

**PART 3**

**nhulunbuy** corporation

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**RESPONSE FORMS**

**Request for Tender (RFT)**

**PROVISION OF SECURITY SCREENING  
SERVICES AT GOVE AIRPORT**

**Closing Time:**

**3PM (CST), 31<sup>ST</sup> MAY 2019**

**RFT Number:**

**19/04**

**nhulunbuy** corporation

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## 1. TENDER RESPONSE

To: The Chief Executive Officer  
 Nhulunbuy Corporation  
 PO Box 345  
 Nhulunbuy, NT, 0880

PLEASE COMPLETE THIS FORM IN BLOCK LETTERS

<b>FULL NAME/S OF TENDERER:</b>	
<b>STREET ADDRESS OF TENDERER: (For service of notices)</b>	
<b>ABN OF TENDERER:</b>	
<b>ACN OF TENDERER:</b>	
<b>TELEPHONE NO. OF TENDERER:</b>	
<b>FACSCIMILE NO. OF TENDERER: (For service of notices)</b>	
<b>POSTAL ADDRESS OF TENDERER: (For service of notices)</b>	
<b>EMAIL ADDRESS OF TENDERER:</b>	
<b>NATURAL PERSON AUTHORISED TO REPRESENT THE TENDERER: (If the Tenderer is a corporation)</b>	

**In response to RFT Provision of Security Screening Services at Gove Airport**

The Tenderer offers to supply the Services detailed in:

- (a) the Request for Tender and in particular the Specification; and
- (b) the addenda issued after the date of issue of the Request for Tender as listed below,

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in accordance with the Contract and the representations of the Tenderer contained in this Tender Response and all attachments to this Tender Response.

ADDENDUM NO.	ADDENDUM DATE	SUBJECT OF ADDENDUM
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**(Insert particulars of all addenda issued by the Principal)**

This Tender Response (including the prices in Item 3-3, Price Information) is irrevocable for 90 days after the Closing Time unless extended by mutual agreement between the Tenderer and the Principal.

All terms used in this Tender Response bear the meanings assigned to them in the Conditions of Tender, Specification, General Conditions of Contract and Special Conditions of Contract, as the case may be.

**This Tender Response is dated the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_**

**COMPLETE AND USE THIS EXECUTION CLAUSE IF THE TENDERER IS A CORPORATION:**

THE COMMON SEAL of ..... )  
 ..... ACN ..... )  
 is affixed in accordance with ..... )  
 its constitution in the ..... )  
 presence of: ..... )

.....  
 Secretary/Director

.....  
 Director

.....  
 Name of Secretary/Director (print)

.....  
 Name of Director (print)

.....  
 Witness

.....  
 Name of Witness (print)

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**COMPLETE AND USE THIS EXECUTION CLAUSE IF THE TENDERER IS A CORPORATION BUT DOES NOT EXECUTE UNDER A COMMON SEAL:**

EXECUTED by .....)  
..... ACN .....)  
by being signed by .....)  
.....)  
a Director, and .....)  
.....)  
, a Director/the Secretary in accordance with )  
section 127 of the *Corporations Act 2001* in )  
the presence of: )

.....  
Witness

.....  
Director

.....  
Name of Witness (print)

.....  
Name of Director (print)

.....  
Witness

.....  
Director/Secretary

.....  
Name of Witness (print)

.....  
Name of Director/Secretary (print)

**COMPLETE AND USE THIS EXECUTION CLAUSE IF THE TENDERER IS A CORPORATION, DOES NOT EXECUTE UNDER A COMMON SEAL AND HAS A SOLE DIRECTOR/SECRETARY:**

EXECUTED by .....)  
..... ACN .....)  
by being signed by .....)  
.....)  
the sole Director/Secretary in accordance with )  
section 127 of the *Corporations Act 2001* in )  
the presence of: )

.....  
Witness

.....  
Sole Director/Secretary

.....  
Name of Witness (print)

.....  
Name of Sole Director/Secretary (print)

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**COMPLETE AND USE THIS EXECUTION CLAUSE IF THE TENDERER IS AN INDIVIDUAL:**

**SIGNED** by )  
 )  
 ..... )  
 Print Name )  
 in the presence of: ) .....  
 Signature

.....  
Witness

.....  
Name of Witness (print)

**COMPLETE AND USE THIS EXECUTION CLAUSE IF THE TENDERER IS A PARTNERSHIP OF INDIVIDUALS (every partner must sign – add more spaces if necessary)**

**SIGNED** by )  
 )  
 ..... )  
 Print Name )  
 in the presence of: ) .....  
 Signature

.....  
Witness

.....  
Name of Witness (print)

**SIGNED** by )  
 )  
 ..... )  
 Print Name )  
 in the presence of: ) .....  
 Signature

.....  
Witness

.....  
Name of Witness (print)

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## 2. CHECKLIST

The following checklist has been provided to assist the Tenderer with completion and submission of its Tender. Where it is necessary to provide additional information please ensure that all documents are clearly marked with the relevant attachment title to assist the evaluation panel with their assessment. All attachments must be clearly marked with the relevant paragraph number (e.g. “2.1 – Organisational Profile”).

All pages within Part 3 must be completed and returned to the Principal as they form part of the Tenderer’s Tender Response.

### 2.1 ORGANISATIONAL PROFILE

Attach a copy of the Tenderer’s organisation structure and provide background information on the Tenderer and label it <b>“2.1 – Organisational Profile”</b> .	<b>“Organisational Profile”</b>	Tick if attached <input type="checkbox"/>
If corporations are involved, attach their current ASIC company extracts search including latest annual return and label it <b>“2.1 – ASIC Company Extracts”</b> .	<b>“ASIC Company Extracts”</b>	Tick if attached <input type="checkbox"/>

### 2.2 REFEREES

Attach details of the Tenderers’ referees, and label it <b>“2.2 – Referees”</b> . The Tenderer should give examples of work provided for its referees where possible.	<b>“Referees”</b>	Tick if attached <input type="checkbox"/>
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### 2.3 AGENTS

Is the Tenderer acting as an agent for another party?	Yes / No	
If Yes, attach details (including name and address) of the Tenderer’s principal and label it <b>“2.3 – Agents”</b> .	<b>“Agents”</b>	Tick if attached <input type="checkbox"/>

### 2.4 TRUSTS

Is the Tenderer acting as a trustee of a trust?	Yes / No	
If Yes, in an attachment labelled <b>“2.4 – Trusts”</b> : (a) give the name of the trust and include a copy of the trust deed (and all related documents);and (b) provide the names and addresses of all beneficiaries of the trust.	<b>“Trusts”</b>	Tick if attached <input type="checkbox"/>

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## 2.5 SUBCONTRACTORS

Does the Tenderer intend to subcontract any of the obligations of the Contractor under the Contract?	Yes / No	
If Yes, in an attachment labelled <b>“2.5 – Subcontractors”</b> provide details of the subcontractor(s) including: (a) the name, address and the number of people employed; and (b) the obligations that will be subcontracted.	<b>“Subcontractors”</b>	Tick if attached <input type="checkbox"/>

## 2.6 CONFLICT OF INTEREST

Will any actual 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 of interest likely to arise during the Contract?	Yes / No	
If Yes, please supply in an attachment details of any actual or potential conflict of interest and the way in which any conflict will be dealt with and label it <b>“2.6 – Conflict of Interest”</b> .	<b>“Conflict of Interest”</b>	Tick if attached <input type="checkbox"/>

## 2.7 FINANCIAL POSITION

Is the Tenderer presently able to pay all its debts in full as and when they fall due?	Yes / No	
Is the Tenderer currently engaged in litigation as a result of which it may be liable for \$50,000.00 or more?	Yes / No	
If the Tenderer is awarded the Contract, will it be able to fulfil the obligations of the Contractor under the Contract from its own resources or from resources readily available to it and remain able to pay all of its debts in full as and when they fall due?	Yes / No	
In order to demonstrate the Tenderer's financial ability to undertake the Contract, in an attachment labelled <b>“2.7 – Financial Position”</b> include a profit and loss statement and the latest financial return for the Tenderer and each of the other proposed contracting entities, together with a list of financial referees from its bank and/or accountant.	<b>“Financial Position”</b>	Tick if attached <input type="checkbox"/>

## 2.8 QUALITY ASSURANCE

The quality assurance for this Tender is <b>The Australian Standard</b> . Does the Tenderer have any documented quality assurance or quality assurance systems?	Yes / No	
If the Tenderer proposes to subcontract, does its subcontractor have a “third party” quality management system in place?	Yes / No	
Supply evidence or details of the Tenderer's quality assurance position and where relevant of its supplier's or subcontractor's position, in an attachment labelled <b>“2.8 – Quality Assurance”</b> .	<b>“Quality Assurance”</b>	Tick if attached <input type="checkbox"/>

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## 2.9 INSURANCE COVERAGE

The insurance requirements for this Request for Tender are stipulated in the General Conditions of Contract. Tenderers are to supply evidence of their insurance coverage (including copies of certificates of currency) for every type of insurance specified below in an attachment labelled <b>“2.9 – Insurance Coverage”</b> .		<b>“Insurance Coverage”</b>	Tick if attached <input type="checkbox"/>
<i>Type</i>	<i>Value (\$)</i>		
<b>Public Liability</b>	\$10,000,000 minimum		
<b>Product Liability</b>	\$10,000,000 minimum		
<b>Professional Indemnity</b>	\$10,000,000 minimum		
<b>Workers Compensation</b>	\$10,000,000 minimum		
<b>War and Terrorism</b>	\$10,000,000 minimum		

## 2.10 ELECTRONIC COPIES OF TENDER

The Tenderer is required to provide an electronic copy of the Tender.	
The Tenderer has provided an electronic copy of the Tender?	Yes / No

## 2.11 GOODS AND SERVICES TAX

Is the Tenderer registered or required to be registered under the GST Act?	Yes / No
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## 2.12 NON-CONFORMING TENDERS

Has the Tenderer lodged a conforming Tender?	Yes / No	
If yes, and this Tender is a non-conforming Tender, has the Tenderer prepared and lodged with this Tender, a clear summary of all points of difference between this Tender and the conforming Tender in an attachment labelled <b>“2.12 – Non-Conforming Tender Summary”</b> ?	Yes / No	
	<b>“Non-Conforming Tender Summary”</b>	Tick if attached <input type="checkbox"/>

## 2.13 WORKPLACE HEALTH & SAFETY

Tenderers must complete <b>Appendix A “Tenderer’s Safety Record”</b> and submit it marked “Tenderer’s Safety Record”.	<b>“Tenderer’s Safety Record”</b>	Tick if attached <input type="checkbox"/>
Tenderers must complete <b>Appendix B “Contractor’s Workplace Health and Safety Management System Questionnaire”</b> and submit it marked “Contractor’s Workplace Health and Safety Management System Questionnaire”.	<b>“Contractor’s Health &amp; Safety Questionnaire”</b>	Tick if attached <input type="checkbox"/>



## 3. SELECTION CRITERIA

### 3.1 COMPLIANCE CRITERIA

Please select with a yes or no whether the Tenderer has complied with the following compliance criteria:

Description of Compliance Criteria		
(a)	Compliance with the Specification contained in the Request for Tender.	Yes / No
(b)	Compliance with the Conditions of Tender.	Yes / No
(c)	Compliance with attendance at any mandatory tender briefing or site inspection.	n/a
(d)	Compliance with the Quality Assurance requirement for this Request for Tender.	Yes / No
(e)	Compliance with lodgement of this Tender Response by the Closing Time.	Yes / No
(f)	Compliance with and completion of Item 3.3 Price information.	Yes / No

### 3.2 QUALITATIVE CRITERIA

Before responding to the following qualitative criteria, Tenderers must note the following:

- All information relevant to the Tenderers' answers to each criterion must be contained within its Tender Response;
- Tenderers are to assume that the evaluation panel has no previous knowledge of the Tenderer's organisation, its activities or experience;
- Tenderers must provide full details for any claims, statements or examples used to address the qualitative criteria; and
- Tenderers must address each issue outlined within a qualitative criterion.

<b>A) Relevant Experience</b> Describe the Tenderer's experience in supplying similar Services. Tenderers must, as a minimum, address the following information in an attachment and label it " <b>3.2 – Relevant Experience</b> ": (a) Provide evidence of previous experience in the provision of security screening services; and (b) evidence of sites / organisations where services are presently provided should be listed; and (c) Provide three (3) references (including telephone contact details) (d)	<b>Weighting</b> <_20_%>	
	<b>"Relevant Experience"</b>	<b>Tick if attached</b> <input type="checkbox"/>

<b>B) Key Personnel skills and experience</b> Tenderers should provide as a minimum in an attachment labelled " <b>3.2 – Key Personnel</b> " evidence of the following on similar projects; (a) Experience of Key Personnel providing services (b) Curriculum vitae; and (c) Organisational Structure chart; and (d) Qualifications and Experience of personnel	<b>Weighting</b> <_20_%>	
	<b>"Key Personnel"</b>	<b>Tick if attached</b> <input type="checkbox"/>

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<p><b>C) Tenderers' Resources</b> Tenderers should provide evidence to demonstrate their ability to supply and sustain the necessary:</p> <p>(a) sufficient resources to perform the duties as specified; and (b) Any contingency measures or back up of resources including personnel (when applicable); and (c) The availability and commitment of all personnel nominated as Key Personnel for the contract.</p> <p>As a minimum, Tenderers should provide a current commitment schedule in an attachment and label it "<b>3.2 – Tenderers' Resources</b>".</p>	<p><b>Weighting</b> <b>&lt; 20 % &gt;</b></p>	
	<p><b>"Tenderers' Resources"</b></p>	<p><b>Tick if attached</b> <input type="checkbox"/></p>
<p><b>D) Demonstrated Understanding</b> Tenderers should detail the process they intend to use to achieve compliance with the requirements of the Specification, including:</p> <p>(a) A project schedule/timeline (where applicable); and (b) The process for the delivery of the <b>Services</b>; and (c) Training requirements; and (d) A demonstrated understanding of the scope of work; and (e) Relevant safe work procedures and relevant risk assessments</p> <p>Supply details and provide an outline of the Tenderer's proposed methodology in an attachment labelled "<b>3.2 – Demonstrated Understanding</b>".</p>	<p><b>Weighting</b> <b>&lt; 20 % &gt;</b></p>	
	<p><b>"Demonstrated Understanding"</b></p>	<p><b>Tick if attached</b> <input type="checkbox"/></p>
<p><b>E) Price</b> This is a fixed rate contract. However the price is to include an hourly rate for extra services and overtime provided by the Supplier.</p>	<p><b>Weighting</b> <b>&lt; 20% &gt;</b></p>	
	<p><b>"Demonstrated Understanding"</b></p>	<p><b>Tick if attached</b> <input type="checkbox"/></p>

## 3.3 PRICE INFORMATION

Is the Tenderer prepared to allow a discount for prompt settlement of accounts?	Yes / No	
If the Tenderer is offering different discounts for different periods, or other discounts such as volume discounts, detail them in an attachment labelled " <b>3.3 – Discounts</b> ".	<p><b>"Discounts"</b></p>	<p><b>Tick if attached</b> <input type="checkbox"/></p>

### Contract Price Basis

#### The Contract Price is fixed

Is the Tenderer prepared to offer a fixed price?	Yes / No	

### Price Schedule

## Provision of Security Screening Services at Gove Airport – Tender No. 19/04

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## SCHEDULE OF RATES—SERVICES

Line No	Service Description	Tender Unit	Estimated Usage	Place of Origin (Regional preference policy)	Price Tendered per unit (ex GST)	GST Component	Price Tendered per unit (inc GST)
1	Provision of screening services as per the Specification	Month	12 months				
2	Hourly rate for Security Screening Services	per hour					
3	Overtime Hourly Rates	Per hour					



**APPENDIX A**  
**TENDERER'S SAFETY RECORD**

Project	Date of Accident/Notice	Accident or Infringement Notice	Reason	Time Lost



**APPENDIX B**  
**CONTRACTOR’S WORKPLACE HEALTH AND SAFETY (WHS)**  
**MANAGEMENT SYSTEM QUESTIONNAIRE**

This questionnaire forms part of the Principal’s tender evaluation process and is to be completed by Tenderers, submitted with their Tenders and labelled as “**Contractor’s Workplace Health and Safety Management System Questionnaire**”. The objective of the questionnaire is to provide an overview of the status of the Tenderer’s safety management system. Tenderers may be required to verify the responses noted in the questionnaire by providing evidence of their ability and capacity in relevant matters.

<b>WHS Policy and Management</b>	<b>YES</b>	<b>NO</b>
Does the Tenderer have a written workplace health and safety policy? If Yes, provide a copy of the policy. Comments <hr/> <hr/> <hr/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the Tenderer have an WHS Management System? If Yes, provide details. <hr/> <hr/> <hr/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the WHS Management System audited or reviewed on a regular basis? If Yes, provide details of last audit and outcomes. <hr/> <hr/> <hr/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the Tenderer have an WHS organisation chart? If Yes, provide a copy. Comments <hr/> <hr/> <hr/>	<input type="checkbox"/>	<input type="checkbox"/>
Are workplace health and safety responsibilities clearly identified for all employees? If Yes, provide details. <hr/> <hr/> <hr/>	<input type="checkbox"/>	<input type="checkbox"/>
Are line managers held accountable for workplace health and safety performance? If Yes, provide details. <hr/> <hr/> <hr/>	<input type="checkbox"/>	<input type="checkbox"/>

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<b>Safe Work Practices and Procedures</b>	<b>YES</b>	<b>NO</b>
<p>Has the Tenderer prepared safe operating procedures or specific safety instructions relevant to it operations?                      If Yes, provide a summary listing of procedures or instructions.                      Comments</p> <p>_____</p> <p>_____</p> <p>_____</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Are safe operating procedures or specific safety instructions issued to employees?                      If Yes, please explain how this is done.</p> <p>_____</p> <p>_____</p> <p>_____</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Does the Tenderer have any permit to work systems?                      If Yes, provide a copy of a standard incident report form.</p> <p>_____</p> <p>_____</p> <p>_____</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Which personnel of the Tenderer are responsible for investigating incidents?</p> <p>_____</p> <p>_____</p> <p>_____</p>		
<p>Do incident reports contain prevention recommendations?</p> <p>Who is responsible for implementing remedial measures recommended?</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Are there procedures for maintaining, inspecting and assessing the hazards of plant operated/owned by the Tenderer?                      If Yes, provide details.</p> <p>_____</p> <p>_____</p> <p>_____</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Are there procedures to storing and handling hazardous substances?                      If Yes, provide details.</p> <p>_____</p> <p>_____</p> <p>_____</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Are there procedures for assessing and controlling risks associated with manual handling?                      If Yes, provide details.</p> <p>_____</p> <p>_____</p> <p>_____</p>	<input type="checkbox"/>	<input type="checkbox"/>

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**Workplace Health and Safety**

**YES**

**NO**

Describe how workplace health and safety training is conducted by the Tenderer?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Provide a summary or examples of workplace health and safety training courses provided for, or undertaken by employees during the past 12 months.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is a record maintained of all training and induction programs undertaken for employees of the Tenderer?

If Yes, provide examples of safety training records.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Provide details of any safety induction programs for employees and/or sub-contractors of the Tenderer.

**Workplace Health and Safety Inspection**

Are regular health and safety inspections at work sites undertaken?

If Yes provide details.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is a standard workplace inspection checklist used to conduct health and safety inspections?

If Yes, provide details or examples.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Who normally completes workplace health and safety inspections?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How are workplace health and safety inspection reports dealt with?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is there a procedure by which employees can report hazards at workplaces?

If Yes, provide details.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**Workplace Health and Safety Consultation**

**YES NO**

Is there a workplace health and safety committee?  
If Yes, provide details.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are there guidelines on procedures governing the WHS committee operation?

Are there employee elected workplace health and safety representatives  
If Yes, provide details.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does the Tenderer have a company WHS officer?  
Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Workplace Health and Safety Performance Monitoring**

Is there a system for recording and analysing WHS performance statistics?  
If Yes, provide details.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is WHS performance on the agenda for management meetings?  
If Yes, provide details.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is senior management involved in the analysis of WHS performance statistics?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has the Tenderer ever been convicted of a workplace health and safety offence  
If Yes, provide details.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>Version Date:</b>	01/05/2019
<b>Revision Number:</b>	2019.04