

General Terms and Conditions – Offer Form (Works/Services)

QBuild, Department of Housing and Public Works

QBuild (insert name of region) region

(insert address) Queensland (insert postcode)

Date issued:		Reference No:	
Contact name:		Telephone:	
Facsimile:		Email:	

Invitation to submit offers			
You are invited to submit an offer for the Works/Services described below, in accordance with the General Terms and Conditions - Conditions of Offer (Works/Services) and Conditions of Contract (Works/Services) available online www.business.qld.gov.au/qbuild			
Offers close at		(for hardcopy offers) or	
(for electronic offers)	or	(for facsimile)	(on date) at (time)
Note:			
1. For electronic offers the subject title of the email must commence with the Reference No. stated above.			
2. For hardcopy offers your offer must be in a sealed envelope marked with the Reference No. and addressed to the tender box specified above for hardcopy offers.			
Description of Works/Services:			
Location:			
Site contact:		Telephone:	
Attachments:		No of pages:	
Quality system (clause A8):	<ul style="list-style-type: none"> Alternative 1 - not applicable*; Alternative 2 - to ISO 9001* (*delete one) 		
Time for commencement (clause 11):	within	days of acceptance	or
Date for Practical Completion (clause 12):	within	weeks from acceptance	or
Liquidated damages (clause 13):	\$	per day (exclusive of GST)	
Defects liability period (from Practical Completion) (clause 14):	(if none stated, 12 months)		
Times for making payment claims (clause 18):	If no time/s stated monthly payment claims will apply		
Retention from progress payments (clause 18A):	<ul style="list-style-type: none"> Alternative 1 - nil* Alternative 2 - 10% of progress payments (excl GST) up to 5% of the contract sum (minus GST)* (*delete one) 		
Retention after Practical Completion (clause 18A):	50% of retention from progress payments		

If an Alternative is not deleted, Alternative 1 applies



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Description of Works/Services:			
Location:			

Offer to: The State of Queensland through QBuild, a business unit of the Department of Housing and Public Works (the Principal)			
(Full Name in BLOCK LETTERS of Individuals, Partners trading in a partnership or Company)			
I/We (the Offerer):			
Address:			
State:		Postcode:	
Telephone:		Mobile:	Facsimile:
ACN (if a Company):		ABN:	
hereby offer to perform the Works/Services described for the Total Offer Sum stated below:			
Net Offer Sum (exclusive of GST)		\$	
GST component of Offer Sum		\$	
Total offer Sum (inclusive of GST)		\$	
This offer includes for the following addenda: <i>(Please list all addenda e.g. 1, 2, 3 – not three or 3)</i>			
Licensing requirements: <i>(Please complete or update with current information, if not applicable note "not applicable")</i>			
QBCC licence number:		QBCC License Category:	
Electrical Licence:	Restrictions /Conditions (if any): <i>(note no or yes, if yes state restrictions/conditions)</i>	Valid to: / /20	
Other Licence:		Valid to: / /20	
Asbestos Licence - Class A:		Valid to: / /20	
Name of Nominated Person:			
Asbestos Licence - Class B:		Valid to: / /20	
Biosecurity Instrument Permit:			
I/We have the following insurances: <i>(Complete or update with current information)</i>			
<input type="checkbox"/> Insurance of employees (WorkCover) or equivalent <input type="checkbox"/> self employed insurance:			
Policy number:		Valid to: / /20	
<input type="checkbox"/> Public liability - policy number:		Valid to: / /20	
Other type:			
Policy number:		Valid to: / /20	

Ethical Supplier Threshold

(The Offerer 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 Offerer:

(tick one)

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 and Ethical Supplier Threshold

By its signature on this Offer Form, the Offerer warrants that, if awarded a Contract for this offer, it will comply with the requirements of **Clause 24** of the General Terms and Conditions - Conditions of Contract (Works/Services) and acknowledges that this warranty is given in addition to any of the terms of the Conditions of Contract.

By signing below I/We also declare:

To the best of my/our knowledge, in submitting my/our Offer neither I/we or my/our employees, officers or agents have or are likely to have any conflict of interest in relation to matters connected with the Offer.

I/We have complied with all mandatory requirement(s) if any, in relation to this invitation to offer.

I/We acknowledge that I/we have read the General Terms and Conditions – Conditions of Offer (Works/Services) and Conditions of Contract (Work/Services) and any additional conditions and/or special conditions and agree to comply with the conditions and obligations in the documents and all relevant contractual and legislative requirements when providing Works/Services to QBuild.

Name of Offerer or authorised Person (s):

Signature (s):

Date: / /20

Privacy Statement – The Department of Housing and Public Works (“the Principal”) is collecting personal information for the purpose of administering this Invitation Process and any subsequent Contract that may arise. The information may be used in accordance with the provisions of the Offer Documents. Any personal information included on this Offer Form may be disclosed to the Offer evaluation panel and their advisors but will not be disclosed to any other third party without the Offerer’s consent unless authorised or required by law or stipulated in the Offer Documents.