**REturnable Schedule C - Tender Questionnaire**

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| **Demonstrated Experience – Company 25%** | | |
| 1. **Provide a brief history of the company** | | |
| Length of time in business |  | |
| Names of company directors |  | |
| Organisational team |  | |
| Present number of employees |  | |
| Other Supporting information |  | |
| 1. **Provide a minimum of two (2) project profiles, detailing similar contracts undertaken in the last 3 years.** | | |
|  | **Project 1** | **Project 2** |
| Name of client(s) |  |  |
| Value of Work |  |  |
| Description of Works |  |  |
| Date and duration of work |  |  |
| Explain the challenges and solutions implemented on the projects |  |  |
| Explain the similarities in nature of work and/or working environment |  |  |
| 1. **Provide a summary of projects currently being undertaken to outline capacity to undertake this project.** | | |
| Please include:  Name of client(s);  Brief description of Works;  Value of Work;  Percentage of Works completed at time of submission;  Anticipated Completion date. | | |

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| **DEMONSTRATED EXPERIENCE – KEY personnel** | | | | | | **25%** |
| 1. **Provide details of the qualifications, skills and experience of the key personnel nominated and outline the key personnel’s availability during the Contract.**   **Project Allocation Note -** This allocation should be as a percentage of time allocated to the project during a normal working week if awarded the Works (e.g.100% will mean that the personnel has been allocated full time to the project, approx. 38 hours a week). Note if Full-time on-site Site supervisor has been allowed etc.  **Contingency Resource Note** – Tenderer is to provide details of the nominated resource contingency key personnel that will stand in for primary nominated key **personnel** if required. Tenderer should outline how they intend to manage the contingency resource to ensure project delivery. | | | | | | |
| Key Roles | | **Nominated Personnel** | | **Explain Qualifications and relevant past experience**  Attach CVs where appropriate | **Project Allocation** | **Contingency Resource Personnel**  Attach CVs where appropriate |
| Project Manager | |  | |  | % |  |
| Site Supervisor | |  | |  | % |  |
| (Please Specify) | |  | |  | % |  |
| (Please Specify) | |  | |  | % |  |
| 1. **Provide details of the qualifications, skills and relevant experience of the nominated subcontractors for this project.**   If your organisation is directly delivering a trade category listed below, please insert “Self Delivering” under the Nominated Subcontractor column in response to this question only. | | | | | | |
| Category | **Nominated Subcontractor** | | **Qualifications, skills and relevant experience** | | | |
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| **Delivery approach** | **30%** |
| 1. **Explain the project delivery approach including but not limited to consideration of;** | |
| Please include;  Construction methodology including any specific risks with proposed mitigation strategies;  The working environment and location; and  Applicable client and site requirements; | |
| 1. **Identify indicative procurement lead times for key equipment and materials required for this project.** | |
|  | |
| 1. **Provide a detailed Program of Works (i.e. Gantt chart) showing all key activities.**   The Tenderer is required to identify a clear critical path, key milestones and anticipated Practical Completion date. | |
| *Attach as PDF. Attached document file name:* | |

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| **Safety** | | **20%** |
| 1. **Provide a DRAFT Safety Management Plan and explain how safety will be managed on this project.**   (Note: A site-specific Safety Management Plan will be required for PFM approval prior to commencement on site.) | | |
|  | | |
| 1. **Outline its Sub-Contractor Management process:** | | |
| How subcontractors are selected & evaluated prior to commencing Works (attach procedure if appropriate) |  | |
| Explain how subcontractors are monitored during Works (attach procedure if appropriate) |  | |
| Explain supervisory arrangements to ensure that the Safety managemnt Plan is adhered to by all workers onsite |  | |
| Additional information |  | |
| 1. **Provide the following sample documents:** | | |
| A. Risk register for hazards and risks which are relevant to this scope; and | Attached document file name: | |
| B. A completed Safe Work Method Statement for a high-risk activity, likely to be undertaken as part of this work scope | Attached document file name: | |