  | **Total** | |  |
|  | **VAT** | |  |
|  | **Grand Total** | |  |

**N.B Fuel and Water** **deliver are paid up on order.**