



Department of Planning and Environment

PART C

EOI RESPONSE

Expression of Interest (EOI)

for the

Services Contract at Penrose Park Recreation Reserve

General Information for Tenderers

The EOI Response, must be completed and forms your tender.

The information provided in this Part, will be used in the assessment of tenders. Tenderers that do not comply with these instructions may not be considered for evaluation. The decision of the Department in this regard is final.

References to 'you' in this Part means the tenderer and all responses given will be taken to be responses of the tenderer.

Ensure that all questions in this Part, are fully addressed and full details are provided. Please provide attachments where necessary, clearly labelled and cross-referenced.

1. Confirm intent to bid and provide contact details

Tendering entity details

State Legal Entity:	[insert]
State Trading Name:	[insert]
State your Legal Entity's ABN:	[insert]
Registered Office:	[insert if a company]
Site Address:	[insert principal place of business]
Postal Address:	[insert principal place of business]
Australian Company Number:	[insert if Legal Entity is a company]

Details of principal contact

Principal contact name:	[insert]
Principal contact title:	[insert]
Telephone:	[insert]
Mobile:	[insert]
Fax:	[insert]
Email:	[insert]
Website:	[insert]

2. Compliance with this EOI

Indicate that you have read, understood and accepted:

PART A - EOI Document – Information about the Department and the opportunity:

Yes	<input type="checkbox"/>
No	<input type="checkbox"/> [Please provide details of non-compliance]

If No, please list Clause numbers not complied with below together with full details of non-compliance.

Clause No.	Non-compliance

PART B – Standard Conditions of Tendering

Yes	<input type="checkbox"/>
No	<input type="checkbox"/> [Please provide details of non-compliance]

If No, please list Clause numbers not complied with below together with full details of non-compliance.

Clause No.	Non-compliance

PART C – N/A (this Part)

3. Response to the Evaluation Criteria

Tenderers are required to respond individually to each of the Evaluation Criteria (please see PART E) outlined, in the following spaces. Attachments are welcome and should be listed in section 4 of this document. The responses should be detailed and focus on the key elements of your proposal as it relates to each of the evaluation criteria.

Evaluation Criterion 1	Monthly Management Fee offer Proposed monthly management fee (GST inclusive) to provide management services
Response	[insert]

Evaluation Criterion 2	Management Experience and Capacity Proposed maintenance and delivery of camping/recreation facilities, including ancillary uses (if applicable), for the benefit of park users, visitors and the community generally. Proven experience of the Tenderer in managing and operating a camping/recreation facility or similar.
Response	[insert]

Evaluation Criterion 3	Financial Experience and Capacity Financial experience of the proposal and financial capacity of the Tenderer to manage the site and operate the business, generating income.
Response	[insert]

Evaluation Criterion 4	Tenderer’s Screening Human resource capacity including qualifications, skills, experience and proposed extent of involvement of Tenderer’s key personnel.
Response	[insert]

4. Attachments

If attachments have been included to further support your proposal, please itemise these in the table below.

Number	Document name	Description
1		
2		

5. Previous Contracts and Referees

Have you been involved in any previous contracts relating to, or similar to, the EOI offered during the past four years? If yes, please provide details.

No	<input type="checkbox"/>
Yes	<input type="checkbox"/> - [Please provide details of previous contracts]

Please provide two (2) names and contact details of current or previous customers to act as referees in relation to **your ability to provide the required service**. Also **state the nature of the work you performed** for these customers.

Name of referee	Agency or company name	Phone number	Email
[insert]	[insert]	[insert]	[insert]
[insert]	[insert]	[insert]	[insert]

The Department reserves the right to consult nominated referees and to have independent financial credit/financial checks undertaken to satisfy itself as to the suitability of the Tenderer. All information obtained from referees and through financial checks may be taken into consideration in the evaluation of tenders.

6. Registered Business

Please include a current and historical company or organisation extract from the Australian Securities & Investments Commission.

Yes	<input type="checkbox"/>
No	<input type="checkbox"/> - [Please provide details of non-compliance]

7. Sub-Contractors

Is any part of the service to be provided through sub-contract?

Yes	<input type="checkbox"/> - [Please provide details]
No	<input type="checkbox"/>

Please provide details of proposed sub-contractors legal status (company, partnership, individual, etc.) and their experience and qualifications in provision of similar services.

[insert]

8. Further Information and Comments on Capacity / Ability to Perform the Intended Contract

State here any other details that you may wish to add. Please also address your capacity to perform the intended contract in the context of the current commitments of your organisation.

[insert]

9. Insurances

The successful Contractor will be required to take out and maintain during the Term with a reputable insurance company in the name of the Contractor, the Department and any subcontractor the following insurance policies as a minimum:

- a) public liability insurance, in the amount of not less than \$20 million in respect of each and every occurrence and unlimited in the aggregate for any period of cover;
- b) worker’s compensation insurance which covers all employees; and
- c) any insurance which is compulsory under the laws for the time being in force in any jurisdiction where the Contractor conducts the Services.

The Contractor will, on request, produce to the Department satisfactory evidence that the Contractor has effected and renewed the insurance policies referred to above.

Please list the insurances you currently hold, and the respective amount (or Limit of Liability) for each insurance policy and their expiry dates.

Insurer	Policy type	Policy No.	Limit	Expiry Date
[insert]	[insert]	[insert]	[insert]	[insert]
[insert]	[insert]	[insert]	[insert]	[insert]
[insert]	[insert]	[insert]	[insert]	[insert]

10. Current Legal Proceedings

Are you or any of your directors or close associates currently, or have you, or have your directors or close associates been at any time within the last five years, the subject of any or any pending:

- legal proceedings, including, but not limited to, winding up or bankruptcy proceedings,
- insolvency administrations or investigations; and/or
- investigations by ICAC or any other public body?

Yes	<input type="checkbox"/> - [Please provide full details]
No	<input type="checkbox"/>

11. Conflict of Interest

Are you aware of any real or perceived conflicts of interest (including any relevant relationships) existing, which require your disclosure? If ‘yes’, please provide details.

Yes	<input type="checkbox"/> - [Please provide full details]
No	<input type="checkbox"/>

12. Validity of Tender

Is your Tender valid for acceptance for a period of 90 days as required by Part A?

Yes	<input type="checkbox"/> - [Please provide full details]
No	<input type="checkbox"/>

13. Working with Children Check

A Working With Children Check is a requirement for people who work or volunteer in child-related work. Please provide a valid Working With Children Check.

Yes	<input type="checkbox"/> - [Please provide full details]
No	<input type="checkbox"/>

14. Signatures

Signed by the Tenderer’s authorised representative who warrants that he or she has authority to submit this Tender on behalf of the Respondent:

Signature:	[Insert]
Name:	[Insert]
Position:	[Insert]
Date:	[Insert]