

Tenderer Clarifications

Buildings and Contracts will, in its Value for Money assessment, evaluate the Tenderer's response to the following Tenderer Clarifications. Building and Contracts reserves the right to reject any Tender that does not properly address and satisfy any of the Tenderer Clarifications.

a) METHODOLOGY

The Tenderer shall provide details of their methodology which will be used to undertake the requirements as set out in the Tender Specifications.

Details of the methodology should include:

- (i) The scope of work/requirements broken into components including timeframes and the estimated number of hours required to complete each component of the Tender requirements;
- (ii) Details of the roles of the Specified Personnel and an estimated percentage of time spent by each in completing the Tender requirements; and
- (iii) A description of critical issues and quality control mechanisms used in undertaking the Tender requirements.

TENDERER TO COMPLETE (TENDERER TO PROVIDE DETAILS OF THEIR PROPOSED METHODOLOGY):

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[Insert additional lines/pages if insufficient space and/or attach supporting Technical Information and Schedules]



b) DEMONSTRATED SKILLS AND EXPERIENCE OF THE TENDERER'S ORGANISATION TO UNDERTAKE PROJECTS OF A SIMILAR NATURE

The Respondent shall provide information regarding:

- (i) The skills and experience of the key Specified Personnel who will be involved with this contract. A brief curriculum vitae should be provided outlining their similar experience to the requirements of this Specification;
- (ii) Roles of the Specified Personnel and their availability during the term of the contract;
- (iv) The organisational capacity to carry out the Tender Specification requirements including relevant skills and experience within the organisation (other than the specified personnel) in performing similar requirements.
- (v) Tenderers shall provide contact details of referees for projects of a similar nature have been successfully completed by the proposed Specified Personnel. The Tenderer shall provide a minimum of at least two similar projects that you've been involved in. Include **detailed** descriptions of similar work **previously** undertaken by the organisation for other clients, with particular reference to similar work undertaken in regional and remote locations. As a minimum the following information should be provided:
 - a. A description of the scope of works undertaken;
 - b. Similarities between those projects and this proposed Tender requirements; and
 - c. When the works were undertaken.
 - d. Details should include a description of the services provided; when the contract was performed; and referees for the contracts or arrangements.

TENDERER TO COMPLETE (DESCRIPTION OF SIMILAR WORK PROFORMED WITH REFERENCES):

REFeree 1	
NAME:	
COMPANY:	
POSITION:	
TELEPHONE:	
EMAIL:	
DATE OF UNDERTAKEN WORKS:	

DESCRIPTION OF SIMILAR WORK PROFORMED:

TENDERER TO COMPLETE (DESCRIPTION OF SIMILAR WORK PROFORMED WITH REFERENCES):

REFEREE 2	
NAME:	
COMPANY:	
POSITION:	
TELEPHONE:	
EMAIL:	
DATE OF UNDERTAKEN WORKS	

[illegible]

Government of Western Australia
Department of Finance

[illegible]

[Insert additional lines/pages if insufficient space and/or attach supporting Technical Information and Schedules]