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Part D

Response to Invitation to Tender

Printing of Spoken Lao Program Teaching and Learning Materials

Printing of Grade 1 Lao Language Teacher Guide (Book 1)

Printing of the Primary Curriculum Framework

**Offer submitted by:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(insert organisation name)

Instructions to Suppliers for completing this form:

1. You must answer ALL sections of this form within the specified fields, in the format requested.
2. Where necessary, any supporting material (example: registration documents, excel workbooks) should be attached to the back of this document and referred to at the relevant place in the document.

|  |  |
| --- | --- |
| You declare that in making Your Offer:   1. You understand and accept that Your Offer is subject to the provisions contained in Part A - Procurement Process Guidelines. 2. You have declared any conflict of interest that you may have. 3. You have checked all electronic files are free from viruses. 4. You undertake to keep Your Offer open for the Validity Period specified in the Reference Schedule of Part A - Procurement Process Guidelines. | |
| 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: |  |

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# Supplier Information

|  |  |
| --- | --- |
| Supplier Name |  |
| Registered Name |  |
| Registration Number |  |
| Address of registered office |  |
| Address of place of business |  |
| Type of business | individual enterprise sole company limited  ordinary partnership limited partnership  company limited state company  public company mixed company |
| Key Personnel Names  (directors, chief executive officer, principal of business, owner) |  |
| Telephone |  |
| Email |  |
| Australian Indigenous Procurement Policy | Is your organisation 50% or more Australian Indigenous owned?  YES / NO  If YES, is your organisation registered on www.supplynation.org.au?  YES / NO |

# Contact Details for this Bid

|  |  |
| --- | --- |
| Contact Person |  |
| Position |  |
| Address |  |
| Postal address |  |
| E-mail |  |
| Telephone |  |

# Financial Capacity

You must demonstrate that you have the financial capacity to deliver Tetra Tech International Development’s Requirements (Refer to Part A Process). The following questions apply to your business, any associated entities, any directors, including any consortium members and partners where relevant.

If the answer to any of the following questions is ‘**yes’**, you must provide an explanation.

## Financial History

Are there any significant events, matters or circumstances which have arisen within the past 12 months that could significantly affect your operations? Have there been any:

* bankruptcy and/or de-registration actions?
* insolvency proceedings (including voluntary administration, application to wind up, or other like action) either actual or threatened, against you in the past three years? If so, what (if any) remedial action has been taken?
* ineligibility listing on the World Bank List?

Provide details below of any issues that affect your financial viability or write N/A if you have nothing to declare.

|  |
| --- |
|  |

## Default / Other Factors

1. Are You currently in default or breach of any other agreement, contract, order or award that would or could negatively affect Your financial ability to deliver the requirements of this tender?
2. Are there any other factors which could negatively impact on Your financial ability to successfully perform the obligations in this tender?

Provide an explanation below or write N/A you have nothing to declare.

|  |
| --- |
|  |

# 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 in the box below.

Write N/A if you have no conflicts of interest.

|  |
| --- |
|  |

# Prior Experience and References

## Past Experience

The scope and value of the 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 of this tender. 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 of this tender.

**Referee 1:**

|  |  |
| --- | --- |
| Organisation Name |  |
| Contact Person |  |
| Contact Person’s Position |  |
| Address |  |
| E-mail |  |
| Telephone |  |
| What did you provide to your referee? |  |

**Referee 2:**

|  |  |
| --- | --- |
| Organisation Name |  |
| Contact Person |  |
| Contact Person Title |  |
| Referee Address |  |
| Contact Person E-mail |  |
| Telephone |  |
| What did you provide to your referee? |  |

**Referee 3:**

|  |  |
| --- | --- |
| Organisation Name |  |
| Contact Person |  |
| Contact Person Title |  |
| Referee Address |  |
| Contact Person E-mail |  |
| Telephone |  |
| What did you provide to your referee? |  |

# Capacity and Capabilities

## Key Staff

Provide details of the experience and expertise of each key staff member and their role in the delivery of the requirements of this tender.

|  |  |
| --- | --- |
| Name |  |
| Qualifications |  |
| Skills |  |
| Relevant Experience |  |
| What is their availability at the time this work must be delivered? |  |
| What is their responsibility in the delivery of this work? |  |

|  |  |
| --- | --- |
| Name |  |
| Qualifications |  |
| Skills |  |
| Relevant Experience |  |
| What is their availability at the time this work must be delivered? |  |
| What is their responsibility in the delivery of this work? |  |

|  |  |
| --- | --- |
| Name |  |
| Qualifications |  |
| Skills |  |
| Relevant Experience |  |
| What is their availability at the time this work must be delivered? |  |
| What is their responsibility in the delivery of this work? |  |

## Quality Systems

Describe how you will **monitor the quality** of your performance if you are selected to deliver the work described in this tender.

|  |
| --- |
|  |

Provide details of any relevant Quality Assurance certification.

|  |  |
| --- | --- |
| Quality Assurance System |  |
| Quality Assurance Standard |  |

## Organisational Structure

Provide details of Your organisational structure and the business units that will be involved in the delivery of the work described in this tender (include a diagram if appropriate).

|  |
| --- |
|  |

# Supply Approach

## Methodology

Provide details of how you will deliver the work required in this tender. Explain how you will work efficiently and deliver according to the timelines required, explain how you will manage your resources including personnel, machinery, equipment and how you will incorporate lessons learned.

|  |
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|  |

## Benchmarking

Provide explain what You would define as performance targets and benchmarks for the delivery of the work described in this tender.

|  |
| --- |
|  |

Provide details of how you will ensure customer satisfaction until the completion of the work described in this tender.

|  |
| --- |
|  |

## Proposed Work Plans

Describe your proposed work plan below, including:

* activity start up,
* maintaining important relationships,
* key activity deliverables,
* regular reporting,
* incorporating lessons learned and
* close out of the work.

|  |
| --- |
|  |

# External Resources

## Consortium or Partnership

If You are a member of a consortium or partnership, then You must detail which parts of the work described in this tender that each member comprising the consortium or partnership will deliver and how explain how the members are related to each other.

**If you are not a member of a consortium or partnership, write N/A below.**

**Partner 1:**

|  |  |
| --- | --- |
| Organisation Name |  |
| Registered Name |  |
| Registration Number |  |
| Address of registered office |  |
| Contact Person |  |
| Telephone |  |
| Type of Relationship |  |
| Period of association |  |
| Goods/Services to be provided |  |
| Estimated value of Goods/Services |  |

**Partner 2:**

|  |  |
| --- | --- |
| Organisation Name |  |
| Registered Name |  |
| Registration Number |  |
| Address of registered office |  |
| Contact Person |  |
| Telephone |  |
| Type of Relationship |  |
| Period of association |  |
| Goods/Services to be provided |  |
| Estimated value of Goods/Services |  |

<insert additional table/s for additional Partners>

## Subcontractors

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 below.**

**Subcontractor 1:**

|  |  |
| --- | --- |
| OrganisationName |  |
| RegisteredName |  |
| RegistrationNumber |  |
| **​**Address of registered office |  |
| **​** Contact Person |  |
| Telephone |  |
| Type of Relationship |  |
| Period of association |  |
| Goods/Services to be provided |  |
| Estimated value of Goods/Services |  |

**Subcontractor 2:**

|  |  |
| --- | --- |
| OrganisationName |  |
| RegisteredName |  |
| RegistrationNumber |  |
| **​**Addressofregisteredoffice |  |
| **​** ContactPerson |  |
| Telephone |  |
| **​**TypeofRelationship |  |
| Period of association |  |
| Goods/Services to be provided |  |
| **​** Estimated value of Goods/Services |  |

<insert additional table/s for additional subcontractors >

# Risk Management

Explain in detail the possible risks that may occur in doing the work described in this tender and explain the management strategies and procedures that You will put in place to manage those risks.

|  |
| --- |
|  |

Provide details of Your Work Health and Safety record over the last three years. Please include the number of accidents, non-working days due to accidents and information about your health and safety management policy.

|  |
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|  |

# Value For Money

How will you ensure that your products and services deliver value for money for Tetra Tech International Development?

|  |
| --- |
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# Compliance With Specifications

***Please refer to Part E Compliance which must be completed and returned with this completed Part D.***

# Compliance With (Part C) Proposed Contract

|  |  |
| --- | --- |
| Does Your Offer comply with ALL terms of the proposed Contract in **Part C**? | Yes  No |

If Your Offer does **NOT** comply with some or all of the terms of the contract You must provide a compliance statement against those clauses stating ‘Comply’ (**C**), ‘Does not Comply’ (**N**) or ‘Will comply subject to conditions’ (**P**).

You must provide reasons for the partial compliance or non-compliance below:

| **Contract Clause No.** | **Compliance Indicator:**  **C, N, P** | **Explanation/comment** |
| --- | --- | --- |
| 1. Definitions |  |  |
| 1. Interpretation |  |  |
| 1. Term |  |  |
| 1. Supply of Goods |  |  |
| 1. Services |  |  |
| 1. Variations |  |  |
| 1. Deliverables |  |  |
| 1. Ownership and Risk in the Goods |  |  |
| 1. Acceptance of the Goods |  |  |
| 1. Warranty Period |  |  |
| 1. Service Provider’s Warranties |  |  |
| 1. Defective Goods |  |  |
| 1. Service Provider’s Relationship and Conduct |  |  |
| 1. Service Provider’s Representations |  |  |
| 1. Defective Delivery |  |  |
| 1. Late Delivery |  |  |
| 1. No Minimum Purchase |  |  |
| 1. Non-Exclusivity |  |  |
| 1. Price |  |  |
| 1. Terms of Payment |  |  |
| 1. Intellectual Property Rights |  |  |
| 1. Indemnity |  |  |
| 1. Insurance |  |  |
| 1. Force Majeure |  |  |
| 1. Termination |  |  |
| 1. Termination for Convenience |  |  |
| 1. Confidentiality |  |  |
| 1. Governing Law and Jurisdiction |  |  |
| 1. Privacy |  |  |
| 1. Taxes |  |  |
| 1. Dispute Resolution |  |  |
| 1. Notices |  |  |
| 1. Counter-terrorism |  |  |
| 1. Fraud |  |  |
| 1. Anti-corruption |  |  |
| 1. Modern Slavery |  |  |
| 1. Work Health and Safety |  |  |
| 1. Publicity |  |  |
| 1. Novation, Assignment and Subcontracting |  |  |
| 1. Performance Assessment |  |  |
| 1. Compliance with Tetra Tech and DFAT Policies | ***Refer to Part 13*** | ***Refer to Part 13*** |
| 1. Notification to Tetra Tech |  |  |

## Insurance

Provide details or attach copies of your own insurance policies relevant to Tetra Tech International Development’s insurance requirements as listed below:

**Public or General Liability Insurance** with a limit of AUD20 million for each and every claim which covers loss of, or damage to, or loss of use of any real or personal property and/or any personal injury to, illness or death or any person arising from the performance of the Service:

|  |
| --- |
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**Adequate** **property insurance** covering any material created under this Letter of Agreement, Supplies and the reinstatement of Data while in the care, custody or control of the Service Provider for its full replacement value:

|  |
| --- |
|  |

**Lawful and adequate Workers’ Compensation insurance** which fully insures the Service Provider for any amount it becomes liable to pay under any statute relating to workers’ or accident compensation or for employer’s liability at common law:

|  |
| --- |
|  |

***For International Bidders*: Transit or Marine Insurance** to the value of the goods delivered:

|  |
| --- |
|  |

## Liability

|  |  |
| --- | --- |
| Do You agree with the Liability position in the proposed Contract? | Yes  No |
| If You do not agree with the Liability position in the Proposed Contract you must provide details of Your preferred position. |  |

# Compliance With Tetra Tech International Development and DFAT Policies

You must indicate your compliance with each of Tetra Tech’s and DFAT’s policies listed below.

If Your Offer does NOT comply with some or all of the policies below you must provide a compliance statement against those clauses stating **‘comply’ (C)**, **‘does not comply’ (N)** or **‘will comply subject to conditions’ (P)**.

You must provide reasons for the partial (P) compliance or non-compliance (N) responses below.

| **Policy** | **Compliance:**  **C, N, P** | **Explanation/Comment** |
| --- | --- | --- |
| 1. the [Disability Inclusive Strategy](http://dfat.gov.au/about-us/publications/Pages/disability-action-strategy-2017-2020.aspx); |  |  |
| 1. the [Child Protection Policy](http://dfat.gov.au/international-relations/themes/child-protection/Pages/child-protection.aspx); |  |  |
| 1. the [Preventing Sexual Exploitation, Abuse and Harassment Policy](http://www.dfat.gov.au/pseah); |  |  |
| 1. the [Family Planning and the Aid Program: Guiding Principles](https://www.dfat.gov.au/about-us/publications/Pages/family-planning-and-the-aid-program-guiding-principles); |  |  |
| 1. the [Environment Protection Policy](https://www.dfat.gov.au/sites/default/files/environment-protection-policy-aid-program.pdf); |  |  |
| 1. the [Displacement and Resettlement of People in Development Activities Policy](https://www.dfat.gov.au/about-us/publications/Pages/displacement-and-resettlement-of-people-in-development-activities); |  |  |
| 1. the [Gender Equality and Women’s Empowerment Policy](https://www.dfat.gov.au/sites/default/files/gender-equality-and-womens-empowerment-strategy.pdf); |  |  |
| 1. the [Guidelines for preparing Accessible Content](https://www.dfat.gov.au/about-us/publications/Pages/accessibility-design-guide-universal-design-principles-for-australia-s-aid-program); |  |  |
| 1. the [Anti-Corruption Policy](https://dfat.gov.au/aid/topics/investment-priorities/effective-governance/law-and-justice/Pages/law-and-justice-initiatives.aspx); |  |  |
| 1. the [Counterterrorism Policy](https://www.dfat.gov.au/international-relations/security/counter-terrorism/Pages/counter-terrorism); |  |  |
| 1. the [Fraud Control Policy](https://dfat.gov.au/about-us/corporate/fraud-control/Pages/fraud-control.aspx); |  |  |
| 1. the [Commonwealth Procurement Rules and Guidelines](https://www.finance.gov.au/government/procurement/commonwealth-procurement-rules); |  |  |
| 1. the [Commonwealth Grant Rules and Guidelines](https://www.finance.gov.au/government/commonwealth-grants/commonwealth-grants-rules-guidelines); |  |  |
| 1. Tetra Tech International Development Code of Conduct and Client Service Standards at Schedule 4 of the proposed contract |  |  |

# Pricing

## Fixed/Variable Pricing

|  |  |
| --- | --- |
| Is Your Offer based on fixed or variable pricing? | Fixed  Variable |

If Your Pricing is variable, specify the price variation methodology:

|  |
| --- |
|  |

# Pricing Schedules

***Please refer to Part F Price Schedule files which must be completed and returned with this Part D.***

# Declaration in Relation to Unlawful Collusion

*CROSS OUT ANY THAT DO NOT APPLY:*

Re: **Printing of SLP Teaching and Learning Materials and / or**   
**Printing of Grade 1 Lao Language Teacher Guide (Book 1) and / or   
Printing of the Primary Curriculum Framework** (“the Procurement”)

I, ……………….………….……. of ………………………………………………………………….

…………………………………………………………………………………………………………..

*[insert name and address of declarant]*

do hereby declare as follows:

1. I hold the position of …………..……………………………………………………… within …………………………..………………………………………………….. (“the Supplier”) and that I am authorised to provide this declaration on its behalf.

2. I confirm that the Offer submitted by the Supplier is independent and that there has not been any unlawful collusion with any other Supplier or party in connection with this Procurement Process. This clause does not apply to any formal joint venture contractual arrangement entered into between the Supplier and any other person(s), the details of which have been provided to Tetra Tech International Development as part of the Offer submitted by the Supplier.

3. I confirm that the total value of the goods and/or services to be provided by sub-contractors, to the extent known at the time of making this declaration, is $...................

4. *[Where that value of goods and services by subcontractors exceeds either of $1,000,000 (including VAT) or 25% of the total value of the Offer]*   
Attached hereto is a complete list of all sub-contractors, the value, and the nature of the work to be provided under each sub-contract, to the extent known at the time of making this declaration.

5. I understand that if any part of this declaration is found to be false, Tetra Tech International Development reserves the right (regardless of any subsequent dealings) to:

* terminate negotiations with the Supplier;
* terminate consideration of the Supplier’s Offer; and Tetra Tech International Development
* terminate any contract between the Supplier and Tetra Tech International Development in relation to the Procurement without any obligation on Tetra Tech International Development to make any payment to the Supplier.

………………………………………. …….. / …….. / 20……

Signature Date

Note: If your Offer is submitted jointly with another party or parties then each joint respondent must provide a signed declaration in the form.