

**INVITATION**

**THE PROVISION OF SURVEY SERVICES**

**(PANEL AGREEMENT)**

|  |  |
| --- | --- |
| **CONTACT FOR FURTHER INFORMATION** | Enquiries are to be directed to:  Contract Administrator  Telephone: (08) 8343 2143  Fax: (08) 8343 2905  E-mail: [DPTI.Tenders@sa.gov.au](mailto:DPTI.Tenders@sa.gov.au) |
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| **APPLICATIONS MAY BE EITHER:** | **Posted to GPO Box 1533, ADELAIDE SA 5001;**  **Delivered to 77 Grenfell Street, ADELAIDE SA 5000; or**  **Emailed to** [**DPTI.Tenders@sa.gov.au**](mailto:DPTI.Tenders@saugov.sa.gov.au)  Note: If submitting via email, please phone (08) 8343 2029 to confirm receipt. Also, it may be necessary to split the application into several emails to keep it to an acceptable size. |

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**INTRODUCTION**

The Department for Transport, Energy and Infrastructure (DPTI) has established a panel of professional service providers (“Panel Contractors”) for the following categories:

1. Property Surveys:
2. Construction Surveys:
3. Engineering Surveys:

Companies wishing to be appointed to a panel are invited to submit an application in accordance with the attached Conditions Submission of an Application. To be appointed, Applicants must be able to demonstrate that they have the appropriate skills, management systems and experience in the relevant categories. The submission must contain all of the information requested in Annexure A to the Conditions for Submission of an Application.

The panels are generally “open” panels; ie, a company may submit an application at any time. However, the number of companies appointed to a panel will be largely determined by DPTI’s anticipated workload for each category.

Submissions will be assessed against the criteria listed in Annexure B to the Conditions for Submission of an Application. If a company is successful, they will then be invited to sign a contractual agreement consisting of the Statement of Requirements, the DPTI Panel Agreement and their submission.

The need for the services will be dependent on the Principal’s workload requirements. Companies who have been accepted on to a panel may be invited to either:

* undertake work at the rates included in their submission; or
* submit a quotation (usually for larger packages of work).

DPTI is under no obligation to request any Panel Contractor to provide services or to submit a quotation and Panel Contractors are not guaranteed any work during the term of the agreement. Applicants should be aware that if the rates submitted are higher than industry averages for no additional benefit to DPTI, it is unlikely that they will be requested to provide services to a significant extent.

DPTI will take a number of factors into consideration when determining which Panel Contractors will be invited to provide services or submit a quotation, such as the estimated value of the work and each Panel Contractor’s resource availability, workload, skills / experience and ability to provide value for money.

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**CONDITIONS FOR SUBMISSION OF AN APPLICATION**

**FOR A PANEL CONTRACT**

The DPTI Conditions of Submission for a Panel Agreement apply to this invitation and are available from the following website:

<http://www.dpti.sa.gov.au/contractor_documents/request_for_tender_templates2>

The Annexures to the Conditions of Submission, which are included in this document, are to be read in conjunction with the Conditions of Submission from the above website.

**CT ANNEXURE A**

**APPLICATION DETAILS**

**APPLICANTS MUST INCLUDE THE FOLLOWING IN THE SUBMISSION:**

Application Form

The following Schedules:

1. Schedule of Rates.
2. Certificate of Currency of Public Liability Insurance.
3. Certificate of Currency of Professional Indemnity.
4. Organisational structure, including clearly defined positions with names, functions and reporting relationships.
5. Work History - Evidence of the successful completion of a number of recent projects in the last 12 months relevant to the category in which the Tenderer is offering to provide services including:

* Project name;
* Project description;
* Specialist work undertaken relevant to the service categories (refer Statement of Requirements Part 1, Clause 3);
* Team delivering project;
* Clients;
* Contract sums;
* Project dates; and
* Evidence of the Tenderer having completed previous tasks to customer’s specified time, cost and quality requirement. The Tenderer shall provide contact details for appropriate referees.

1. Evidence of a working Quality Management System and Occupational Health, Safety and Welfare System that demonstrates a commitment to continuous improvement. Specific components to be addressed or included are:

* Records management, document control.
* Identification and control of non-conformances.
* Details of how the Applicant ensures/provides/maintains adequate training.

1. Qualifications and Experience - Details of staff numbers and the experience and expertise of staff including Managers, Supervisors and Employees that specifically addresses the following information for the category of service for which staff have been nominated:

* Number of years of experience staff have within the industry in the relevant category of service;
* Location of staff member;
* Details of relevant projects undertaken;
* Qualifications relevant to the category of service being offered, licences and other relevant training;
* Relevant skills and specialist abilities and practical field experience;
* Knowledge and history of working with government specifications, briefs and/or standards and guidelines;
* Curriculum Vitaes for all staff; and
* Schedule of nominated Survey Party Leaders.

8. Alternative methodology statements for engineering surveys, “Engineering Survey Standards & Guidelines – SUR-CT003 Clause 3 - Draft”, for the following:

* Engineering Survey Accuracy 3.1(a) – Typical Survey Accuracy Standards if not in accordance with SUR-CT003.
* Engineering Survey Accuracy 3.1(b) – High Accuracy Standard, if the Applicant wants to be considered for this type of work.

Methodology statements shall clearly address how the accuracies will be achieved and how the results will be verified.

9. Evidence of ability to provide an MX Bentley input file or 12da file (provided on a CD) in accordance with DPTI’s Survey Standard Specifications for the service categories applied.

Applications must:

1. include all documentation outlined above;
2. be marked for the attention of:

**Manager Contracting Services  
Department of Planning, Transport and Infrastructure.**

1. be submitted electronically - (**do not** submit paper copies):

If the application is on a CD or USB, it may be either posted or delivered in accordance with the details displayed on the cover page.

If the application is attached to an email(s), it must be forwarded to [**DPTI.Tenders@sa.gov.au**](mailto:DPTI.Tenders@sa.gov.au) **-** refer to cover page for constraints.

Files must be clearly identified. Each file name must indicate the applicable Schedule number and contain the required information.

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**CT ANNEXURE B**

**ASSESSMENT OF APPLICATIONS**

Applications will be evaluated in accordance with the following criteria and weightings:

|  |  |
| --- | --- |
| Applicant’s Organisational Structure | 5% |
| Work History | 10% |
| Management Systems | 25% |
| Qualifications and Experience | 60% |

The proposed Applicants may have an audit undertaken on their management systems, ie Quality Management, Environmental Management and OHS&W. Tenderers that do not have satisfactory management systems will be excluded from consideration.

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**SCHEDULE OF AGREEMENT DOCUMENTS**

The Services shall be provided in accordance with the following documents, which comprise the Agreement:

1. Instrument of Agreement
2. Statement of Requirements
3. Panel Agreement – Professional Services (available from: <http://www.dpti.sa.gov.au/contractor_documents/dpti_general_conditions_of_contract>)
4. Annexure to the Panel Agreement
5. Contractor’s Submission

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**STATEMENT OF REQUIREMENTS**

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1. Scope and Nature of Panel
2. Scope of Services
3. Contractor’s Obligations
4. Specific Project Package Information
5. Document Requirements
6. Ownership of Digital Data
7. Compliance Checklists
8. Notification and Audit
9. In-house Services
10. Performance Evaluation
11. Site Visits
12. Media Releases
13. Public Relations and Right of Entry
14. Schedule of Rates
15. Payment

Appendix A: Contract Review Form

1. **SCOPE AND NATURE OF PANEL**

This Agreement is a Panel Agreement for the provision of survey services which may be at various locations within South Australia.

“**ARTC**” means Australian Rail Track Corporation.

“**DPTI Master Specificatio**n” means the DPTI Master Specification for Transport Infrastructure (refer: [http://www.dpti.sa.gov.au/documents/contractsandtenders/specifications](http://www.dtei.sa.gov.au/documents/contractsandtenders/specifications)).

“**DPTI Environmental Documents**” means the DPTI Environmental Documents (refer: <http://www.dpti.sa.gov.au/standards/environment>).

“**PTSOM**” means the Public Transport Services – Operation and Maintenance section of DPTI.

For the purpose of this Agreement any reference to the Superintendent means a reference to the Principal’s Representative.

1. **SCOPE OF SERVICES**

The Contractor shall be able to provide any or all of the following services as requested:

1. Property Surveys:
   1. Acquisition and disposal;
   2. Division of land;
   3. Control of access; and
   4. Identification of boundaries.
2. Construction Surveys:
   1. Setting out road works;
   2. Setting out of structures;
   3. Quality Assurance verification of pavement layers; and
   4. Stockpile volume calculations;
3. Engineering Surveys:
   1. Undertake topographical surveys for design and construction;
   2. Monitoring of structures;
   3. Establishment of primary and secondary control;
   4. Control levelling;
   5. Location and depthing of underground service utilities;
   6. Digital terrain modelling;
   7. Asset data capture.
   8. Aerial photography;
   9. Digital ortho-photography; and
   10. Laser Scanning Technology.

The Principal’s Representative will provide direction to the Contractor regarding the amount and scope of work to be undertaken for each proposed package of work.

1. **CONTRACTOR’S OBLIGATIONS**

The Contractor shall:

1. Comply with current DPTI Survey Standard Specifications for each category, available at

<http://www.dpti.sa.gov.au/standards/survey>.

1. Comply with the relevant DPTI Master Specification Parts.
2. Comply with DPTI Environmental Documents;
3. Comply with all DPTI Public Transport Services – Operation and Maintenance and Australian Rail Track Corporation (ARTC) corridor access requirements, if applicable.
4. Comply with all DPTI Public Transport Services – Operation and Maintenance and Australian Rail Track Corporation (ARTC) specification requirements and Service Authority standards and regulations, if applicable.
5. Notify the Principal’s Representative immediately of any significant change to its financial or technical capacity (ie changes in staff nominated for the Panel), ownership or holding, and any convictions or prohibition notices under OHS&W or environmental legislation;

The Contractor shall also notify the Principal immediately of any significant change to its financial or technical capacity (i.e. changes in staff nominated for the Panel), ownership or holding, and any convictions or prohibition notices under WHS Regulations or environmental legislation.

1. **SPECIFIC PROJECT PACKAGE INFORMATION**

Specific project packages will be sent to one or more contractors, assessed as providing the most suitable expertise, to prepare a tender and will comprise of, but is not limited to, the following:

1. The Principal’s Representative delegated Officer administering the project package;
2. The location and scope of services;
3. Drawings and/or Sketches;
4. Reference to the applicable current DPTI Master Specification Parts;.
5. Required commencement and/or completion dates.
6. Any restrictions to hours of work;
7. Pricing structure and method of payment; and
8. Other relevant details.

For each project package the Contractor may be requested to provide:

1. A project methodology plan;
2. Team resources to be allocated, including key personnel, backup staff and resources and capacity to undertake the package of work in the specified time; and
3. Program of work.

The Principal’s Representative will issue a notification to the successful contractor. If the successful contractor is unavailable, the Principal’s Representative reserves the right to obtain the service from an alternative Panel member.

To ensure appropriate communication and control, the Contractor’s Representative shall be located within the State for the majority of the provision of service, unless otherwise agreed with the Principal’s Representative. Where the Contractor proposes to use staff based in an office other than South Australia, the Contractor’s Representative and the Principal’s Representative shall agree as to the extent to which the staff are required to be located in South Australia.

1. **DOCUMENT REQUIREMENTS**

The Contractor shall ensure that:

* 1. Supplied documents are not used, copied or reproduced for any purpose other than the execution of the survey under the Panel Agreement without the prior written approval of the Principal;
  2. Computer disks, plans, plots, reports, forms and field notes relating to contracts are delivered to the Principal;
  3. Disks are new and virus free;
  4. Documentation and reports are typed, clear and in a logical sequence;
  5. Field notes are numbered in sequence, legible, in ink and each individual sheet shall be indexed with the DPTI reference number;
  6. If electronic field notes are used, a copy (if requested) of the downloaded traverse plan, showing relevant data, signed and indexed with the DPTI job number as evidence of field work shall be supplied to the Principal.

Documentation and reports shall be supplied in electronic format.

1. **OWNERSHIP OF DIGITAL DATA**

All digital data supplied by the Contractor during the term of the Panel Agreement shall become the property of DPTI and shall not be used, copied or reproduced by the Contractor for any other purpose without the prior written approval of the Principal.

1. **COMPLIANCE CHECKLISTS**

For all survey services, the Contractor shall supply the Principal with the relevant compliance checklist completed by the Survey Party Leader.

1. **NOTIFICATION AND AUDIT**

Prior to the commencement of any field survey, the Contractor shall notify the Principal of the anticipated commencement date of the survey.

If a survey is subject to any audit by the Surveyor General’s Office, the Contractor shall notify the Principal by e‑mail and keep the Principal informed on the progress of the audit.

1. **IN-HOUSE SERVICES**

Where applicable, the Contractor may nominate a separate rate for staff to provide services in-house at the location nominated by the Principal’s Representative, on the basis that the Principal will provide office accommodation and equipment. The Contractor’s staff shall remain employees of the Contractor and shall not be deemed to be employees of the Principal.

1. **PERFORMANCE EVALUATION**

The Principal’s Representative will provide performance evaluation feedback to the Contractor on the following criteria at the completion of a contract by completing a “Contract Review Form” (refer Appendix 3):

(a) Quality of documentation, including clear objectives and scope, complete, concise, accurate and realistic description of requirements, issues and risks addressed.

(b)Contract management performance including timeliness and adequacy of response to requests, practicality and reasonableness of specification interpretations, cooperation and communication.

The Contractor may provide comment on this evaluation and provide performance evaluation feedback to the Principal’s Representative on the following criteria:

(a) Project Deliverables/Requirements, including technical capacity, methodology and communication, compliance with relevant standards, guidelines and procedures, standard of deliverables.

(b) Timeliness, including milestone dates achieved and service completed on time, timeliness in communicating issues and concerns, timely and adequate response to additional client requirements.

The results will be taken into consideration when allocating future work packages.

The Principal’s Representative may evaluate and review Contractor performance and quality of work at any stage during the course of the Panel Agreement.

1. **SITE VISITS**

Site visits will be necessary when conducting some of the services and may be required anywhere within South Australia. Attendance by the Contractor or a competent representative at nominated site visits, briefing sessions and/or post tender meetings is conditional to the acceptance of tender for any project package.

The Contractor shall notify the Principal’s Representative at least 24 hours prior to the meeting if unable to attend.

1. **MEDIA RELEASES**

The Contractor shall refer any enquiries from the media concerning services under the Panel Agreement to the Principal’s Representative.

1. **PUBLIC RELATIONS AND RIGHT OF ENTRY**

If necessary, the Principal will give notice in writing to the owner of any land that may be entered upon during the work. A copy of all notices will be supplied to the Contractor and field work shall not commence until advised by the Principal’s Representative.

The Contractor shall conduct relations with land owners and members of the public in a professional manner and immediately inform the Principal’s Representative if an owner or occupier refuses entry to carry out work.

1. **SCHEDULE OF RATES**

The Schedule of Rates submitted with this Panel Agreement will apply for a period of 12 months after the Execution Date. The cost for all equipment shall be included in the rates.

The Schedule of Rates will be used:

(a) For estimating projects; and

(b) As the maximum Rates charged by the Contractor.

After 12 months and at the expiry of each subsequent 12 month period for the term of the Panel Agreement, the Contractor will be invited to provide an adjusted Schedule of Rates which will remain fixed for a further 12 months. If no adjusted rates are received it is deemed that the rates will remain unchanged for the following 12 month period.

1. **PAYMENT**

Payment will be in accordance with the prices accepted for each individual project package. Receipts for expenses incurred shall be available for validation by the Principal’s Representative if requested.

Payment by the Principal will not constitute an admission by the Principal that any services provided by the Contractor conform to the requirements of the Contract.

**APPENDIX A**

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| **CONTRACTS & ENVIRONMENT**  **SPECIALIST SERVICES**  **CONTRACT REVIEW** |

**To be issued at completion of the Contract**

**TRANSPORT SERVICES DIVISION**

77 Grenfell Street

Adelaide SA 5000

GPO Box 1533

Adelaide SA 5001

Telephone: (08) 8343 2222

Facsimile: (08) 8343 2768

ABN 92 366 288 135

|  |  |
| --- | --- |
| **TO THE CONTRACTOR:** |  |
| **project title:** |  |
|  |  |
| PATCHS No.: |  |
| Contract File No.: |  |

The work undertaken by the Contractor has been assessed as:

|  |  |  |
| --- | --- | --- |
| **ASSESSMENT CRITERIA** | **SCORE**  **1 - 5** | **DPTI'S COMMENTS** |
| **PROJECT DELIVERABLES / REQUIREMENTS**  Includes technical capacity, methodology, communication, compliance with standards & guidelines, standard of deliverables |  |  |
| **TIMELINESS**  Includes dates achieved, in communicating issues, response to additional client requirements |  |  |

🞎 Non Conformance issued Report No……………..

|  |  |  |
| --- | --- | --- |
| Contract Manager: |  |  |
| Signature: |  | Date: / / |

**TO THE CONTRACT MANAGER:**

DPTI’s contract performance has been assessed as:

|  |  |  |
| --- | --- | --- |
| **ASSESSMENT CRITERIA** | **SCORE**  **1 - 5** | **CONTRACTOR'S COMMENTS** |
| **QUALITY OF DOCUMENTATION**  Includes clear scope, complete & realistic description of requirements, issues & risks addressed |  |  |
| **CONTRACT MANAGER PERFORMANCE**  Includes communication, timeliness and adequacy of response to requests |  |  |

|  |  |  |
| --- | --- | --- |
| Contractor’s Representative: |  |  |
| Signature: |  | Date: / / |

**REFER OVER FOR SCORING GUIDELINES**

**FOR DPTI USE ONLY**

**<$11K - forward copy to Contract Administrator**

**>$11K - forward for signing as indicated below and a copy to Contract Administrator**

|  |  |
| --- | --- |
| Has the review indicated that the Contractors Panel/Prequalification status be reviewed? 🞎 Yes 🞎 No  **If yes, forward to Coordinator Specialist Services for review** | |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Coordinator / / Coord. Specialist Services / / Mang. Contracts & Environment / /** | |
| **Scoring Guidelines (half scores can be given)** | | |
| **5** | | **Significantly exceeds requirements (exceptional)**  e.g. Contractor has highlighted significant aspect of jobs that were not expected and had impact on costs, timeliness or deliverables of contracts. |
| **4** | | **Above average**  Met all requirements specified in the contract. Application of proactive planning and evidence of continual improvement culture or processes. Professional & co-operative approach from Contractor's staff. |
| **3** | | **Average**  Substantially meets requirements specified in the contract, however, there may be only minimal application of proactive planning or evidence of continual improvement culture or processes. Good communication with Contractor's staff. |
| **2** | | **Below Average**  Meets most of the requirements specified in the contract, but some shortcomings evident. May have needed input from DPTI to assist. Improvements in planning/programming may be required. |
| **1** | | **Poor**  Unacceptable performance. Serious shortcomings with requirements specified in the contract. **(Contractor's status needs reviewing)** |
| **0** | | **Substantial failure by Contractor to meet specified requirements**  **(Contractor's status needs reviewing)** |

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| **FURTHER COMMENTS:** |
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**ANNEXURE TO THE PANEL AGREEMENT**

| Term of Agreement | The Expiry Date of this Agreement is 8 September 2017. |
| --- | --- |

Notwithstanding the definition of “Item” in clause 1 of AS4122 – 2010 General Conditions of Contract, a reference to an *Item* in the General Conditions of Contract is a reference to the corresponding item set out in the following table:

| ***Item*** | ***Clause or Subclause Referenced*** |  |
| --- | --- | --- |
| 1 | 1.1 | The Minister for Transport and Infrastructure of 136 North Terrace, Adelaide, South Australia, 5000, is the Principal. ABN: 92 366 288 135 |
| 2 | 1.1 | The Contractor is the entity named on Panel Agreement. |
| 3 | 1.1 | The *Contract Documents* comprise of those documents listed in the Schedule of Agreement Documents. |
| 4 | 1.1 | The Scope comprises of those *Services* described in the Request for Quotation. |
| 5 | 5.1 | The *Services* will be suitable for the purpose(s) described in the Statement of Requirements and the Specific Project Package Information. |
| 6 | 6.1 | The  Manager, Contracts and Environment Department of Planning, Transport and Infrastructure  of  77 Grenfell Street ADELAIDE SA 5000  is the Principal’s Representative. |
| 7 | 6.2 | The Contractor’s Representative will be the person nominated in writing by the Contractor or nominated in the Contractor’s quotation. |
| 8 | 10.1 | Payment to the Contractor will be determined on the basis of Schedule of Rates as detailed in the payment schedules. |
| 9 | 10.2 | The payment of disbursements and expenses shall be made in accordance with the Schedule of Rates. |
| 10 | 10.3 | Payment claims must be made by the last *Business Day* of each month. |
| 11 | 10.6 | The Principal will make payment within 30 *Business Days* of receipt of a claim for payment |
| 12 | 10.9 | The interest rate applicable to overdue payments is the rate prescribed under the [*Supreme Court Act 1935*](http://www.legislation.sa.gov.au/index.aspx?action=legref&type=act&legtitle=Supreme%20Court%20Act%201935) *(SA)* in respect of judgment debts of the Supreme Court. |
| 13 | 12.1 | The *Services* must be completed by the date nominated in the Request for Quotation. |
| 14 | 12.3(c) | There are no other causes of delay for which the Contractor is entitled to an extension of time with costs. |
| 15 | 13.2 | There are no *Approvals* required to be obtained by the Contractor. |
| 16 | 18 | The key personnel are as nominated in the Contractor’s quotation or this Agreement. |
| 17 | 19.2 | Any existing conflicts of interest are set out in the Contractor’s quotation or this Agreement. |
| 18 | 21.3 | Alternative 2 applies to *Intellectual Property Rights.* |
| 19 | 21.3 | Any excluded *Intellectual Property Rights* are set out in the Contractor’s tender. |
| 20 | 21.4 | $10 is payable to the Contractor on demand for the granting of Intellectual Property Rights to the Principal. |
| 21 | 22.1 | Clause 22 (Moral Rights) does not apply. |
| 22 | 23.1 | All *Documents* generated by this *Contract* are confidential unless the Principal advises otherwise. |
| 23 | 24.4 | If any suspension lasts longer than 3 months, the Contractor may terminate this *Contract*. |
| 24 | 29.1 | The Contractor’s liability is not limited. |
| 25 | 30.2 | Public Liability insurance: $10 million |
| 26 | 30.4 | Professional Indemnity insurance: $2 million. |
| 27 | 30.4 | Professional Indemnity insurance shall be maintained for not less than 1 year after the date of completion of the *Services* |
| 28 | 30.7 | The Principal will not effect any insurance. |
| 29 | 33.1 | The address for the service of notices to the Contractor is as shown on the Agreement. The address for the service of notices to the Principal is the address of the Principal’s Representative. |
| 30 | 35 | The laws of South Australia govern this *Contract*. |
| 31 |  | This *Contract* is amended by these Special Conditions of Contract, which also replace Annexure Part B to the General Conditions of Contract. |

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**APPLICATION FORM**

TO THE EXECUTIVE DIRECTOR:

**THE PROVISION OF SURVEY SERVICES**

**(PANEL AGREEMENT)**

I/We the undersigned, do hereby tender to perform the above in accordance with the application documents.

Applicant's Name ................................................................................................................................................

(BLOCK LETTERS)

ACN .............................................………............... ABN ……..............................……........….........................

Address ...............................................................................................................................................................

Telephone No. ..................................................................... Fax No. ................................................................

I/We declare that this tender is independent and that there has not been any unlawful collusion with any other potential respondent to the procurement process.

Signature of Applicant ............................................................ Name .................................................................

*(signature not required if submitting electronically)*

Position in Company ...........................................................................................................................................

Signature of Witness ..................................................... Name of Witness ........................................................

Dated the .......................................................................... day of ................................................... 20 .............

**FOR OFFICE USE ONLY**

|  |
| --- |
| ................Submission(s) opened on ............./............/2014  By: .................................................................... ...........................................................  (Signature of Authorised Officer) (Printed Name of Authorised Officer)  And: .................................................................... ...........................................................  (Signature of Authorised Officer) (Printed Name of Authorised Officer) |

##### SCHEDULE CHECKLIST FOR TENDER SUBMISSION

##### For each item please tick the box to indicate that the Schedule has been completed in accordance with Conditions of Tendering Annexure A and included with your tender submission.

|  |  |  |
| --- | --- | --- |
| 1 | Schedule of Rates. | □ |
| 2 | Certificate of Currency of Public Liability Insurance. | □ |
| 3 | Certificate of Currency of Professional Indemnity. | □ |
| 4 | Organisational Structure. | □ |
| 5 | Work History. | □ |
| 6 | Management Systems | □ |
| 7 | Qualifications and Experience. | □ |
| 8 | Methodology Statements   * Engineering Survey Accuracy 3.1(a) – Typical Survey Accuracy Standards if not in accordance with SUR-CT003. * Engineering Survey Accuracy 3.1(b) – High Accuracy Standard, if the Applicant wants to be considered for this type of work | □  □ |
| 9 | Evidence of ability to provide an MX Bentley input file or 12da file in accordance with DPTI’s Survey Standards and Guidelines for the service categories applied | □ |

**SCHEDULE 1**

**SCHEDULE OF RATES**

RATES SHALL BE EXCLUSIVE OF GST

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item No.** | **Services and Categories** | **Contractor's Personnel or Subcontractor Providing the Service** | | **Hourly Rate $** | **Hourly Rate $ (In House)** |
| **Name** | **Location** |
| **1.** | **Property Surveys** |  |  |  |  |
| **1.1** | **Field work** |  |  |  |  |
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| **1.2** | **Office** |  |  |  |  |
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| **1.3** | **Drafting** |  |  |  |  |
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| **1.4** | **Searching** |  |  |  |  |
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**SCHEDULE 1**

**SCHEDULE OF RATES**

RATES SHALL BE EXCLUSIVE OF GST

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item No.** | **Services and Categories** | **Contractor's Personnel or Subcontractor Providing the Service** | | **Hourly Rate $** | **Hourly Rate $ (In House)** |
| **Name** | **Location** |
| **2.** | **Construction Surveys** |  |  |  |  |
| **2.1** | **Field Work** |  |  |  |  |
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| **2.2** | **Office** |  |  |  |  |
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| **2.3** | **Drafting** |  |  |  |  |
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| **2.4** | **Searching** |  |  |  |  |
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**SCHEDULE 1**

**SCHEDULE OF RATES**

RATES SHALL BE EXCLUSIVE OF GST

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| **Item No.** | **Services and Categories** | **Contractor's Personnel or Subcontractor Providing the Service** | | **Hourly Rate $** | **Hourly Rate $ (In House)** |
| **Name** | **Location** |
| **3.** | **Engineering Surveys** |  |  |  |  |
| **3.1** | **Field Work** |  |  |  |  |
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| **3.2** | **Office** |  |  |  |  |
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| **3.3** | **Drafting** |  |  |  |  |
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| **3.4** | **Searching** |  |  |  |  |
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