|  |
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| **Envelope 1 – Non‑Price Component** |
| **1.** | **Offer Form** |
| ***1.1*** | ***To The Principal*** |
|  | The State of Queensland acting through the Department of Transport and Main Roads |
|  | Name of Principal | Address of Principal |
|  |  |  |
| ***1.2*** | ***Offer Lodgement Details*** |
|  | [Refer also to Clause 8 of C7542 *General Conditions of Offer*] |
|  | Electronic Tender Lodgement |
|  | Type here the requirements for electronic tender lodgement |
|  | Lodgement Box Location |
|  | Type here the address of the Offer Lodgement Box |
| ***1.3*** | ***Closing Time / Date for Offers*** |
|  | Time |  | Date |  |
| ***1.4*** | ***Offeror’s Details*** (to be completed by Offeror) |
|  | [Refer to Clause 5.1(d) of C7542 General Conditions of Offer] |
|  | I / We | Individual |[ ]  Firm / Partnership  |[ ]  Corporation |[ ]
|  |  | State Govt Entity |[ ]  Authority |[ ]  Other |
|  | Name (Full name in block letters) | Australian Business Number (ABN) |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Australian Company Number (ACN) |
|  |  |  |  |  |  |  |  |  |  |  |
|  | of  | Individual |[ ]  Principal Place of Business |[ ]
|  |  | Partner’s Address |[ ]  Registered Company Office |[ ]
|  | Street Address | Postal Address |
|  |  |  |
| ***1.5*** | ***Notice to Offerors*** |
|  | I / We acknowledge receipt of the following Notices to Offerors and have allowed for matters raised, in this Offer. |
|  | **Notice No(s)** | **Date** |
|  |  |  |
|  |  |  |
| ***1.6*** | ***Insurance Details*** |
|  | Refer to Clause 8 of C7545 *General Conditions of Contract* and Clause 2 within this Offer. |
|  | Where the Consultant does not:* provide a certified copy of its Professional Indemnity Insurance and Public Liability Insurance policy(s) for adequacy examination; or
* provide a Certificate of Currency; or
* fully complete Clauses 1.6.2 and 1.6.3 satisfying the intent of the requirements

then C7547 *Engineering Consultant's Statutory Declaration Professional Indemnity Insurance and Public Liability Insurance* shall be completed and attached. |
| *1.6.1* | *Workers Compensation* |
|  | The requirements are specified in Clause 8 of the General Conditions of Contract (C7545), including the provision of the following: |
|  | Policy No. | Expiry Date |
|  |  |  |
| *1.6.2* | *Professional Indemnity Insurance* |
|  | The Professional Indemnity Insurance requirements are specified in Clause 8 of C7545 *General Conditions of Contract*, including the provision of the following: |
|  | Name of the Insured |
|  |  |
|  | Policy No. | Expiry Date | Rating |
|  |  |  |  |
|  | Name of the Insurer |
|  |  |
|  | Min. One Claim Amount | Min. Aggregate Amount | Policy Excess |
|  |  |  |  |
|  | Policy Exclusions |
|  |  |
|  | Jurisdictional and Territorial Limits |
|  |  |
|  | A comprehensive summary of the Cover Provided (including the consequences of failure, rework, etc.), the Cover Period and allowance for Runoff |
|  | [In the context of Clause 8 of C7545 *General Conditions of Contract*] |
|  |  |
| *1.6.3* | *Public Liability Insurance* |
|  | The requirements are specified in Clause 8 of C7545 *General Conditions of Contract*, including the provision of the following: |
|  | Name of the Insured |
|  |  |
|  | Policy No. | Expiry Date | Rating |
|  |  |  |  |
|  | Name of the Insurer |
|  |  |
|  | Min. One Claim Amount | Min. Aggregate Amount | Policy Excess |
|  |  |  |  |
|  | Consultant’s Public Liability Insurance Non-compliance Details |
|  | [Refer to Clause 8.3 of C7545 *General Conditions of Contract*] |
|  |  |
| ***1.7*** | ***Consultant’s Offices that will perform the Work*** |
|  | [Refer to Clause 8.3 of C7545 *General Conditions of Contract*] |
|  | **Work Description** | **Nominated Consultant’s Office** |
|  |  |  |
| ***1.8*** | ***Offeror’s Contact Person*** |
|  | **Name / Position** | **Phone/mobile** | **Email Address** |
|  |  |  |  |
| **2.** | **Annexure to the General Conditions of Contract** |
|  | The contents of this clause forms part of C7545 *General Conditions of Contract* and shall be read as part of the Contract. Clause numbers refer to clauses in C7545 *General Conditions of Contract*. |
| ***2.1*** | ***The Consultant*** |
| 2.1A | Name / Address of Consultant (Address for Service) | Clauses 1.1, 12.5.2 |  |
| 2.1B | Position / Name of Consultant’s Delegate | Clause 1.1 |  |
| 2.1C | Fax Number and Email Address of Consultant’s Delegate | Clause 1.1 |  |
| ***2.2*** | ***Nature of the Contract / Payment*** |
| 2.2A | ‘if ordered’ items – The % for profit and attendance – work performed by a sub‑consultant | Clause 6.1.3 |  |
| 2.2B | Payments shall be forwarded to: | Clause 6.2.2(d) |  |
| **2.3** | ***Dispute Settlement Referrals*** |
| 2.3A | First Stage Referral Consultant Nominee | Clause 11.1 |  |
| 2.3B | Second Stage Referral Consultant’s Nominee | Clauses 11.1, 11.2 |  |
| **3.** | Annexure to the Supplementary Conditions of Contract |
| ***3.1*** | ***Key Team Members*** |
| *3.1.1* | *Certification of Engineering Drawings, Other Engineering Documents* |
|  | [Refer to Clause 8.1 of C7554 *Supplementary Conditions of Contract*] |
|  | **Nominated Team Member** | **RPEQ No.** | **Type of Work** | **Partner, Employee, Sub-Consultant, etc.** |
|  | Principal / Senior Executive Engineer (RPEQ) |
|  |  |  |  |  |
|  | Other engineers (RPEQ) and discipline |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| *3.1.2* | *Project Reviewer(s)* |
|  | [Refer to Clause 7.2 of C7554 *Supplementary Conditions of Contract*] |
|  | **Nominated Team Member** | **Review / Report** | **Nominated Team Member** | **Review / Report** |
|  |  |  |  |  |
|  |  |  |  |  |
| **4.** | **Annexure to the General Conditions of Offer** |
| ***4.1*** | ***Offer Assessment Schedule 1*** |
|  | Selection Criterion | Technical Skills of Key Team Members |
|  | Key Sub‑criteria | Type sub‑criteria here |
|  | (If required, list Sub‑Criteria that will receive emphasis during the assessment process, for example, Expansive soils design / construction expertise) |  |
|  | Information Required – Refer to Clause 5.1 of C7551 *Supplementary Conditions of Offer* |
|  | Offeror’s Response |
|  | Note: Restricted to Click here to enter text. words |
|  |  |
|  | **Attachment to Assessment Schedule 1 – Nominated Personnel for Key Roles** |
|  | CVs for each person nominated below are to be included as Attachment A to this Offer Document. CVs shall include qualifications and relevant recent experience to support the proposed role(s) nominated below.Indicate the Roles of each Key Nominated Person / Sub‑consultant, for example, Site Engineer, Project Manager, Design, and so on, together with area of expertise.Proposed organisation structure is to be included as Attachment C to this Offer Document. The structure should reflect the general capacity to handle the project type and the ability to provide backup in the event of changes to key team members.  |
|  | **Name** | **Role**(including as appropriate) | **Areas of Expertise**  |
|  |  |  | Road Safety, including Audits | Geometric Design | Pavement Design | Drainage Design | Bridge Design | Other Structure Design | Environment al Issues | Community Consultation | Hydrology Studies | Geotechnical Issues | Cultural Heritage Issues | Native Title Issues | Project Scope | Unit Cost Rates | Other | Other |
|  |  | Project Manager |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Design Certifier |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Design Manager |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Project Reviewer |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Road Designer |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ***4.2*** | ***Offer Assessment Schedule 2*** |
|  | Selection Criterion | Delivering the Service |
|  | Key Sub‑criteria | Type sub-criteria here |
|  | (If required, list Sub-Criteria that will receive emphasis during the Offer Assessment Process, for example, Past Consultancy Performance – Delivered right project to Time and Budget) |  |
|  | Information Required – Refer to Clause 5.2 of C7551 *Supplementary Conditions of Offer* |
|  | Offeror’s Response |
|  | Note: Restricted to Click here to enter text. words |
|  |  |
|  | **Attachment to Assessment Schedule 2 – Schedule of Services** |
|  | Note: Expand the table as necessary to include all of the Services required.(Shall match the services in the Item 2.1 – Price Schedule of the Offer for Consultant Services – Price  Component) |
|  | Type of Service Required |
|  | (Stage Codes and description are to match details in Attachment to Item 2.1 of C7587 *Offer for Consultant Services – Price Component*) |
|  | NOTE: Where Clause 1.6.2 of C7585 *Invitation for Offer* specifies more than one Stage of a project to be delivered the stage codes allow required Services to be clearly identified by stage. In addition, a separate schedule is required for each stage required. The specified services and their codes are to be copied to the costing schedules in the Price Offer. |
|  | Describe required service here |
|  | **Stage Code** | **Description of Services** | **Proposed Work Activities / Tasks** | **Proposed Deliverables** |
|  |  |  |  |  |
|  |  |  |  |  |
|  | **Monitoring and Control Tools**A fully detailed and resourced Gantt chart showing all work activities is to be included as Attachment B to this Offer Document (refer Clause 3(d) of C7551 *Supplementary Conditions of Offer)*. |
| ***4.3*** | ***Offer Assessment Schedule 3*** |
|  | Selection Criterion | Relationship management |
|  | Key Sub‑criteria | Type sub‑criteria here |
|  | (If required, list Sub-Criteria that will receive emphasis during the Offer Assessment Process, for example, Past Consultancy Performance – No. of Variations) |  |
|  | Information Required – Refer to Clause 5.3 of C7551 *Supplementary Conditions of Offer* |
|  | Offeror’s Response |
|  | Note: Restricted to Click here to enter text. words |
|  |  |
| ***4.4*** | ***Offer Assessment Schedule 4*** |
|  | Selection Criterion | Local Benefits Test |
|  | Key Sub‑criteria | Type sub‑criteria here |
|  | (If required, list Sub-Criteria that will receive emphasis during the Offer Assessment Process, for example, Past Consultancy Performance – No. of Variations) |  |
|  | Information Required – Refer to Clause 5.4 of C7551 *Supplementary Conditions of Offer* |
|  | Offeror’s Response |
|  | Note: Restricted to Click here to enter text. words |
|  |  |
| ***4.5*** | ***Offer Assessment Schedule 5*** |
|  | Selection Criterion | Quality of Deliverables |
|  | Key Sub-criteria | Type sub-criteria here |
|  | (If required, list Sub-Criteria that will receive emphasis during the Offer Assessment Process, for example, Past Consultancy Performance – No. of Variations) |  |
|  | Information Required – Refer to Clause 5.5 of C7551 *Supplementary Conditions of Offer* |
|  | Offeror’s Response |
|  | Note: Restricted to Click here to enter text. words |
|  |  |
| ***5*** | **Offered software**Offeror to nominate software and provider. |
| ***5.1*** | **Data Analysis & Insights**Data / Computer softwareStorageSecurity softwareELT software |
| ***5.2*** | **Transport & Land Use Modelling**Visualisation softwareProgramming softwareELT software |

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| Authorisation |
| The Consultant Services will carry out the requirements of the Contract Documents and according to the:* payment details in the Fee Schedule,
* and time constraints set out in C7585 *Invitation for Offer* – and the actual dates included in C7545 *Annexure to the General Conditions of Contract*.
 |
| For and on behalf of the Offeror |
| Consultant’s / Company Name | Address |
|  |  |
| Name | Position | Signature | Date |
|  |  |  |  |
| Witness by |
| Name | Position | Signature | Date |
|  |  |  |  |

**Attachment A – Curriculum Vitae**

**Attachment B – Gantt Chart**

**Attachment C – Organisation Structure**

**Attachment D – Ethical Supplier Threshold**

*Refer to Clauses 18.1 and 18.2 C7542 General Conditions of Offer*

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| It is a mandatory criterion that the Offeror must comply with the Ethical Supplier Threshold (Threshold). Please provide the following details. From 1 August 2019, has the Offeror: |
|  | Contravened a civil remedy provision of chapter 2 or chapter 3 of the Fair Work Act 2009 (Cth), or committed an offence against the Fair Work Act?  | Yes 🞏No 🞏 |
|  | Contravened a civil remedy provision of chapters 2, 3, 4, 5, or 7 of the Industrial Relations Act 2016 (Qld), or committed an offence against the Industrial Relations Act, or failed to pay employment related levies, or other payments, established under the Industrial Relations Act?   | Yes 🞏No 🞏 |
|  | Failed to make superannuation contributions on behalf of employees in accordance with law?  | Yes 🞏No 🞏 |
|  | Purported to treat employees as independent contractors, where they are not?  | Yes 🞏No 🞏 |
|  | Required persons who would otherwise be employees to provide an Australian Business Number so that they could be treated as independent contractors?   | Yes 🞏No 🞏 |
|  | Engaged persons on unpaid work trials or an unpaid intern, where they should be treated as employees? | Yes 🞏No 🞏 |
|  | Entered into an arrangement for the provision of labour hire services with a person who is not licensed under the *Labour Hire Licensing Act 2017*(Qld), or a supplier who is an unlicensed provider under the Act? | Yes 🞏No 🞏 |
|  | Paid employee's wages below those provided for in an applicable modern award? | Yes 🞏No 🞏 |
| If the response to any of the question above is ‘yes’, please provide details and confirm if the issue has now been resolved. |
| I confirm the response to the above questions is true and is to the best of my knowledge.I understand this Offer submission may be excluded and the Offeror's prequalification status may be affected if I supply incorrect and/or misleading information. |
| Name | Position | Signature | Date |
|  |  |  |  |

**Notes**

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| Offerors should note the following: |
|  | Compliance with the Ethical Suppliers Threshold is mandatory in order to be considered for any invitation processes.  |
|  | If the response to any of the questions under ‘Attachment D – Ethical Supplier Threshold’ is ‘yes’, and without valid justification to the satisfaction of the Principal, the Offer Submission may be treated as a non-conforming offer. |
|  | The Principal may obtain information about the Offeror relevant to the Offeror’s compliance with the Ethical Supplier Threshold that may be held by the QPP Compliance Unit or any Government Department or Instrumentality and take the information into account in assessing the Offeror’s compliance with the Ethical Supplier Threshold. |
|  | The Offeror acknowledges that a failure to comply with the Principal’s policies that apply to the work under the proposed contract or the Offeror’s obligations under the proposed contract may result in the imposition of a demerit or sanction under the Ethical Supplier Mandate, in addition to any other remedies available to the Principal under this Offer.  |
|  | Once the contract is awarded, the Offeror is required to comply with the requirements of the Ethical Supplier Threshold during the contract term. |

**Definitions**

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| Ethical Supplier Mandate – means the Ethical Supplier Mandate in paragraph 2.2 of the Queensland Procurement Policy. |
| Ethical Supplier Threshold - means the Ethical Supplier Threshold in paragraph 2.3 of the Queensland Procurement Policy. |
| Government Department or Instrumentality – means any governmental regulator, including Work Health Safety Queensland, the Queensland Building and Construction Commission, the Fair Work Commission and the Australian Building and Construction Commission. |
| QPP Compliance Unit – means the Queensland Procurement Policy (QPP) Compliance Unit, Office of the Chief Advisor – Procurement, Department of Housing and Public Works. |