**Tender Documents**

**Part 4 –Tender Response**

**Request for Tender**

**(RFT)**

**Closing Time:**

**RFT Number:**

**23007**

**10 am**

**(Australian Eastern Standard Time)**

**26 September 2022**

**Sale of Vacant Land located at Rose Smith Lane, Muckadilla QLD 4461 – Lot 18 on M3831**

**Tender Response**

**PLEASE NOTE:** All pages required within this **Part 4 must be completed and returned** to Council as they form part of the Tenderer’s Tender Response.

# GENERAL DETAILS

To: Maranoa Regional Council

|  |
| --- |
| ***In response to Request for Tender: 23007*****Sale of Vacant Land located at Rose Smith Lane, Muckadilla QLD 4461 – Lot 18 on M3831** |

**1.1 Name of the company or entity under which this tender is being made.** *(Please state the full name including the corporate trustee and family trust, if applicable. e.g. ABC Pty Ltd as trustee for the XYZ Family Trust)*

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| --- |
|  |

**1.2 Trading name** *(if applicable & different)*

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| --- |
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 **1.3 State the type of entity** *(e.g. individual, public or private company or joint venture)*

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| --- |
|  |

**1.4 State of registration of company** *(if applicable)*

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**1.5 ABN**

|  |
| --- |
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**1.6 Is the Tenderer registered under the *GST Act*?**

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  | No |  |  |
|  |  |  |  |
| [ ]  | Yes |  |  |

**1.7 Postal Address**

|  |
| --- |
|  |

**1.8 Business/Personal Address**

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| --- |
|  |

**Preferred Address** *(for service of notices)*

|  |  |
| --- | --- |
| [ ]  | Postal Address |
| [ ]  | Business/Personal Address |

**1.9 Telephone Number**

|  |
| --- |
|  |

**1.10 Email Address**

|  |
| --- |
|  |

**1.11 Nominated Person for Post-Tender Enquiries** *(full name, position and email)*

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| --- |
|  |

**1.12 Natural Person Authorised to Represent the Tenderer** *(Corporation Only)*

|  |
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|  |

# ACKNOWLEDGEMENT AND ACCEPTANCE OF DOCUMENTS

|  |  |
| --- | --- |
| I have read and understood Part 1,2,3,4 and 5 of the Tender documents | [ ]  Yes [ ]  No |

I accept the following documents...

|  |  |
| --- | --- |
| **Part 2** – Conditions of Tender (contained in the Request for Tender). | [ ]  Yes [ ]  No |
| **Part 3** – Specification (contained in the Request for Tender). | [ ]  Yes [ ]  No |
|  **Part 5** – Draft REIQ Contract | [ ]  Yes [ ]  No |
| **Addenda** (if any) **– Issued after the Issue Date of the Request for Tender**

|  |  |  |  |
| --- | --- | --- | --- |
| ADDENDUM NO. |  | ADDENDUM DATE |  |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |

 | [ ]  Yes [ ]  No |

An *addendum* is any official change or clarification to the Tender Documents issued by Council during the time between issuing the tender and the closing date. Addendums are used to ensure all Tenders receive the same information and are bidding on the same Tender

|  |  |  |
| --- | --- | --- |
| If you have answered “No” to accepting Part 2, Part 3, Part 5 or Addenda | 🡺 | ***Complete Section 3: Statement of Departures*** |
| If “Yes” to all of the above | 🡺 | ***Go to Section 4: Execution of Tender*** |

# STATEMENT OF DEPARTURES

Tenderers must set out below particulars of all matters in respect of which the tender varies from the requirements of the Tender Documents.

|  |  |  |  |
| --- | --- | --- | --- |
| **Tender Document**(e.g. Specification, Draft REIQ Contract) | **Clause** | **Page** | **Details of Variation (1)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
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(1) If necessary, Tenderers should attach documents in explanation or clarification of the above variation/s.

# EXECUTION OF TENDER

I certify that:

* the information provided is true and correct,
* all terms used in this Tender Response bear the meanings assigned to them in Parts 1, 2, 3 and 5 as the case may be.
* this Tender Response is irrevocable for the period stated in the Invitation to Tender, unless extended by mutual agreement between the Tenderer and Council.
* I have read and examined the Tender Documents and the foregoing is a complete list of matters in respect of which my Tender varies from the requirements of the Tender Documents as outlined in Section 3.

|  |  |  |
| --- | --- | --- |
| **Signed** for (the **Tenderer**)by an authorised officer in the presence of: |  |  |
| Signature of authorised officer |
|  |  |  |
| Signature of witness |  | Name of authorised officer (print) |
|  |  |  |
| Name of witness (print) |  | Position held by authorised officer |
|  |  |  |
| Date |  | Date |

# EVALUATION CRITERIA EVIDENCE

 Council will be evaluating Tender Responses based on the following criteria:

* 1. Declaration of Actual, Potential or Perceived Conflicts of Interest - Compulsory
	2. Purchase Price Offered to Council 100 points

|  |  |
| --- | --- |
| **5.1 Declaration of Actual, Potential or Perceived Conflicts of Interest (Clause 17.0 – Conditions of Tender)** | **Compulsory Completion of the below Section** |

**DECLARATION OF ACTUAL, POTENTIAL OR PERCEIVED CONFLICTS OF INTEREST**

*(Clause 17.0 – Conditions of Tender)*

A Conflict of Interest is something that may impact your objectivity in performing your obligations to Council. An **actual** Conflict of Interest is:

* a personal advantage (or avoidance of loss), financial or otherwise, to a Council employee or their partner, spouse, immediate relative or friend; and/or
* where a Tenderer has other personal or business interests that may create a risk to, or impact on, the delivery of the goods and services, the subject of this tender, in accordance with Council’s requirements.

*Please note that tenderers, including the successful Tenderer, must not pay any commission, fees, rebates, gifts or entertainment to any officer or agent of Council.   Further, tenderers are to advise of any personal business arrangement with anyone involved with Council.  This includes payments, gifts or business arrangements with a partner, spouse, immediate relative or friend of a Council employee.*

The key to deciding whether there is an actual or potential conflict of interest is to think of how others might view you in the performance of your responsibilities under this Agreement.  There may be a potential or perceived conflict of interest, or there may be an actual conflict of interest.

**If you have a partner, spouse, immediate relative or friend who is a Council employee please declare this in Section 5.1 so that Council can consider if / how this potential, perceived or actual conflict can be managed.**

Will any actual, perceived or potential conflict of interest in the performance of the Tenderers’ obligations under the Contract exist if the Tenderer is awarded the Contract, or are any such conflicts likely to arise during the Contract term?

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  | No | 🡺 | ***Go to Next Section 5.2 -*** *Price* |
| [ ]  | Yes | 🡺 | ***Provide details and how the conflict is proposed to be dealt with and then Go to Section 5.2 - Price*** |

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| --- |
| (*please provide detail – if applicable)* |

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| --- | --- |
| **5.2 PRICE OFFERED TO COUNCIL** | **100 Points** |

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| --- | --- | --- |
|  | What is the **PURCHASE PRICE** offered to Council

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# COMPLIANCE REQUIREMENTS (MUST DO’S) & TENDER RESPONSE CHECKLIST

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| --- | --- | --- |
| **Description of Compliance Requirements** | **Yes** | **No\*** |
| **Part 1 – Tender Information.** Compliance with lodgement of Tender by the Closing Time. | [ ]  | [ ]  |
| **Part 4 – Tender Response.** Completion of all sections, including: |
|  | **1 General Details**  | [ ]  | [ ]  |
|  | **2 Acceptance of Documents.** The Tenderer has read, understood and accepts Part 2 – Conditions of Tender, Part 3 – Specification, Part 5 – Draft REIQ Contract (Houses and Residential Land) | [ ]  | [ ]  |
|  | **3 Statement of Departures**. Proposed Statement of Departureslisted for any matters where the tender submission varies from the requirements of the Tender Documents. | [ ]  | [ ]  |
|  | **4 Execution (Signing) of Tender**. The Tenderer Response has been signed by an authorised officer and witness. | [ ]  | [ ]  |
|  | **5 Evaluation Criteria Evidence**. Completed all Evaluation Criteria responses including: | [ ]  | [ ]  |
|  | 5.1 Declaration of Actual, Potential or Perceived Conflicts of Interest  | [ ]  | [ ]  |
|  | 5.2 Purchase Price Offered to Council | [ ]  | [ ]  |

Please select with a yes or no whether the Tenderer has complied with the following information requirements. (including that, the documents have been read and understood).

**\*Incomplete Tenders may not be considered (including not proceeding through the evaluation process)** as there may be insufficient information for Council to make an informed evaluation and decision (*Clause 9.5 – Conditions of Tender)*