# SECTION C - RETURN SCHEDULES

***George Town Aquatic, Health, and Wellbeing Centre***

***Architectural Services***

Tender No. RFQ 05/2024

*May 2024*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| SCHEDULE 1 - TENDERER`S FORMAL OFFER | | | | | |
| Contract No: | |  | | | |
| Project: | |  | | | |
| Tenderer: | |  | | | |
|  | | | | | |
| Registered Office Address: | | | | Business Address: | |
|  | | | |  | |
|  | | | |  | |
|  | | | |  | |
|  | | | |  | |
| Telephone: | | | | | |
| Email: | | | | | |
|  | | | | | |
| Legal Status - All Tenderers are required to complete the following table: | | | | | |
| Legal Structure | Name | | Australian Company No (ACN) | | Australian Business No (ABN) |
| Company |  | |  | |  |
| Trust\* |  | |  | |  |
| Individual |  | |  | |  |
| Partnership |  | |  | |  |
| \*Include details of both trust and trustee | | | | | |

The Tenderers named above, hereby provides a Tender to provide Goods, Works and/or Services in accordance with

1. The Tender Package.
2. Any attachments, addenda or schedules submitted with the Tender Documents.

The Tenderer also acknowledges that if it is the successful Tenderer, this will be confirmed in a letter of acceptance which will invite the Tenderer to enter into a formal contract with George Town Council.

The documents listed above will form part of the contract between the parties, although George Town Council reserves the right to negotiate further terms and conditions.

The Tenderer warrants and represents that:

1. It has fully acquainted itself with all documents referred to in the Tender Package and all matters relating there to.
2. Agrees to be bound by the General Conditions in Section A.
3. All of the information provided in the Tender Submission is true and correct.
4. It has made its own enquiries and investigations and has obtained professional advice and all other relevant information so as to inform itself of all of the risks and contingencies which may affect its quoted price.
5. It has allowed for all such risks and contingencies in its price.

The Tenderer confirms that they offer to provide the Goods, Works and/or Services described in the Tender Submission in accordance with the Tender Package and will do so legally in accord with all required State and federal government legislation.

Executed by an Authorised Officer of Tenderer who has delegated authority to enter into a contract:

|  |  |
| --- | --- |
| Signature: | |
| Name and title: | Date: |
|  | |
| Signature of Witness: | |
| Name of Witness: | Date: |

Tenderers contact person for enquiries about this Tender:

|  |
| --- |
| Name: |
| Position: |
| Address: |
| Telephone: |
| Email: |

# SCHEDULE 2 - STATEMENT OF CONFORMITY

The Tenderer is to signify whether or not its Tender conforms in all respects to the requirements of the Conditions of this Tender and all other requirements set out in the Tender Documents by indicating below.

|  |  |
| --- | --- |
| Does the Tender conform? | Yes\_\_\_\_\_No\_\_\_\_\_ |
| Is this an Alternative Offer? | Yes\_\_\_\_\_No\_\_\_\_\_ |

If the Tender does not conform to all the requirements of the Tender Documents, the Tenderer must list below all areas of non-conformity and the reasons therefore, and must value each area of non-conformity so that, in the event such non-conformity is deemed unacceptable, the comparative Tender price can be adjusted accordingly. If any non-conformity is not priced and/or is determined to be unacceptable, the Tender may not be further considered.

|  |  |
| --- | --- |
| Area of Non-Conformity and Reason | Value of Non-Conformity ($) |
|  |  |

# SCHEDULE 3 - SCHEDULE OF COSTS AND RATES

|  |  |
| --- | --- |
| **Architectural Fee % (Excluding GST)** | |
| Construction budget $16m  (Architectural and known key subconsultants) | % |
| ***Note:*** *The above % is deemed to include all design co-ordination and other fees associated with being principal consultant. No additional margin will be charged on fees of subconsultants engaged.* | |
| **Final Fee Break Up** | |
| Concept Design | % |
| Schematic Design (to Development Application) | % |
| Detailed Design (to Building Approval & Tendering Docs) | % |
| Construction Issue Documentation | % |
| **TOTAL** | 100% |
| **Architectural Hourly Rate Schedule (Excluding GST)** | |
| Director/Principal | $ |
| Project Architect | $ |
| Project Drafting | $ |
| Other: |  |
| 1. | $ |
| 2. | $ |
| 3. | $ |
| 4. | $ |
| 5. | $ |
| 6. | $ |

# SCHEDULE 4 - INSURANCES

|  |  |
| --- | --- |
| Insurance Type | Insurance Company |
| Public Liability  (minimum $20m) |  |
| Professional Indemnity |  |
| Comprehensive Motor Vehicle Third Party |  |
| Workers Compensation/ Income Protection or Personal Accident. |  |
| Other |  |

The successful Tenderer will be asked to produce a Certificate of Currency for each insurance category required.

# SCHEDULE 5 - KEY PERSONNEL & QUALIFICATIONS

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| --- | --- | --- | --- |
| Tenderers shall detail below the key personnel proposed for this work. | Name | Years of Experience | Task Responsible for. |
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# SCHEDULE 6 - REFEREES

Please provide details of relevant or previous experience of the company and major subcontractors. (Please copy this sheet for additional referees or subcontractor referees)

|  |  |
| --- | --- |
| Project Type |  |
| Client’s Name |  |
| Client’s Contact Person |  |
| Client’s Address |  |
| Client's Phone Number |  |
| Year Completed |  |
|  | |
| Project Type |  |
| Client’s Name |  |
| Client’s Contact Person |  |
| Client’s Address |  |
| Client’s Phone No |  |
| Year Completed |  |

# SCHEDULE 7 - LICENSES / QUALIFICATIONS

Please provide here details of relevant qualifications of the company and major subcontractors. (Please copy this sheet for subcontractors)

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| --- | --- | --- |
| **Tenderers shall detail any relevant current licenses, or Qualifications. Licenses will need to be presented upon request.** | **License/Qualification Coverage** | **Expiry Date** |
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# SCHEDULE 8 - EXPERIENCE

Provide detailed Experience on similar projects.

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# SCHEDULE 9 - SUBCONTRACTORS

The names of Subcontractors (including consultants and sub-consultants) proposed to be engaged for the contract:

1. Written approval of all subcontractors is required before commencement of the contract.
2. The nomination of alternatives is acceptable.
3. The Contractor shall be required to provide evidence that the subcontractors are registered and/or licensed (as required by law) in the work which is to be subcontracted and have the relevant policies of insurance.

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| --- | --- | --- |
| **Name & Address of Subcontractor** | **Description of Proposed Works to be Subcontracted** | **Est Work Value** |
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# SCHEDULE 10 - PROJECT TIMELINE

Detail Project Schedule showing all milestones and timelines.

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SCHEDULE 11 - WORKPLACE HEALTH AND SAFETY

By signing the RFQ Return Schedule, Section C Schedule 1, the Tenderer guarantees that all work under this agreement shall be executed in compliance with Workplace Health and Safety legislation, and George Town Council workplace health and safety requirements.