**CT ANNEXURE A**

**TENDER SUBMISSION**

**TENDER RESPONSE REQUIREMENTS**

The Tenderer’s submission must:

* respond to all criteria set out in this Annexure;
* follow the numbering format with headings clearly identifiable;
* supply information related only to that requested in the headings;
* not include additional information of a general nature; and
* only include Attachments or Appendices that are part of the Tenderer’s submission within the applicable Schedule and not located separately

Any information provided that does not comply with the above will not considered in the evaluation.

**TENDERERS MUST SUBMIT THE FOLLOWING WITH THE TENDER:**

* 1. Tender Form
	2. Schedule Checklist

*3. Schedules 1, 2, 3, 4, 5, 28 and 90 as listed in Table CTA.*

**SUBMISSION DETAILS:**

The Industry Participation Plan must be signed and dated and submitted as a separate .pdf file from other files.

Except for the Industry Participation Plan, where practicable the Tenderer shall compile their submission into one .pdf document.

*The Tenderer must submit the Industry Participation Plan, Non-price Submission and Price Submission as separate files*

*One original (unbound) clearly labelled “Original” plus 4 copies (may be bound or unbound) each clearly labelled with the copy number. In the event of any discrepancies between the copies, the copy marked "Original" will prevail.*

*Only one copy of the Financial Information is required, which shall be submitted in a separate package / envelope*

**POST TENDER SUBMISSION**

If requested by the Principal, the following information shall be submitted as stage 1 of the Post Tender Submission. The information shall be submitted within 3 days of written request.

* *Schedules 6, 7, 8 and 12 as listed in Table CTA.*

If requested by the Principal, the following information shall be submitted as stage 2 of the Post Tender Submission. The information shall be submitted within 14 days of written request.

* *Schedules 9, 10, 11, 13, 14, 15 and 16 as listed in Table CTA.*

|  | **TABLE CTA** |
| --- | --- |
| **No.** | **SCHEDULE** |
|  | ***Payment Schedules*** |
| 1 | Schedule of Prices |
| 2 | Schedule of Quantities and Prices |
| 3 | Schedule of Rates |
| 4 | Schedule of Overheads and Profit |
| 5 | Schedule of Rates for Variations |
| 6 | Schedule of Rates for Daywork |
| 7 | Published List Selling Prices of Bituminous Products.  |
| 8 | Rise and Fall Content Factors  |
|  | ***Commercial & Contractual Schedules***  |
| 20 | Working Time |
| 21 | Cash Flow |
| 22 | Certificate(s) of Currency of Insurance.* 1. Public Liability Insurance.
	2. Professional Indemnity Insurance. \*
 |
| 23 | Undertaking of Compliance |
| 24 | Risk Allocation Table \* |
| 25 | Program of Work, including details of resources allocated to each activity. |
| 26 | Design Program \* |
| 27 | Parent Company Guarantee |
| 28 | Employment Contribution Test / Industry Participation Plan |
|  | ***Resource Schedules*** |
| 40 | Contractor’s Personnel, including:* 1. Organisation Chart showing personnel allocated to the Contract.
	2. Minimum experience and skills for each position.
	3. Qualifications, experience, CVs for Personnel.
	4. Backup Personnel.
 |
| 41 | Subcontractors and Suppliers, including:* 1. Details of any subcontractor with a value greater than $1.0 million or 25% of the Contract Sum.
	2. Details of Surveyor,
	3. Organisation chart showing relationships and responsibilities of the head contractor and subcontractors. \*
	4. Design consultants, including signalling, electrification, urban and landscape and noise mitigation design consultants
	5. Proof Engineer. \*
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| 42 | Evidence that the tenderer holds the following licences, registrations or permits:* 1. [insert licence/registration/permit relevant to works, eg South Australian Builders Licence, including applicable Categories and Subcategories]
	2. [insert]
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|  | ***Technical Schedules*** |
| 60 | Construction Plan, including:* 1. Location and usage of compound area.
	2. Method for constructing the joint (overtaking lane contracts only).
	3. Methodology for locating utility services in advance of work being undertaken.
	4. Plant to be used for production of cement stabilised material and the addition of retarder.
	5. Mixing plant for unstabilised granular pavement.
	6. Programming and co-ordination of adjustment of service top stones and pit lids.
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| 61 | Materials Schedule, including:* 1. Details of proposed sources and suppliers of pavement materials and imported fill.
	2. NATA endorsed laboratory test results, showing gradings and other specified attributes of imported fill material.
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| 62 | Earthworks Plan, including:* 1. Calculations of earthworks quantities (in cubic metres solid).
	2. Assumed Bulking Factors.
	3. Table showing the estimated quantities of material excavated from the site, imported and spoiled.
	4. Nominated dump site.
	5. Details of proposed haulage routes and copy of agreement with Council.
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| 63 | Indicative seal design rates based on nominal aggregate properties.  |
| 64 | Preliminary Design \** 1. Aesthetics
	2. Geometrics
	3. Drainage
	4. Structures
	5. Signalling
	6. Electrification
	7. Geotechnical
	8. Landscape
 |
| 65 | Contractor’s Construction Specification \** 1. List of DPTI Master Specification Parts proposed to be used.
	2. Other specifications (draft)
 |
|  | ***Management Schedules*** |
| 80 | Traffic Management Plan. |
| 81 | Quality Plan including all referenced procedures and methods. |
| 82 | Contractor’s Environmental Management Plan including details of the proposed Contractor’s Activity Zone. |
| 83 | Work Health and Safety Management Plan. |
| 85 | Community Involvement Plan, outlining the proposed approach to community and key stakeholder involvement \* |
| 86 | Australian Government Building and Construction WHS Accreditation  |
| 90 | Company Financial Information ***(separate .pdf file)(if not already submitted to DPTI within the preceding 3 months)***1. Details of the Proponent’s bank/financial institution including branch and contact details for the Manager.
2. Bank/financial institution overdraft facilities available to the Proponent, including a history of its use over the last 12 months.
3. Details of other funding facilities available and nature of security (including financial leasing arrangements, term loans etc.)
4. Name, position and experience of the person(s) responsible for financial matters for the Proponent.
5. Details of external accounting resources used by the Proponent, including qualifications, experience and length of involvement with the company.
6. Copies of the Financial Accounts for the last three financial years, audited if available, but at least signed off by company director and accountant.

Statements shall include:* Trading Account/Profit and Loss Account/Operating Statement
* Balance Sheet or statement of Financial Position
* Statement of Cash Flows
* All explanatory notes to accounts
* Signed Auditor's Report or Signed Director's Report where applicable.

 Financial accounts shall identify the following elements separately:* Current Assets
* Net tangible assets
* Total Assets
* Current Liabilities
* Debt
* Equity
* Retained Earnings
* Contract revenue
* Other revenue
* Interest Paid
* Declared profit
* Operating profit/loss before and after tax

 A statement shall be attached detailing any of the above figures not separately disclosed in the financial statements.In the case where the applicant is a Corporation and its accounts have not been audited, they shall be certified by a director of the applicant as follows:*"I certify that the accounts attached are true copies of those lodged or to be lodged with the Australian Securities Commission."*1. For new entities where accounts are not available, provision of financial projections, forecasts and cashflows, signed-off by the company director and a qualified accountant will be considered. Also to be provided are personal asset statements of key stakeholders (i.e. directors that are major shareholders).
2. Where half-year draft financial statements are available, these should be submitted within your financial information (Trial Balance acceptable).

*The financial documents and information provided will be treated as confidential by the Principal. If requested, the documents will be returned and / or the Principal will sign a confidentiality agreement.**The Principal also reserves the right to request additional financial information as required to gain further comfort regarding the financial capacity of entities assessed.* |