**CT ANNEXURE A**

**TENDER SUBMISSION**

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

Schedule Checklist

**Schedules to be evaluated and incorporated in the contract**

***(Except for the Industry Participation Plan, submit as a single .pdf file – do not combine with other files)***

1. Tender Form
2. Schedule of Prices.
3. Schedule of Rates.
4. Schedule of nominated personnel, their availability, accessibility, level and duration of input and their location normally and during the provision of services. Details of access to and availability of back-up resources should also be provided.
5. Details of subcontractors and suppliers
6. Approach to the task and methodology.
7. Overview of Management Systems (including quality, technical, managerial, organisation, insurances and Work Health and Safety).
8. Technical Details Response Form
9. Employment Contribution Test / Industry Participation Plan ***(separate .pdf file)***

**Schedules for evaluation purposes only**

***(Except for Company Financial Information, preferably submitted as a single .pdf file – do not combine with other files)***

1. Evidence that the tenderer holds the following licences, registrations or permits:
   1. [insert licence/registration/permit relevant to goods/services/works, eg South Australian Builders Licence, including applicable Categories and Subcategories]
   2. [insert]
2. Certificate of Currency of Public Liability Insurance.
3. Certificate of Currency of Professional Indemnity Insurance.
4. Program
5. Statement of company experience relevant to this tender and track record of company (including referees).
6. Company Financial Information ***(separate .pdf file)***
7. Details of the Proponent’s bank/financial institution including branch and contact details for the Manager.
8. Bank/financial institution overdraft facilities available to the Proponent, including a history of its use over the last 12 months.
9. Details of other funding facilities available and nature of security (including financial leasing arrangements, term loans etc.)
10. Name, position and experience of the person(s) responsible for financial matters for the Proponent.
11. Details of external accounting resources used by the Proponent, including qualifications, experience and length of involvement with the company.
12. 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.*

**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 7 days of written request.

1. Work Health and Safety Management Plan
2. Traffic Management Plan
3. Environmental Management Plan
4. Quality Plan.