



Managing Contractor – Design and Construction Management – Stage One with option for Stage Two

(Negotiated Guaranteed Construction Sum)

Volume 1 of 4 – Tender Requirements

Project name

.....

Project number

.....

Guide note: Delete this guide note

The Tender Documents have been developed by Contract Services, Department of Energy and Public Works, but require completion by the project team to meet project specific requirements. Where this document is being used for a Queensland Government building project, Contract Services should be consulted in accordance with the Capital Works Management Framework.

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NOTICE TO TENDERERS

Disclaimer:

- *Information provided in this Notice to Tenderers is intended to assist the Tenderer in the preparation of the Tender and may not be inclusive of all the requirements of the Tender Documents.*
- *The Tenderer shall not rely on it.*
- *The Tenderer shall ensure and satisfy itself that its Tender complies in every respect with the requirements of the Tender Documents.*
- *Notwithstanding any provision of the Tender Documents to the contrary, the information provided in this Notice to Tenderers does not form part of the Tender Documents and it shall not alter any requirement of the Tender Documents or any obligation, liability or right of the Tenderer, Managing Contractor or Principal.*
- *The Principal shall not be liable to the Tenderer for any claim, demand, action, proceeding or suit arising out of or in connection with this Notice to Tenderers or the provision of the information contained herein.*

Changes to the Managing Contractor suite of documents

The Tenderer should note that the Managing Contractor contract and associated documents have been amended in response to legislative and policy updates to the Ethical Supplier Threshold, Ethical Supplier Mandate and Best practice principles: Quality, safe workplaces under the Queensland Procurement Policy and the *Building Industry Fairness (Security of Payment) Act 2017* (Qld).

The Tenderer's attention is drawn to the following clauses and items, which may not have been included in, or may have changed from, previous versions of the documents that may have been used for other Queensland Government projects:

- Volume 1
 - Tender Form
 - Conditions of Tender – Clauses 1.3.2, 7.14, 15, 16, 17 and 18
 - New Returnable Tender Schedule – BPP Consent - The Tenderer is required to submit a completed Returnable Tender Schedule – BPP Consent, where the Best Practice Principles apply.
- Volume 2 – Conditions of Contract – Clauses 2.1, 3.2, 21.2, 24.5, 41.7, 58, 59.2, and 64.
- Volume 3 – Schedules – Schedules 6, 7, 16 and 17.

Other minor general updates to the documents have also been undertaken at this time.

The above changes are not complete nor comprehensive and do not identify all changes that may exist between the Tender Documents and any previous versions, or similar documents. The Tenderer must not rely on the above and are required to refer to the Tender Documents to determine the conditions of contract for the project and the obligations, rights and liabilities of the parties set out therein. ***The Tenderer is responsible for familiarising themselves with the Tender Documents applicable to this tender.***

Guidelines and additional information are available online regarding:

- the [Queensland Procurement Policy](#), [Best practice principles: Quality, safe workplaces](#), and the [Ethical Supplier Requirements](#);
- the Queensland Government [Capital Works Management Framework](#) and [Prequalification \(PQC\) System](#);
- the [Queensland Government Building and Construction Training Policy](#);
- the [Project Trust Account framework](#);
- the [Queensland Charter for Local Content](#).

TENDER FORM

PROJECT TENDER INFORMATION [Guide Note: Project Manager to complete – DELETE GUIDE NOTE]			
Principal's Contact Officer:		Phone:	
Email:		Fax:	
Tender lodgement address:	The Queensland Government Tender Box C/o Decipha Pty Ltd 2 Duncan Street, West End QLD 4101		(Please ensure that your Tender is in a sealed envelope quoting the Project No. and addressed to the correct Tender Box)
Time for close of Tender:	2.00 pm on/...../20.....		
No. of copies of Tender:	Original plus copies		
Project Name:			

1. TENDER			
To	The State of Queensland through (the Principal)		
I / We	<i>(Full Name in BLOCK LETTERS of Individuals or Company)</i>		
	being a public* / private* company incorporated in <i>(*delete one)</i>		
ACN:		ABN:	
Registered Office Address:			
QBCC License No:		PQC Registration:	
Phone:		Fax:	
Email:			

hereby tender in respect of the following items for the above project in accordance with the terms, conditions and requirements contained in the Tender Documents as amended or clarified by Addenda numbered * inclusive. (*List all addenda, as applicable, e.g. 1, 2, 3 – not three or 3)

General Tender Warranty

Without limitation, I/we acknowledge the tender warranties set out at clause 8 of the Conditions of Tender.

Warranty to Comply with Training Policy

By its signature on this Tender Form, the Tenderer warrants that, if awarded a Contract for this project, it will comply with the training requirements of Clause 41.4 of the Conditions of Contract and acknowledges that this warranty is given in addition to any of the terms of the Conditions of Contract.

Ethical Supplier Threshold

(The Tender must respond to the Ethical Supplier Threshold criteria included below. Responses should only include matters from the previous 5 years, starting from 1 August 2019)

Since 1 August 2019, has the Tenderer:	<i>(tick one)</i>
1. contravened a civil remedy provision of Chapter 2 or Chapter 3 of the <i>Fair Work Act 2009</i> (Cth), or committed an offence against the <i>Fair Work Act</i> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. contravened a civil remedy provision of Chapter 2, 3, 4, 5, or 7 of the <i>Industrial Relations Act 2016</i> (Qld), or committed an offence against the <i>Industrial Relations Act</i> , or failed to pay employment related levies, or other payments, established under Queensland legislation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. failed to make superannuation contributions on behalf of employees in accordance with law?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. purported to treat employees as independent contractors, where they are not?	<input type="checkbox"/> Yes <input type="checkbox"/> No

5. required persons who would otherwise be employees to provide an Australian Business Number so that they could be treated as independent contractors?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. engaged persons on unpaid work trials or as unpaid interns, where they should be treated as employees?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. entered into an arrangement for the provision of labour hire services with a person who is not licensed under the <i>Labour Hire Licensing Act 2017</i> (Qld), or a supplier who is an unlicensed provider under the <i>Labour Hire Licensing Act</i> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. paid employees' wages below those provided for in an applicable modern award?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Warranty to comply with Queensland Procurement Policy, Ethical Supplier Threshold, Ethical Supplier Mandate and Best Practice Principles

By its signature on this Tender Form, the Tenderer warrants that:

1. the Tenderer's responses to the Ethical Supplier Threshold criteria are true and correct;
2. if, at any time after the Tenderer submits its Tender, the Tenderer's responses to the Ethical Supplier Threshold criteria are no longer true and correct for any reason, the Tenderer will promptly notify the Principal's Contact Officer of the change to the Tenderer's response; and
3. if awarded a Contract for this project, the Tenderer will comply with the requirements of Clauses 21.2 and 41.7 of the Conditions of Contract and acknowledges that this warranty is given in addition to any of the terms of the Conditions of Contract.

<u>Corporation</u>	<u>ACN & Registered office address</u>
<small>Where the Tenderer is related to, or is a subsidiary of, another or other corporations as defined in the Corporations Act 2001 (Cth), that (those) corporation(s) is (are) as follows:</small>	

Executed by:		
	<small>Name of Company</small>	<small>ACN</small>

In accordance with section 127 of the *Corporations Act 2001* (Cth) by:

Signed by:		
	<small>Signature of Director/Secretary</small>	<small>Signature of Director</small>
	<small>Name of Director/Secretary</small>	<small>Name of Director</small>
	On the day of 20.....	

Privacy Statement: The Principal is collecting the personal information on this Tender Form for the purposes of Tender evaluation and any subsequent contract that may arise. The information may be used in accordance with the provisions of the Tender Documents. Any personal information included on this Tender Form may be disclosed to the Tender evaluation panel and their advisors but will not be disclosed to any other third party without the Tenderer's consent unless authorised or required by law or stipulated in the Tender Documents. Personal information will be handled in accordance with the *Information Privacy Act 2009* (Qld).

The Principal is also collecting the personal information on this Tender Form for the purposes of determining Tenderer compliance with the Ethical Supplier Threshold and the Ethical Supplier Mandate in respect of the Tender and any subsequent contract that may arise. Any personal information included on this Tender Form may be disclosed to the Queensland Government Procurement Compliance Branch within the Department of Energy and Public Works and the Tripartite Procurement Advisory Panel for compliance purposes.

TENDER FORM

2. MANAGEMENT FEE	<i>Conditions of Contract Clause 2.1</i>	
(a) Stage One – Lump sum (inclusive of GST):		\$.....
(b) Stage Two – Lump sum (inclusive of GST): (in the event that Stage Two proceeds)		\$.....
3. OFF SITE OVERHEADS AND PROFIT FEE	<i>Conditions of Contract Clause 2.1</i>	
(a) Stage One – Lump sum (inclusive of GST):		\$.....
(b) Stage Two – Percentage, to be applied to the Actual Construction Sum: (in the event that Stage Two proceeds, and for any Early Works)	%
4. ON SITE OVERHEADS FEE	<i>Conditions of Contract Clause 2.1</i>	
Stage Two – Lump sum (inclusive of GST): (in the event that Stage Two proceeds, and for any Early Works)		\$.....
5. CONSULTANTS FEE	<i>Conditions of Contract Clause 2.1</i>	
Lump sum (inclusive of GST): (more detailed breakdown to be included at the table at item 8)		\$.....
The Consultants Fee must be no less than \$.....*		
6. PROVISIONAL DELAY ALLOWANCE	<i>Conditions of Contract Clause 50</i>	
Stage Two – Allowance (inclusive of GST): (in the event that Stage Two proceeds)		\$.....
7. SCHEDULE OF AGREED DAMAGES FOR DELAY BY THE PRINCIPAL	<i>Conditions of Contract Clause 50</i>	

The Tenderer’s attention is drawn to Clause 50 of the Conditions of Contract. This provides for the Managing Contractor to be paid “agreed damages”, inclusive of GST, in respect of delays caused by the Principal, the Principal's Representative or the Principal's employees, consultants, other contractors or agents, or any breach of the Contract by the Principal, where the conditions precedent set out in Clause 50 have been satisfied.

The agreed damages shall be calculated by reference to a daily rate which is inclusive of GST.

The Tenderer shall price this schedule and the total of the provisional number of delay days stated multiplied by the tendered rate per day (inclusive GST) shall be the provisional delay allowance included in its Tender. Such provisional delay allowance may be taken into account in the assessment of the Tender.

The Tenderer may submit multiple rates for different phases of the Construction Work where On Site Overheads for those phases are significantly different.

Description of portion of contract to which Delay Rate applies	Provisional no. of delay days	Tendered Rate/Day (Inclusive of GST)	Total Provisional Delay Allowance (inclusive of GST) included in Tender
Stage Two delay days* x	\$...../day =	\$.....

The inclusion of provisional delays in the Contract shall not be taken as an anticipatory breach and shall not prevent the Principal from exercising the Principal's rights under the Contract or at law.

*** Project Manager to insert as appropriate for the project – delete this guide note**

TENDER FORM

8. CONSULTANTS		<i>Conditions of Tender clause 7.12</i>						
DISCIPLINE	CONSULTANT	DESCRIPTION OF SERVICES <i>Attach additional information in accordance with the Tender evaluation criteria</i>	LUMP SUM FEE <i>Schematic Design</i>	LUMP SUM FEE <i>Developed Design</i>	LUMP SUM FEE <i>Contract Documentation</i>	LUMP SUM FEE <i>Construction</i>	LUMP SUM FEE <i>Post Construction</i>	TOTAL LUMP SUM FEE
Architects & Primary Consultants			\$.....	\$.....	\$.....	\$.....	\$.....	\$.....
Quantity Surveyors			\$.....	\$.....	\$.....	\$.....	\$.....	\$.....
Mechanical Engineers			\$.....	\$.....	\$.....	\$.....	\$.....	\$.....
Electrical Engineers			\$.....	\$.....	\$.....	\$.....	\$.....	\$.....
Communications			\$.....	\$.....	\$.....	\$.....	\$.....	\$.....
Lift Services			\$.....	\$.....	\$.....	\$.....	\$.....	\$.....
Fire Services			\$.....	\$.....	\$.....	\$.....	\$.....	\$.....
Security Services			\$.....	\$.....	\$.....	\$.....	\$.....	\$.....
Hydraulic Services			\$.....	\$.....	\$.....	\$.....	\$.....	\$.....
Civil Engineers			\$.....	\$.....	\$.....	\$.....	\$.....	\$.....
Structural Engineers			\$.....	\$.....	\$.....	\$.....	\$.....	\$.....
Façade Engineers			\$.....	\$.....	\$.....	\$.....	\$.....	\$.....
Acoustics			\$.....	\$.....	\$.....	\$.....	\$.....	\$.....
[Other Service]			\$.....	\$.....	\$.....	\$.....	\$.....	\$.....
TOTAL LUMP SUM CONSULTANTS FEE								\$.....

CONDITIONS OF TENDER

1. TENDER DOCUMENTS

1.1. Code of Tendering

The Principal has adopted Australian Standard® Code of Tendering (AS4120-1994), as amended by the Tender Documents, as its code of tendering provided that to the extent of any inconsistency between AS4120-1994 and any other document comprising the Tender Documents the other document shall prevail, and (without limitation) particulars of project funding arrangements are confidential to the Principal and the Principal will not be providing particulars of project funding arrangements to the Tenderer contrary to AS4120-1994.

1.2. Interpretation

1.2.1 Meanings assigned to words and expressions in the Conditions of Contract shall apply to those words and expressions in the Tender Documents.

1.2.2 The clause, sub clause, paragraph and sub-paragraph headings in the Conditions of Tender shall not form part of the Conditions of Tender and shall not be used in the interpretation of the Conditions of Tender.

1.2.3 If any part of the Conditions of Tender is or becomes illegal, invalid or unenforceable, the legality, validity or enforceability of the remainder of the Conditions of Tender will not be affected and the Conditions of Tender will read as if the part had been deleted.

1.2.4 In these Conditions of Tender, unless otherwise stated, a reference to a clause or schedule is a reference to a clause or schedule in these Conditions of Tender.

1.3. Definitions

1.3.1 The following definitions shall have effect in respect of the Conditions of Tender only.

1.3.2 In addition to the words and terminology contained in the Conditions of Contract, except where the context otherwise requires:

‘Alternative Tender’ means a Tender which:

- (a) does not comply in every respect with the requirements of the Tender Documents including (without limitation) the Conditions of Tender; or
- (b) contains provisions not required or not allowed by the Tender Documents;

‘Best Endeavours Process’ means a process that includes, as a minimum:

- (a) arranging, attending and participating in meetings with relevant parties;
- (b) disclosing relevant information, other than confidential or commercially sensitive information, in a timely way between relevant parties;
- (c) genuinely considering proposals made by another party, and responding in a timely way with reasons for any response given; and
- (d) not engaging in capricious or unfair conduct that undermines the freedom of any stakeholder or the process;

‘Conforming Tender’ means a Tender made on the basis of the Tender Documents for the execution of the whole of the work under the Contract in accordance with the Tender Documents and which:

- (a) complies in every respect with the requirements of the Tender Documents including (without limitation) the Conditions of Tender; and
- (b) does not contain provisions not required or not allowed by the Tender Documents;

'electronic tender system' refers to:

- (a) the Department of Energy and Public Works QTender;
- (b) the Department of Energy and Public Works QBuild eTender; or
- (c) another Information System, specified in the Tender Form;

'Information System' means a system for generating, sending, receiving, storing or otherwise processing electronic communications;

'Intellectual Property Rights' means copyright, patents and all rights in relation to inventions, registered and unregistered trademarks (including service marks), registered designs, circuit layouts and all other rights resulting from intellectual activity in the industrial, scientific, literary or artistic fields;

'Invitation to Tender' means either:

- (a) the invitation, notified directly to an Invited Tenderer by the Principal, to submit a Tender for the performance of the work under the Contract; or
- (b) a public notice or advertisement of the invitation by the Principal to parties to submit a Tender for the performance of the work under the Contract;

'Invited Tenderer' means a party who:

- (a) the Principal invited to submit a Tender either directly or indirectly by Invitation to Tender; and
- (b) satisfied the conditions of the Invitation to Tender and the Conditions of Tender at the time of Invitation to Tender and at the Time for close of Tender;

'Minimum Consultancy Services' are those stated in Schedule 5 to the Conditions of Contract.

'Principal's Contact Officer' means the person identified in the Tender Form;

'Tender' means an offer submitted by the Tenderer and includes the documents and details submitted by the Tenderer referred to in:

- (a) clause 7.2;
- (b) clause 9; and
- (c) all other documents and information submitted by the Tenderer unless expressly excluded pursuant to the terms of the Tender Documents;

'Tenderer' means a party who submitted a Tender in response to the Tender Documents and includes an Invited Tenderer;

'Tender lodgement address' means the address described as such in the Tender Form;

'Time for close of Tender' means the Time for close of Tender stated in the Tender Form, or if an addendum has been issued changing the Time for close of Tender, the Time for close of Tender stated in the addendum.

2. PARTIES BOUND

By receiving a copy of the Tender Documents or submitting a Tender in response to the Invitation to Tender and Tender Documents, a party agrees and the Principal agrees to be bound by and shall comply with the terms of the Tender Documents.

3. TENDERER PREQUALIFICATION AND REGISTRATION

As a condition of the Invitation to Tender and a condition precedent to the consideration, evaluation and acceptance of the Tender, the Tenderer is required to hold status as either:

- (a) a “Registered Tenderer” with the Department of Energy and Public Works; or
- (b) a Registered Pre-Qualified Tenderer with the Queensland Department of Energy and Public Works Prequalification (PQC) System for the PQC Rating and Registration Category relevant to the proposed Contract;

as stated in the Invitation to Tender, prior to being issued Tender Documents and at the Time for close of Tender and at the Date of Acceptance of Tender.

4. COMMUNICATIONS WITH THE PRINCIPAL

- 4.1 Unless otherwise agreed with the Principal’s Contact Officer identified in the Tender Form, all communications between the Tenderer and the Principal upon which the Tenderer intends to rely for the purposes of its Tender shall be in writing and addressed to or issued by the Principal’s Contact Officer.
- 4.2 The Principal will not be bound by, and the Tenderer may not rely upon, any oral advice or information nor any written advice or information provided by any person other than the Principal’s Contact Officer.
- 4.3 The Tenderer shall not communicate with any person or corporation who is the intended owner, occupant, operator or manager of the facility the subject of the Tender except with the express permission of the Principal’s Contact Officer.

5. TENDER DOCUMENTS

5.1. Composition and Availability

5.1.1 “Tender Documents” comprise:

- (a) The Invitation to Tender;
- (b) Volume 1 of 4 – Tender Requirements, including the Tender Form and these Conditions of Tender;
- (c) Volume 2 of 4 – Conditions of Contract;
- (d) Volume 3 of 4 – Conditions of Contract – Schedules;
- (e) Volume 4 of 4 – Project Brief;
- (f) the Australian Standard® Code of Tendering (AS4120-1994) as amended by these Conditions of Tender;
- (g) any documents or parts of documents expressly referred to in the Tender Documents; and
- (h) any other document provided to the Tenderer by or on behalf of the Principal for the purpose of making a Tender;
- (i) but excluding the Notice to Tenderers and any other document or part thereof which is expressly stated to be excluded from the Tender Documents.

5.1.2 To the extent of any discrepancy or inconsistency between these Conditions of Tender and AS4120-1994, these Conditions of Tender shall prevail.

5.1.3 An electronic copy of the Tender Documents (excluding AS4120-1994) is available at the electronic address stated in the Invitation to Tender.

5.1.4 A copy of AS4120-1994 is available at the Standards Australia Webstore, <http://www.standards.org.au>.

5.2. Addenda

5.2.1 The Principal may at any time issue amendments to the Tender Documents. Such amendments shall be:

- (a) issued in writing;
- (b) issued to all Invited Tenderers; and
- (c) identified as an addendum to the Tender Documents.

5.3. Confidentiality

5.3.1 All information contained in the Tender Documents which is not in the public domain is to be treated as confidential (“Confidential Information”). Confidential Information contained in the Tender Documents is only to be used for the purpose of preparing the Tender in response to the Invitation to Tender and the Tender Documents.

5.3.2 A party issued with Tender Documents:

- (a) must ensure that only appropriate employees have access to the Confidential Information. In all such cases, the party is to inform such employees of the confidential nature of the information and that it must not be disclosed.
- (b) must not and must ensure that its employees and agents do not at any time disclose such Confidential Information directly or indirectly to any person whatsoever for any reason, or use or permit it to be used directly or indirectly for any reason.
- (c) fully indemnifies the Principal against any loss, costs, expenses, demands or liability, whether direct or indirect, arising out of disclosure or unauthorised use of Confidential Information by the party, its employees and agents.

5.4. Discrepancies, Errors and Omissions in the Tender Documents

Should the Tenderer:

- (a) find any discrepancy, error or omission in the Tender Documents; or
- (b) have any doubt as to the meaning of any portion of the Tender Documents;

it shall forthwith notify the Principal’s Contact Officer in writing requesting clarification. Any clarification by the Principal’s Contact Officer shall be valid only if issued in writing and may be issued to all Invited Tenderers.

6. COPYRIGHT AND INTELLECTUAL PROPERTY

6.1. Tender Documents

6.1.1 The Tender Documents shall at all times remain the property of the Principal.

6.1.2 All rights of intellectual property, including copyright, in the Tender Documents and other documents supplied to the Tenderer by or on behalf of the Principal are the property of the Principal and shall not be used by the Tenderer for purposes other than the preparation of the Tender except with the prior written approval of the Principal.

6.2. Tender

6.2.1 All material of any nature whatsoever submitted as the Tender, with the Tender or in relation to the Tender shall remain the property of the Principal.

6.2.2 The Tenderer fully indemnifies the Principal against any loss, costs, expenses, demands or liability, whether direct or indirect, arising out of any claim by a third party against the Principal alleging that the material contained in the Tender or acts by the Principal in relation to the Principal’s use of the Tender material infringe any Intellectual Property Rights of that third party.

- 6.2.3 Intellectual Property Rights in all material submitted by the successful Tenderer in its Tender, is hereby assigned to the Principal upon acceptance of the Tender.
- 6.2.4 To the extent that any material submitted in the successful Tender is the subject of pre-existing Intellectual Property Rights of third parties, the successful Tenderer shall procure an assignment of all such Intellectual Property Rights to the Principal.
- 6.2.5 The Tenderer shall procure all necessary consents or waivers from creators in respect of Moral Rights to allow the Principal to do or authorise any acts or omissions in relation to material submitted by the successful Tenderer in its Tender.

7. GENERAL TENDERING REQUIREMENTS & OBLIGATIONS

7.1. Lodgement of Tender

7.1.1 The Tender is required to be submitted to the Tender lodgement address.

7.1.2 For electronic Tenders:

- (a) Subject to clause 7.1.2(c), the Tender shall be submitted in electronic Microsoft Word, Excel or PDF format delivered to the electronic tender system indicated on the Tender Form at Tender lodgement address.
- (b) The Tender shall be deemed to have been delivered to the electronic tender system designated to receive the electronic communications at the date and time stated on the electronic receipt issued to the Tenderer. Any Tender, or part thereof, that has not been delivered to the designated electronic tender system before the Time for close of Tender may be rejected at the discretion of the Principal.
- (c) In the event of:
 - (i) a technical failure of the Tenderer's Information System or of the Principal's electronic tender system, resulting in an inability to submit the Tender in electronic format as required by clause 7.1.2(a); or
 - (ii) a failure of the Principal's electronic tender system to issue an electronic receipt to the Tenderer acknowledging receipt of an electronic Tender from the Tenderer of an electronic Tender in accordance with clause 7.1.2(a);

the Principal's Contact Officer may, on request by the Tenderer, allow the Tender to be submitted in either hardcopy format, in a sealed envelope, delivered to the tender box location advised by the Principal's Contact Officer, or by email, to the email address advised by the Principal's Contact Officer.

- (d) If a hardcopy or email Tender is submitted pursuant to clause 7.1.2(c), the Tender shall:
 - (i) include the Project Name and Project Number, the Time for close of Tender and the Tenderer's name and address;
 - (ii) state the clause 7.1.2(c) event that caused the Tender to be submitted by hardcopy or email; and
 - (iii) be lodged in the tender box at the location advised by the Principal's Contact Officer by being placed therein or received by email to the advised email address, before the Time for close of Tender. Hardcopy or email Tenders not in the tender box or email inbox respectively, before the Time for close of Tender may be rejected at the discretion of the Principal.

7.1.3 For hardcopy Tenders:

- (a) The Tender shall be submitted in hardcopy format in a sealed envelope, addressed and delivered to the Tender lodgement address.
- (b) The Tender shall be delivered to the Tender lodgement address by the Time for close of Tender.

- (c) If the Tender, or part thereof, is not delivered to the Tender lodgement address by the Time for close of Tender, it may be rejected at the discretion of the Principal no matter what the reason for the late lodgement.
- (d) Franking machine stamps will not be accepted by the Principal as proof of the date and time of dispatch of a Tender received after the Time for close of Tender.
- (e) A Tender received by a means other than that expressly provided for in these Conditions of Tender will not be considered.
- (f) The Tenderer shall submit all information required pursuant to Schedule 2 - Tender Evaluation as part of the Tender.
- (g) It is the responsibility of the Tenderer to ensure that the Principal is fully aware of the Tenderer's capabilities and shall submit as part of the Tender all information the Tenderer considers necessary to demonstrate its capabilities.

7.2. Composition of the Tender

7.2.1 The Tenderer shall lodge as the Tender:

- (a) all:
 - (i) Tender Forms; and
 - (ii) relevant Schedules and other parts of the Tender Documents which are required to be completed or provided by the Tenderer;fully and accurately completed;
- (b) the information and details required by the Tender Documents, including without limitation the Tender evaluation criteria set out in Schedule 2 – Tender Evaluation; and
- (c) all other information the Tenderer considers necessary to demonstrate its capabilities pursuant to clause 9.2 and necessary to clarify its Tender.

7.2.2 Where a schedule of technical details is required to be lodged as part of the Tender, the Tenderer shall, when requested by the Principal, promptly provide such additional information, by way of further details, illustrations, catalogues, brochures and the like, as may be necessary to fully describe the Tender.

7.2.3 The Tenderer shall:

- (a) sign the Tender personally or, affix its common seal on the Tender Forms in the manner prescribed in its articles of association or otherwise have the Tender formally and appropriately signed; and
- (b) have the Tender witnessed and dated;

wherever such provision is made.

7.2.4 For electronic Tenders, the original Tender shall be submitted electronically as specified in the Tender Form.

7.2.5 For hardcopy Tenders, an original Tender, marked "original", plus two (2) complete copies (unless otherwise specified in the Tender Form) of the original Tender shall be enclosed in a sealed envelope or container, endorsed with:

- (a) the Project name and Project number;
- (b) the Tenderer's name and address;
- (c) the Time for close of Tender; and
- (d) the Tender lodgement address.

7.2.6 The Tenderer will execute, and will ensure relevant parties execute, all documents and all acts and things required by the Principal for the purposes of giving effect to these Conditions of Tender.

7.2.7 The Tenderer shall provide such evidence as the Principal may require in relation to the due execution of the Tender.

7.3. **Tender for the works in respect of Stage One and Stage Two**

7.3.1 If the Tenderer is successful, the Principal shall engage the Managing Contractor:

- (a) to execute and complete the work required during Stage One; and
- (b) only if the Principal accepts the Managing Contractor's GCS Offer pursuant to Clause 11.2.1(a) of the Conditions of Contract, to execute and complete the work required during Stage Two.

7.3.2 However, for the avoidance of doubt and notwithstanding any other provision of the Conditions of Tender, there shall not be any award of a Contract in respect of Stage Two, unless and until the Principal accepts the Managing Contractor's GCS Offer pursuant to Clause 11.2.1(a) of the Conditions of Contract.

7.3.3 The Tender is invited on the basis of the Tender Documents.

7.4. **Alternative Tenders**

The Tenderer may, before the Time for close of Tender, submit an Alternative Tender.

7.5. **Tenderer to Inform Itself**

7.5.1 The Tenderer shall satisfy itself that it is a bona fide Invited Tenderer.

7.5.2 The Tenderer shall carry out all relevant investigations, examine, acquaint and satisfy itself with and make due allowance in the Tender for:

- (a) the completeness of the Tender Documents;
- (b) all information which is relevant to the risks, contingencies and other circumstances which could affect the Tender and any subsequent contract and which is obtainable by making reasonable enquiries;
- (c) the extent and nature of all services including but not limited to temporary services necessary to ensure the continuing operation of any existing facility;
- (d) the requirements of Authorities having jurisdiction over the Works;
- (e) the Site and its surroundings including without limitation:
 - (i) all relevant physical conditions above, upon and below surface of the Site and the climatic conditions at and near the Site;
 - (ii) the means of access to and from the Site;
 - (iii) facilities at the Site; and
 - (iv) transport facilities for deliveries to the Site;
- (f) the nature of the work, Constructional Plant and material necessary for the execution of the work under the Contract;
- (g) the correctness and sufficiency of its Tender and that the Tender includes allowance for the cost of performing all the obligations and covenants of the Managing Contractor under the Contract and the cost of completing the work under the Contract in accordance with the terms and conditions of the Contract.

7.6. **Rise and Fall**

The Tenderer shall ensure that the Tender includes all allowances in respect of cost adjustment (Rise and Fall) and escalation in accordance with the Tender Documents.

7.7. Quality Assurance

The Tenderer shall submit with the Tender evidence satisfactory to the Principal that the Tenderer can comply with the Quality Assurance requirements of the proposed Contract.

7.8. Language

The Tender shall be in the English language. Any documents forming part of the Tender which are in a language other than English shall be accompanied by a translation.

7.9. Units of Measurement

Measurements and quantities shall be consistent with the *National Measurement Act 1960* (Cth), or in the absence of any specification therein in accordance with the Australian Metric Tables and Australian Standard AS1000 – The International System (SI) and its application.

7.10. Order of Tender

Where practical, the Tender shall be in a bound document. The order of documents making up the Tender shall be:

- (a) the Tender Forms; followed by
- (b) the Schedules and other parts of the Tender Documents which are required to be completed or provided by the Tenderer; followed by
- (c) the information and details required by the Tender evaluation criteria set out in Schedule 2 – Tender Evaluation (in the order listed, if any); followed by
- (d) all other information, details or documentation required by the Tender Documents; followed by
- (e) any other information, details or documentation the Tender considers necessary to submit with its Tender.

7.11. Consolidated Tender

7.11.1 The Principal may invite the Tenderer to resubmit to the Principal its Tender in the form of a consolidated Tender. The Principal may accept a consolidated Tender. The form of the consolidated Tender shall be:

- (a) a complete copy of the original Tender including the Tender Documents together with:
 - (i) all amendments to the original Tender agreed between the Principal and the Tenderer since the submission of the original Tender clearly noted thereon; and
 - (ii) a letter confirming that the original Tender, amended as aforesaid, constitutes the Tenderer's consolidated Tender; or
- (b) copies of Schedules as may have been submitted by the Tenderer in the original Tender or at any time after the submission of the original Tender as the Principal may require:
 - (i) duly revised to incorporate all amendments agreed by the Principal and the Tenderer since the submission of the original Tender; and
 - (ii) clearly marked as superseding all corresponding Schedules previously submitted by the Tenderer, together with:
 - (iii) a letter confirming that the original Tender as amended to incorporate the revised Schedules and any addenda issued by the Principal since the submission of the original Tender constitutes the consolidated Tender.

7.11.2 If requested by the Principal the Tenderer shall provide to the Principal, at no cost to the Principal, three additional copies of the Consolidated Tender.

7.11.3 The Principal shall provide to the Tenderer three additional copies of the Tender Documents and all addenda issued after the submission of the original Tender as considered appropriate by the Principal.

7.12. Consultants

7.12.1 Where consultants have been listed in Schedule 1 – Consultants, the Tenderer shall select from, and include in its Tender, allowance to engage consultants selected from those listed for the provision of the Minimum Consultancy Services stated in Schedule 5 to the Conditions of Contract, and for any services in addition to the Minimum Consultancy Services to fulfil its obligations under the Contract.

7.12.2 Pursuant to the Conditions of Contract, the Managing Contractor may engage consultants other than those listed for services in addition to the Minimum Consultancy Services.

7.12.3 Notwithstanding this clause 7.12 and Schedule 1 – Consultants, the Tenderer shall undertake its own:

- (a) investigations;
- (b) negotiations;
- (c) confirmations; and
- (d) arrangements;

in respect of all consultancy services required by the Managing Contractor to fulfil the obligations of the Managing Contractor under the Contract and shall make all necessary allowances in its Tender.

7.12.4 The Tenderer shall identify at item 8 of the Tender Form:

- (a) all consultants that the Tenderer, as Managing Contractor, will engage to provide the Minimum Consultancy Services stated in Schedule 5 to the Conditions of Contract;
- (b) the scope of consultancy services in addition to the Minimum Consultancy Services the Tenderer, as Managing Contractor, will require to fulfil its obligations under the Contract, together with the names of the consultants intended to be engaged to provide those additional consultancy services; and
- (c) the respective consultants' fees.

7.12.5 If the Tenderer's Tender is accepted by the Principal, the Tenderer acknowledges that if the Principal has paid to a Consultant identified at Schedule 1 – Consultants, any fees included in the minimum Consultants Fee identified on the Tender Form, the Tenderer agrees that the tendered lump sum Consultants Fee accepted by the Principal will be adjusted by the Principal's Representative and reduced by the amount of the additional fees paid by the Principal after issuance of the Tender Documents and prior to acceptance of the Tender.

7.12.6 The Tenderer's acceptance of the consultants listed in Schedule 1 – Consultants (if any) and Minimum Consultancy Services (if any) is prerequisite to the submission of the Tender and subsequent consideration and acceptance of the Tender by the Principal.

7.12.7 The Principal's requirements in respect of consultancy agreements are stated in Clause 18 of the Conditions of Contract.

7.13. Costed Methodology Statement for On Site Overheads and Management Fee

The Tenderer must include in its Tender a costed methodology statement for On Site Overheads and for those resources included in the Management Fee, showing full details and individual costings of personnel and other items, that have been allowed by the Tenderer in its Tender for the On Site Overheads Fee and Management Fee respectively. The Tenderer acknowledges that regard may be had to the Tenderer's costed methodology statement for On Site Overheads, and resources included in the Management Fee, in the evaluation of the Tenderer's Tender, in addition to any other Tender evaluation criteria, and in the administration of the Contract.

7.14. Preferred Subcontractors

If the Tenderer wishes to involve preferred subcontractors for proposed Subcontracts during Stage One, the Tenderer must identify those subcontractors in its Tender and, if the Annexure to the Conditions of Contract indicates that the Best Practice Principles apply to the Contract and the total value of the proposed Subcontract will be \$1,000,000 exclusive of GST or more, or if the Principal otherwise requires, such

preferred subcontractors must be Prequalified Subcontractors prior to any engagement by the Tenderer, should its Tender be accepted, in connection with the work under the Contract.

8. TENDERER WARRANTIES

8.1 In lodging the Tender, the Tenderer warrants that:

- (a) the Tenderer is in all respects an independent Tenderer and that no collusion has taken place between the Tenderer and any other prospective tenderer or interested party in the preparation of the whole or any part of the Tender;
- (b) that the Tenderer has:
 - (i) carried out all relevant investigations of;
 - (ii) examined, acquainted and satisfied itself with; and
 - (iii) made the necessary allowance in the Tender for;all things in accordance with clause 7.5;
- (c) further to the warranties in clause 8.1(b), the Tenderer has satisfied itself of the adequacy and sufficiency of the Project Construction Cost Estimate for the performance of the work to be required under the Contract having regard to the Tender Documents;
- (d) all information contained in the Tender is accurate;
- (e) it shall maintain the skill and expertise necessary to complete the work under the Contract for the duration of the Contract;
- (f) all persons nominated in the Tender as key personnel will remain working on the project to the extent indicated in the Tender for as long as the persons work for or are employed by the Tenderer unless the Principal otherwise consents in writing;
- (g) it will maintain at adequate levels for the duration of the Contract all resources required for the proper completion of the Work under the Contract in accordance with the Contract including but not limited to:
 - (i) skilled personnel;
 - (ii) finance;
 - (iii) materials;
 - (iv) Constructional Plant; and
 - (v) office and factory buildings and facilities;
- (h) the Intellectual Property Rights to be assigned to the Principal do not and will not infringe the Intellectual Property Rights of any person;
- (i) it, and any consultants the Tenderer proposes to engage or has engaged, have the necessary experience, skill and expertise to perform and complete the work under the Contract as evidenced by the Tender;
- (j) it will fulfil all aspects of the Tender, including without limitation the Tenderer's Tender evaluation criteria offers and offers in relation to the Best Practice Principles and Best Practice Industry Conditions;
- (k) it will comply with the Ethical Supplier Threshold and the Ethical Supplier Mandate;
- (l) it will fulfil all obligations required in respect of Queensland Government policies; and
- (m) it will give the Principal prior notice of any likely change in circumstances in respect of this clause 8.

8.2 The Tenderer agrees that the foregoing warranties shall form part of the proposed Contract and a breach of any of the foregoing warranties shall be a substantial breach of Contract under the proposed Contract.

9. TENDERER ASSESSMENT AND TENDER EVALUATION

9.1. Principal's Discretion

- 9.1.1 The Principal shall not be bound to consider or accept a Tender lodged by a party who is not a bona fide Invited Tenderer.
- 9.1.2 Notwithstanding the evaluation of Tenders (if any) in accordance with clause 9.2, the Principal may in its absolute discretion and at any time accept, or decline to accept, any Tender.
- 9.1.3 Without derogating from the provisions in clause 9.1.2, the Principal may, in its absolute discretion, decline to evaluate any Tender that it has determined to be an Alternative Tender.
- 9.1.4 The Principal shall not be liable for payment of any costs of any nature whatsoever, nor liable for any claim for damages against the Principal by the Tenderer in relation to the preparation, submission or any negotiation of the Tender. All costs of tendering shall be borne by the Tenderer.

9.2. Evaluation and Assessment

- 9.2.1 The Principal shall evaluate Conforming Tenders in accordance with the Tender evaluation criteria contained in Schedule 2 – Tender Evaluation, or in the absence of any Tender evaluation criteria, on the basis of best value for money for Government determined in accordance with the Queensland Procurement Policy.
- 9.2.2 The Principal, if it determines to evaluate an Alternative Tender, shall evaluate such Alternative Tender on the basis of best value for money for Government determined in accordance with the Queensland Procurement Policy, which may or may not be the Tender evaluation criteria contained in the Tender Documents.
- 9.2.3 Where both Conforming and Alternative Tenders have been evaluated, the Principal may select a Tenderer which on a view of all circumstances represents the best value for money for Government determined in accordance with the Queensland Procurement Policy.
- 9.2.4 Without limiting the generality of clause 9.1.2, and notwithstanding that the Tenderer complies with clause 3, the Tenderer acknowledges and agrees that:
- (a) The Principal has not at the time of inviting tenders satisfied itself as to the Tenderer's financial capacity to satisfactorily perform and complete the Contract in accordance with its terms.
 - (b) The Principal may undertake an assessment or further assessment of, without limitation, the Tenderer's financial capacity to satisfactorily complete the work under the Contract. The Principal may engage a third party to undertake such assessment or further assessment.
 - (c) The Tenderer shall provide to the Principal, or a third party nominated by the Principal, within the time stipulated by the Principal all information requested in relation to the performance capability, past performance record and financial capacity of the Tenderer to undertake and complete the work under the Contract. A failure to provide the requested information within the time stipulated may result in a decision by the Principal that the Tenderer does not have sufficient financial capacity to satisfactorily perform and complete the Contract in accordance with its terms.
 - (d) The Principal may decline to consider or accept a Tender from a Tenderer who:
 - (i) has not been able to satisfy the Principal that it has sufficient financial capacity to satisfactorily perform and complete the Contract in accordance with its terms; or
 - (ii) prior to the award of Contract, does not hold a Certificate of Prequalification, or is not appropriately registered for the work the subject of the Tender, pursuant to the prequalification (PQC) system current at the Time for close of Tender.
 - (e) The Principal in its absolute discretion may, as a pre-requisite to the further consideration and acceptance of the Tender require the Tenderer to agree in writing, as part of the Tender, to provide additional security pursuant to Clause 9.2 of the Conditions of Contract.

9.2.5 Information relating to the financial capacity of the Tenderer to complete the work under the Contract that may be held by any Government Department or Instrumentality may be made available to the Principal for its information and may be taken into account in assessing the financial capacity of the Tenderer.

9.2.6 The Tenderer shall not tender alternative Construction Bonus schemes.

9.2.7 The Tenderer shall provide such additional information as may be requested by the Principal, including relating to compliance with the Ethical Supplier Threshold and Ethical Supplier Mandate.

9.2.8 Information relating to the Tenderer relevant to the Tender evaluation criteria that may be held by any Government Department or Instrumentality may be obtained by or made available to the Principal and the Tender evaluation panel for its information and verification, for the purposes of Tender evaluation.

9.3. Additional Information

9.3.1 The Tenderer shall upon request assist the Principal in its evaluation of the Tender and assessment of the Tenderer's performance and financial capabilities by providing such further information, documents or evidence as requested.

9.3.2 Prior to or after the Time for close of Tender the Principal may require the Tenderer to make a presentation to the Principal and the Principal's agents of the proposals contained in the Tender.

9.4. Tender Evaluation Process

9.4.1 In the evaluation of the Tender (if any) in accordance with clause 9, the Principal may, without being under any obligation to do so, in its absolute discretion and at any time:

- (a) seek clarification in respect of any aspect of the Tenderer's Tender;
- (b) shortlist or prefer any one or more Tenderers; and
- (c) discuss or negotiate with, or receive presentations, further submissions or final Tenders from, any one or more Tenderers in respect of their Tender, in such manner, and as to such aspects of the Tender, as the Principal determines, including prices.

9.4.2 The provisions of clause 9.4 and any exercise by the Principal of its rights under clause 9.4:

- (a) is without prejudice to any other rights of the Principal;
- (b) apply notwithstanding clause 6.6 of AS4120-1994;
- (c) except to the extent notified otherwise by the Principal in writing, are subject to the other express provisions of these Conditions of Tender;
- (d) shall not give rise to any representation by the Principal as to the acceptability or otherwise of any Tender;
- (e) shall not preclude the Principal from at any time considering or accepting any Tender (whether or not the subject of the exercise by the Principal of its rights under clause 9.4);
- (f) shall not give rise to any obligation (implied or otherwise) on the Principal except to the extent expressly provided in these Conditions of Tender or notified by the Principal in writing.

9.4.3 Except to the extent the Principal expressly agrees otherwise, the provisions of these Conditions of Tender shall continue to apply to any process which the Principal may undertake under clause 9.4 in connection with the evaluation of the Tenders.

10. RIGHT TO INFORMATION AND DISCLOSURE

10.1 The *Right to Information Act 2009* (Qld) (RTI Act) provides members of the public with a legally enforceable right to access documents held by Queensland Government agencies. The RTI Act requires that documents be disclosed upon request, unless the documents are exempt or on balance, disclosure is contrary to public interest.

- 10.2 Information contained in the Tender is potentially subject to disclosure to third parties. In the assessment of any disclosure required by the Principal pursuant to the RTI Act, the Tenderer accepts that any information provided in its Tender, including information marked as confidential, will be assessed for disclosure in accordance with the terms of the RTI Act.
- 10.3 Notwithstanding any other provision of the Tender Documents or the Tender, if the Tender is accepted, the Principal may publish on the Queensland Government Marketplace website or by any other means, Contract information including:
- (a) the name and address of the Principal and the successful Tenderer;
 - (b) a description of the goods and/or services to be provided pursuant to the Contract;
 - (c) the date of award of Contract (including the relevant stages if the Contract involves more than one stage);
 - (d) the Contract value (including the value for each stage if the Contract involves more than one stage and advice as to whether any non-price criteria were used in the evaluation of the Tender);
 - (e) the procurement method used; and
 - (f) for contracts with a value over \$10 million, the Contract, or summary information in respect of the Contract, between the Principal and the Contractor.

11. DEED OF GUARANTEE, INDEMNITY AND ASSUMPTION

- 11.1 Where the Tenderer is a related or subsidiary corporation (as defined in the *Corporations Act 2001* (Cth)) the Tenderer shall, within 14 days after receiving a written request from the Principal, provide a Deed of Guarantee, Indemnity and Assumption, in a form acceptable to the Principal, by the corporation to which the Tenderer is a related or subsidiary corporation duly executed and enforceable.
- 11.2 The form of Deed of Guarantee, Indemnity and Assumption included in the Tender Documents is acceptable to the Principal.

12. FORMAL INSTRUMENT OF AGREEMENT

The successful Tenderer and the Principal shall execute a Formal Instrument of Agreement in accordance with the Conditions of Contract. Until a Formal Instrument of Agreement is executed by the parties in accordance with the Contract, documents evidencing the parties' consensus shall constitute the Contract.

13. TENDERER'S ACKNOWLEDGEMENT

The Tenderer acknowledges that notwithstanding:

- (a) the submission of Tender fees for the performance of Stage Two, as part of its Tender; and
- (b) references throughout the Tender Documents to Stage Two;

the Contract to be let upon acceptance of any Tender is for the performance of Stage One only. The scope of work under the Contract may be extended for the performance of Stage Two, only if the Principal accepts the Managing Contractor's GCS Offer pursuant to Clause 11.2.1(a) of the Conditions of Contract.

14. COLLUSIVE ARRANGEMENTS

- 14.1 The Tenderer warrants that in submitting its Tender, except as expressly disclosed in its Tender:
- (a) it has no knowledge of the Tender price of any other Tenderer, nor has it communicated with any other Tenderer in relation to the Tenderer's Tender price, or a price above or below which a Tenderer may tender (excluding any pricing advised by the Principal), nor has it entered into any contract, arrangement or understanding with another Tenderer to the effect that the Tenderer or another Tenderer will tender a non-competitive price, for the work the subject of the Tender, at time of submission of its Tender;

- (b) it has not entered into any contract, arrangement or understanding to pay or allow any money directly or indirectly to a trade, industry or other association (above the published standard fee) relating in any way to its Tender or any contract that may be entered into consequent thereon;
- (c) it has not paid or allowed any money or entered into any contract, arrangement or understanding to pay or allow any money directly or indirectly to or on behalf of any other Tenderer, nor received any money or allowance from or on behalf of any other Tenderer, relating in any way to its Tender or any contract that may be entered into consequent thereon.

14.2 In addition to any other actions the Principal may take, any breach of the warranties given in this clause will result in a review of the Tenderer's PQC registration status.

15. TRUST ACCOUNTS

15.1 In this clause, terms defined by the BIF Act as relevant to the operation of Chapter 2 of the BIF Act and used (without separate definition) in this clause, have the meaning given to them by the BIF Act.

15.2 The Tenderer's attention is drawn to:

- (a) Chapter 2 (Statutory trusts) of the BIF Act; and
- (b) clause 58.5 of the Conditions of Contract.

15.3 The Tenderer acknowledges and agrees that if it is the successful Tenderer, it will establish and maintain a project trust account and a retention trust account if and when it is required to do so under the BIF Act and Clause 58.5 of the Conditions of Contract.

16. ETHICAL SUPPLIER THRESHOLD

16.1 The Tenderer must comply with the Ethical Supplier Threshold and the Tenderer must provide true and correct responses to the criteria set out in the Ethical Supplier Threshold questionnaire on the Tender Form.

16.2 If, at any time after the Tenderer submits its Tender, the Tenderer's responses to the criteria set out in the Ethical Supplier Threshold questionnaire are no longer true and correct for any reason, the Tenderer must promptly notify the Principal's Contact Officer of the change to the Tenderer's response.

16.3 The Tenderer acknowledges that, if at any time, the Tenderer's response to a criterion set out in the Ethical Supplier Threshold questionnaire on the Tender Form is "yes", the Principal may:

- (a) in accordance with clause 9.1.3, decline to evaluate the Offer, as if it were an Alternative Offer; or
- (b) in accordance with clause 9.1.2, decline to accept the Offer.

17. ETHICAL SUPPLIER MANDATE

17.1 The Principal may decline to consider or accept a Tender from a Tenderer who, at the date of submission of the Tender and any time prior to the award of Contract, is subject to a current sanction under the Ethical Supplier Mandate according to the online supplier check tool released and current at the time and date at which Tenders were invited.

17.2 Notwithstanding any other provision of the Tender Documents or a Tender, the Tenderer acknowledges and agrees that the Principal may refer matters about the Tenderer's compliance with the Ethical Supplier Mandate and the Ethical Supplier Threshold to the Queensland Government Procurement Compliance Branch within the Department of Energy and Public Works, which may, in its absolute discretion, publish information about the Tenderer's compliance with the Ethical Supplier Mandate and the Ethical Supplier Threshold including but not limited to information about sanctions and penalties imposed on the Tenderer.

18. BEST PRACTICE PRINCIPLES

- 18.1 If the Annexure to the Conditions of Contract indicates that the Best Practice Principles apply, this clause 18 applies.
- 18.2 The Tenderer must complete the Returnable Tender Schedule – BPP Consent and include it with its Tender.
- 18.3 The Best Practice Principles set an expectation that projects will implement:
- (a) best practice workplace health and safety systems and standards;
 - (b) best practice commitment to apprentices and trainees; and
 - (c) best practice industrial relations.
- 18.4 The Queensland Government considers that the adoption of best practice industrial relations includes adopting employment conditions that will attract and retain workers with optimal levels of skills and experience, having regard to the significance of the project and competition for workforce resources, to minimise disruption and support delivery of projects on time and on budget. The Best Practice Industry Conditions outline the Queensland Government's expectation for best practice employment conditions for workers performing work on-site.
- 18.5 The Tenderer is required to demonstrate in its Tender:
- (a) how it will provide terms and conditions of employment, including specific pay rates, for its personnel who will perform work under the Contract, which are at least equivalent to the Best Practice Industry Conditions; and
 - (b) the Best Endeavours Process by which the Tenderer will use its best endeavours to engage subcontractors who provide terms and conditions of employment, including specific pay rates, for their personnel who perform work under the Contract, which are at least equivalent to the Best Practice Industry Conditions.
- 18.6 Although the Best Practice Industry Conditions are set out in the form of an agreement, it is not mandatory:
- (a) for the Tenderer to enter into an agreement or an agreement in the form of the Best Practice Industry Conditions, or for subcontractors to enter into an agreement or an agreement in the form of the Best Practice Industry Conditions, in order to demonstrate that terms and conditions are at least equivalent to the Best Practice Industry Conditions;
 - (b) to enter into an agreement with named employee organisations;
 - (c) where a particular supplier of training, income protection insurance or superannuation is referred to in the Best Practice Industry Conditions, to use that supplier.
- 18.7 The Tenderer is able to demonstrate how they will provide terms and conditions of employment which are at least equivalent to the substantive obligations, entitlements, conditions and amounts contained in the Best Practice Industry Conditions in any manner the Tenderer chooses to nominate. The Principal will give proper consideration to alternative ways of achieving the Best Practice Industry Conditions.
- 18.8 Nothing in the Best Practice Industry Conditions requires the Tenderer to make any commitment that would breach any laws.
- 18.9 Any Tender that does not comply with the requirements of this clause 18 will be considered an Alternative Tender.

The Tenderer must note that:

- a. if the Tenderer is awarded a Contract, the Principal will, in accordance with the Prequalification (PQC) System, prepare and submit performance reports to the PQC Registrar. The performance reports may include, amongst other things, information regarding;**
 - i. achievements or compliance with representations made in response to Schedule 2 – Tender Evaluation to the Conditions of Tender;**
 - ii. compliance with any legislation relating to workplace health and safety, industrial relations, taxation and workers compensation legislation; and**
 - iii. compliance with the provisions of the Contract, including, but not limited to, those clauses concerning Collusive Arrangements (Clause 6), Subcontracting (Clause 21), Occupational Health and Safety Audit (Clause 26.2); Training Policy (Clause 41.4), Site Personnel Register (Clause 41.6) and Payment of Workers and Subcontractors (Clause 58);**
- b. the Queensland Government has published a document entitled “Building and construction Code of Practice 2000”, previously entitled “Queensland Code of Practice for the Building and Construction Industry” (the Code of Practice). The Tenderer is reminded that by being registered pursuant to the Prequalification (PQC) System they have provided an undertaking that they will abide by the Code of Practice; and**
- c. an adverse performance report or non-compliance with the Code of Practice will result in a review of the Contractor’s PQC registration status.**

SCHEDULE 1 – Consultants

Conditions of Tender clause 7.12

If more than one consultant is listed for a discipline, the Tenderer is to select from the list.

DISCIPLINE	CONSULTANT	MINIMUM FEE	ARRANGEMENTS MADE BY PRINCIPAL
Architects & Primary Consultants		\$.....	
Quantity Surveyors		\$.....	
Mechanical Engineers		\$.....	
Electrical Engineers		\$.....	
Communications		\$.....	
Lift Services		\$.....	
Fire Services		\$.....	
Security Services		\$.....	
Hydraulic Services		\$.....	
Civil Engineers		\$.....	
Structural Engineers		\$.....	
Façade Engineers		\$.....	
Acoustics		\$.....	
[Other Service]		\$.....	

GUIDE NOTE:

The Project Manager is required to amend and complete this Schedule 2 with project specific requirements. For Best Practice Principles projects, the Project Manager should refer to the Queensland Government Best Practice Principles: Quality, safe workplaces guide when completing this schedule.

The Project Manager is to ensure that the relevant PQC Rating and Registration Category, including as applicable for Best Practice Principles projects, is stated in the Invitation to Tender, as required by clause 3 of the Conditions of Tender.

Delete this guide note.

SCHEDULE 2 – Tender Evaluation**General**

The Tenderer must demonstrate that its Tender represents value for money for Government determined in accordance with the Queensland Procurement Policy.

The Tenderer must include with its Tender all documents and information required by clause 7.2 of the Conditions of Tender, including without limitation:

- a costed methodology statement for On Site Overheads and Management Fee, as required by clause 7.13 of the Conditions of Tender;
- any preferred subcontractors, as required by clause 7.14 of the Conditions of Tender;
- evidence to demonstrate the Tenderer's ability in respect of each of the Tender evaluation criteria set out in this Schedule 2; and
- if the Annexure to the Conditions of Contract indicates that the Best Practice Principles apply:
 - the Tenderer's response to achieving the best practice principles for the project:
 - best practice workplace health and safety systems and standards;
 - best practice commitment to apprentices and trainees; and
 - best practice industrial relations;
 - details of how the Tenderer will provide terms and conditions of employment, including specific pay rates, for its personnel who will perform on-site work under the Contract, which are at least equivalent to the Best Practice Industry Conditions, as required by clause 18.5(a) of the Conditions of Tender;
 - details of the Tenderer's Best Endeavours Process by which the Tenderer will use its best endeavours to engage subcontractors who provide terms and conditions of employment, including specific pay rates, for their personnel who will perform on-site work under the Contract, which are at least equivalent to the Best Practice Industry Conditions, as required by clause 18.5(b) of the Conditions of Tender; and
 - the completed Returnable Tender Schedule – BPP Consent, as required by clause 18.2 of the Conditions of Tender.

For Tender evaluation purposes only, the tendered Off Site Overheads and Profit Fee for Stage Two (expressed as a percentage) will be applied to the Principal's Project Construction Cost Estimate **contained in the Project Brief**.

Principal's Determination

The Principal shall determine whether a Tender is an Alternative Tender or Conforming Tender and, in doing so, shall have regard to the following, without limitation:

- whether the Tender contains errors of an administrative nature which do not alter the substance of the offer;
- whether the Tender contains clarification of an ambiguity; and
- the extent to which the Tender does not contain all of the documents required by clause 7.2 of the Conditions of Tender.

Without derogating from the provisions of clause 9.1.2 of the Conditions of Tender:

- if, in the opinion of the Principal, the Tenderer fails to demonstrate a satisfactory ability in relation to a Tender evaluation criterion; or
- if the Tenderer receives a point score less than 40% of the highest possible point score for a given Tender evaluation criterion or
- if the Tender includes tendered fees that are 15% lower than the tendered fees of the next lowest Tender;

the Principal may, in its absolute discretion, decline to evaluate or further evaluate the Tender.

Tender Evaluation Criteria *

Criterion	Points / Weighting	Matters to be considered

*** Project Manager to complete this table with project specific requirements for price and non-price evaluation criteria – delete this guide note**

Tender Evaluation Criteria Submission Requirements

The Tenderer is requested to explain how its experience, capability and nominated team will achieve the project’s objectives and satisfy the Tender evaluation criteria.

The Tender evaluation criteria submission should:

- be concise;
- contain no more than [project team to insert] pages, with supporting documentation provided in attachments;
- provide an executive summary;
- contain Curriculum Vitae of no more than one page for each nominated key personnel;
- identify and provide contact details for referees who are independent of the Tenderer; and
- be set out in a font size of 11 point normally spaced.

RETURNABLE TENDER SCHEDULE – BPP CONSENT

<u>Project Tender Information</u>			
Project Name:			
Project Number:			
<u>Tenderer Details</u>			
Tenderer's Legal name(s) <i>(include all current and previous legal names)</i>			
Tenderer's Trading name(s) <i>(include all current and previous trading names)</i>			
Other names the Tenderer may be known by <i>(include all current and previous names)</i>			
ACN:		ABN:	
Address:			
QBCC License No:		Electrical Contractor Licence No:	
Workers' Compensation Policy No:			
<u>Consent</u>			
I, as an authorised officer of the Tenderer, consent to:			
<ul style="list-style-type: none"> • the Queensland Government, through the relevant Government Department or Instrumentality, giving information to the Principal in relation to the Tenderer's history of compliance with Best Practice Principles, being: <ul style="list-style-type: none"> ○ Workplace Health and Safety systems and standards; ○ commitment to apprentices and trainees; and ○ industrial relations. 			
I acknowledge that the information provided may include personal details, and details of the following:			
<ul style="list-style-type: none"> • incidents and complaints involving the Tenderer and the Office of Industrial Relations' response to these incidents and complaints; • audits undertaken by the Office of Industrial Relations involving the Tenderer; • enforcement action taken under the <i>Work Health and Safety Act 2011</i> (Qld) and the <i>Electrical Safety Act 2002</i> (Qld); • current and historical investigations, prosecutions and enforceable undertakings involving the Tenderer; • referrals to the Electrical Licensing Committee for disciplinary matters; • disciplinary and enforcement action undertaken by the Electrical Licensing Committee; • workers' compensation claims made by the Tenderer's workers; • performance reports regarding a Tenderer's compliance with the Queensland Government Building and Construction Training Policy. 			
I understand that the Principal will only use this information for the procurement process of this Tender and that separate consent will be required for future or additional Tenders made by the Tenderer, in relation to Best Practice Principles.			
<u>Details of Authorised Officer Completing Consent Form</u>			
Name:			
Position		Phone No:	
Email:			
Signature:		Date:	