Part D – Supplier’s Response Form

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| You declare that in making Your Offer:   1. You understand and accept that Your Offer is subject to the provisions contained in Part A – Invitation and Rules for Quoting. 2. You have declared any conflict of interest that you may have. 3. You have checked any electronic files contained in Your Offer and that these are free from viruses. 4. You undertake to keep Your Offer open for the Validity Period of 90 days. | |
| Dated this day: |  |
| Signed for and on behalf of [insert your organisation name] | |
| Authorised Person Signature: |  |
| Authorised Person Name: |  |
| Signature of Witness: |  |
| Witness Name: |  |
| Company Stamp: |  |

Supplier Details

I/We hereby offer to supply to Tetra Tech International Development the Goods and Services (specified in this RFQ for the Supply and Configuration of 1,175 Samsung A8 LTE Tablets) in accordance with Part A Invitation and Rules for Quoting and Part C draft Conditions of Contract issued by Tetra Tech International Development.

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| --- | --- |
| Business or Trading Name |  |
| Registered Name |  |
| Registration Number |  |
| Address of registered office |  |
| Address where business is operated |  |
| Type of business | individual enterprise sole company limited  ordinary partnership limited partnership  company limited state company  public company mixed company |
| Key Personnel Names  (director/s, chief executive officer, principal of business, owner) |  |
| Telephone |  |
| Email |  |

|  |  |
| --- | --- |
| Contact Person Name |  |
| Position |  |
| Address |  |
| Email |  |
| Telephone |  |

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| --- | --- |
| Response Against Evaluation Criteria | |
| Mandatory Criteria: Provide details of how your proposal complies Tetra Tech International Development’s requirements below | |
| 1. Part D Supplier Response Form must be fully completed to be eligible. |  |
| 1. Public Liability Insurance is required. |  |
| 1. General Property Insurance is required. |  |
| 1. Transit Insurance is required. |  |
| 1. Medical Insurance for staff is required. |  |

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| Weighted Criteria | |
| 1. Relevant experience and past performance: 40% | |
| The scope and value of the previous similar work undertaken.  Please advise any details of previous or current work, including work of a similar nature, that demonstrates your ability to meet the requirements. Please include the following information:   * project description * customer organisation * number of personnel involved * date of commencement and period of association |  |
| References: | |
| You must provide three (3) referees (customers or clients who are not related to you or your business in any way and who are not Tetra Tech International Development or BEQUAL employees) to support your ability to meet the requirements. |  |
| Business and Tax Registration | |
| Attach a copy of your business registration. |  |
| Attach a copy of your company tax registration. |  |

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| 2. Ability to deliver on time: 30% | |
| Provide details of your capability and capacity to fulfil Tetra Tech International Development’s Requirements including technical skills, management systems, quality assurance, key personnel. |  |
| Proposed work plan | |
| Provide details of your work plan to meet Tetra Tech International Development’s timelines. Include key milestones and reporting dates. |  |
| Consortium or Partnership | |
| Provide details of any other business or individual that you are in consortium or partnership with. Provide details of the parts of the work that the other business or individual will do.  If you do not have a consortium or partner, write N/A |  |
| Subcontractor | |
| Provide details of sub-contractors that you propose you will engage for the delivery of the work described in this tender.  If you do not propose to engage subcontractors, write N/A. |  |
| Compliance with Part B Specification | |
| You must provide details of any clause in the specification which you do not comply or partially comply with.  You must provide information relating to the reason for partial compliance or non-compliance. |  |
| Compliance with Part C Draft Contract Conditions | |
| You must provide details of any clause in the draft Contract Conditions which you do not comply or partially comply with.  You must provide information relating to the reason for partial compliance or non-compliance. |  |
| Conflict of Interest |  |
| You must provide details of any actual or perceived interests, relationships or clients which may cause a conflict of interest or potential conflict of interest and actions to prevent or manage the conflicts of interest.  If you have no conflicts of interest, write N/A. |  |
| Insurance | |
| Attach copies of your Public Liability, General Property, Staff Medical Insurance policies and a copy of a previous Transit Insurance Policy. |  |
| Warranty and Replacement of Faulty Goods | |
| Provide details of the warranty and replacement of faulty goods policy applicable to the goods and services requested in this RFQ. |  |

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| 3. Commitment to Child Protection and the Prevention of Sexual Abuse, Exploitation and Harassment 10% | |
| Attach a copy of your Child Protection policy or provide details of your commitment to the protection of children in your organisation. |  |
| Attach a copy of your Prevention of Sexual Abuse, Exploitation and Harassment policy or provide details of your commitment to the prevention of sexual abuse, exploitation and harassment in your organisation. |  |

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| 4. Price 20% | |
| Provide prices for fulfilling Tetra Tech International Development’s Requirement in the table below or attach a separate document. |  |

Schedule of Rates

The price offered is a price calculated in accordance with the following schedule of rates:

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| --- | --- | --- | --- | --- | --- |
| **Item Number** | **Description** | **Quantity** | **Unit** | **Rate** | **Amount USD** |
| *Example* | *Samsung A8 LTE tablets* | *1,175* | *Each* | *100* | *11,750* |
| *Example* | *Configuration Technician* | *2* | *Days* | *150* | *300* |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| Total amount excluding VAT | | | | |  |

1. *Ensure the* ***Amount*** *is the result of the Quantity multiplied by the Rate.*
2. *The correct extended Amounts and Total will be used to evaluate quotations.*
3. *All rates and lump sums must NOT include VAT for evaluation purposes.*
4. *The actual Contract Sum payable will depend on the actual quantities.*

I/We declare that:

(a) the Rules of Quoting are agreed;

(b) the draft Conditions of Contract are agreed; and

(c) the information and details provided in this Supplier Response Form are accurate and complete.

|  |  |
| --- | --- |
| *Dated:* |  |

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| Supplier | |
| Signed |  |
| Name |  |
| Position |  |

|  |  |
| --- | --- |
| Witness | |
| Signed |  |
| Name |  |
| Position |  |