RFT AM-11296

For

Architectural and Engineering Services – Upgrade and Renovation of Mandatory and Priority works at the Taveuni and Kadavu Subdivisional Hospitals

Part D

Response to Request for Tender

**Tender Invitation title:** <Invitation title>

**Offer submitted by:**  <Supplier name>

**Instructions to Suppliers for completing this template:**

1. You must respond to all sections of this template within the specified fields, in the format requested.
2. Where necessary, any supporting material (e.g. spreadsheets) should be attached to the back of this template and referred to in the relevant field.

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# Supplier Information

|  |  |
| --- | --- |
| Trading Name | <insert name> |
| Registered Name | <insert name> |
| Fiji Company Number | <insert number> |
| Tax Identification Number (T.I.N) | <insert number> |
| Address of registered office | <insert address> |
| Place of business | <insert address> |
| Type of entity (e.g. company, trust, partnership, sole trader, other) | <insert entity> |
| Key Personnel (e.g. directors, chief executive officer, principal of business etc.) | <insert names and positions> |
| Telephone | <insert phone number> |
| Website (if available) | <insert URL> |
| Inclusive Procurement | Do you and your company/organisation belong to any of the  below category:  MSMEs, social enterprises, women led businesses, disability enterprises, local businesses, CSOs, youth and community groups and local indigenous entrepreneurship, partnerships.  **Answer:** ☐YES / ☐NO  If YES, which category do you belong to:  **Answer:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| ~~Indigenous Procurement Policy~~  ~~[NOT APPLICABLE TO THIS PROCUREMENT]~~ | ~~Is your organisation 50% or more Indigenous owned?~~  ~~YES / NO (Delete one)~~  ~~If YES, is your organisation registered on Supply Nation?~~  ~~YES / NO (see note below) / Not Applicable (Delete one)~~  ~~If NO, please provide a certificate or letter from a recognised Indigenous organisation.~~ |

# Contact Details

|  |  |
| --- | --- |
| Contact Person | <insert name> |
| Position | <insert position> |
| Address | <insert address> |
| Postal address  (if different to above) | <insert address> |
| E-mail | <insert email address> |
| Telephone | <insert phone number> |

Technical Proposal

# Mandatory Submissions

|  |  |  |
| --- | --- | --- |
|  | **Submission Items** | **Check** |
| 1. | Service Providers must be suitably qualified and experienced to provide the services (“the Service”). |  |
| 2. | Company Profile related to project (no more than 5 pages) |  |
| 3. | Company Registration |  |
| 4. | Valid OHS Compliance Certificate |  |
| 5. | Valid Tax Compliance Certificate |  |
| 6. | VAT Certification |  |
| 7. | Valid FNPF Compliance Certificate |  |
| 8. | Valid FNU Compliance Certificate |  |
| 9. | Annual Certification from relevant professional bodies in Fiji (architectural & engineering) |  |
| 10. | **Insurances:** |  |
|  | Professional Indemnity (valid) from not less than AUD1.4 million |  |
| General/Public Liability (valid) from not less than AUD5.6 million |  |
| 11. | Commitment Statements on Safeguarding and GEDSI compliance in the conduct of services.  [***Template provided in Annex 1 – to sign off on if you agree to statements***] |  |

# Response to Weighted Criteria

Tenderers should submit a technical proposal as part of their submission in the separate MS Word provided as Annex 1, 2, 3, 4 and 5, plus required annexures, which substantially and individually address the selection criteria below:

**The Technical Proposal will be worth 75% of the total assessment score.**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Weighting** | **Associated annexes** |
| **A) TECHNICAL ASSESSMENT** |  |  |
| 1. **Organisational Capacity and Experience (20%)**   Prior demonstrated relevant experience in works of a similar nature and size from the last (5) years | 20% | Annex 2 – Organisation’s Experience |
| 1. **Personnel (20%)** 2. Individual experience and qualifications of key personnel, the relevance of experience to each role to each task and discipline   Eg. Director, Associate (Architect/Engineer), Project Architect/Engineer and Technician, Administrators, etc., proposed for the Contract (maximum 5 x CVs and 2 pages per staff) | 20% | Annex 3 – Curricula Vitae |
| 1. **Methodology Statement (25%)**    1. Design Program - Provide Gantt Chart with milestone dates and deliverables for each key task throughout the design phase.    2. Design and Documentation Methodology including detail of work to be undertaken in sequential order and minimum standards to be used.    3. Organisational Chartfor the proposed project team (not company org chart) detailing project lead and details of personnel to be involved in the design and documentations.    4. Gender Equality, Disability and Social Inclusion (GEDSI) **-** Demonstrated understanding of Principal’s requirements by integrating GEDSI considerations in project delivery. The consultants will consult with women hospital staff, managers and organizations of persons with disabilities on gender and disability related needs for functionality of the facilities.    5. Statement identifying the logistical challenges of the individual site locations and limited availability of local materials and how the designs will cater for this. | 25% | Annex 4 – Methodology and Draft Program |
| 1. **Safety System & Risk Management Plan (10%)**    1. Occupational Health and Safety (OH&S) for the Project    2. Demonstrated compliance with DFAT minimum standards for CP and PSEAH see Appendix 1 and 2 for copies of policies. | 10% | Annex 5 –Service Provider’s Safety System & Risk Management Plan |
| **B) PRICE – VALUE FOR MONEY**  The tenderer is requested to provide a Fee Schedule aligned with the table provided. Fee Proposal outlining service fees and milestone payment schedule.  Proposed Design Program noting with list of deliverables at each milestone.  Milestones must include:   * Site visit, walk through and measure up. * Design Development * Tender Documentation * Statutory Approvals, * Construction Documentation, and * Delivery of final design and documentation   Proposed Fee Schedule for scope of Architectural services including Services Consultant and Structural Engineer.  The evaluation of tenders will be on a ‘value for money’ basis in accordance with Australian Commonwealth Procurement Rules.  Tenders will be ranked according to the Weighted Criteria and the highest ranked submission/s that demonstrate Value for Money (price competitiveness in comparison to other Tenderer’s Financial Proposals and reasonableness) will be invited for an interview and/or negotiations before proceeding to contracting. | 25% | Annex 6 – Financial Proposal |

# 

# Annexes

The technical proposal should include the following Annexures.

**Please note!** The templates for these annexes are in separate MS Word documents provided to the tenderers. All tenderers must use these templates, or the submission may be deemed to be non-compliant and excluded from consideration.

If submitting in PDF, please check that all information is captured prior to submission.

***Annex 1 – Mandatory Criteria No. 10* Gender Equality, Disability, Social Inclusion and Safeguarding Compliance Commitment Statement**

***Annex 2 - Organisation’s Experience (use template provided below)***

***Annex 3 – Curriculum Vitae (CVs) (use template provided below)***

***Annex 4 – Methodology Statement & Programs (use checklist provided below) and use own template to support these technical criteria.***

***Annex 5 – Safety System and Risk Management Plan (use checklist provided and template provided for Risk Management Plan.***

***Annex 6 – Financial Proposal (use excel template provided)***

***Annex 7 – Statutory Declaration (use template provided) to be signed by a Justice of Peace.***

Annex 1

Mandatory Criteria 10 – GEDSI and Safeguarding Compliance Commitment Statement



1. **[Organization Name]** is dedicated to upholding the highest standards of ethical conduct equality and inclusivity in all aspects of our services. We recognize that strong leadership in gender equality, disability, social inclusion and safeguarding accelerates cultural change. We acknowledge our role in preventing any form of harm to individuals and communities we serve. We commit to the Tetra Tech and DFAT GEDSI and safeguarding policies and will ensure our services are completed in accordance to the standards and principles prescribed in these policies.
2. **We promote zero tolerance** to sexual exploitation, abuse and harassment against women and girls and children. We recognize that we have a moral obligation to society in preventing SEAH and protecting children, women, youths and vulnerable groups in society from harm when interacting with those who work for us and in the delivery of our services.
3. **We acknowledge that strong reporting** on do no harm, safeguarding and GEDSI non-compliance contributes will enhance accountability and transparency.
4. **We commit to the following:**
5. **Safeguarding**
6. We prioritize the safety and well-being of all individuals in particular women, girls and children and communities involved in our services, including clients, employees, partners, stakeholders and beneficiaries.
7. We are committed to implementing robust safeguarding control measures to prevent and address any form of harm, abuse, or exploitation against women, girls, children and at risk individuals and communities.
8. We note the high levels of sexual harassment in the workplace and recognize our role to protect those experiencing sexual harassment in our workplace and in communities we will be working in.
9. We commit to taking action in addressing any violation of the PSEAH and Child Protection Policies and reporting incidents as per Tetra Tech policies and ensuring a survivor centric approach to PSEAH and CP incident management.
10. **Gender Equality**
11. We are dedicated to promoting gender equality and eliminating discrimination based on gender or gender identity and sexual orientation. We commit to addressing power imbalances between men and women, boys and girls and other genders, gender stereotypes and bias within the conduct of our services.
12. We commit to promoting women’s decision making and participation in consultations and assessments. Where relevant we will promote economic empowerment for women through social procurement activities.
13. **Disability Inclusion**
14. We recognize the rights of persons with disabilities and their equal access to services including education and health. We commit to using universally accepted disability design standards and the Pacific Blue Print for accessibility.
15. We commit to partner with Organizations of Persons with disabilities to ensure disability inclusive designs standards are used as a benchmark for assessments.
16. **Social Inclusion**
17. We believe in the importance of social inclusion and the equal participation of all individuals in society. We promote diversity in all its forms, including but not limited to race, ethnicity, religion, nationality, age, disability, and socioeconomic status.
18. We are committed to fostering an inclusive culture that embraces and celebrates the unique perspectives and contributions of every individual. We commit to collecting disaggregated data and undertaking analysis to better understand the different needs of students and teachers in schools.
19. **Compliance**
20. We are committed to complying with all relevant laws, regulations, and industry standards related to safeguarding and GEDSI.
21. **Continuous Learning**
22. We recognize that safeguarding and promoting GEDSI are ongoing processes that require continuous effort and improvement. We are committed to learning from GEDSI and safeguarding compliance efforts in this project to enhance our internal policies, procedures and practice in the long term.
23. By adhering to these principles, [Organization Name] reaffirms its commitment to creating a safe, inclusive, and equitable environment for all individuals involved in our services.

Signed for and on behalf of **RECIPIENTS NAME** by its authorized representative in the presence of:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | | |  | |
|  |  | | | **Signature**  Date:  NAME | |
|  |  | | |  | |
|  | **Witness signature** | | |  | |
|  |  | | | | |
|  | **Print name** | **Date** |  | |

Annex 2

Organisation’s Experience

**TABLE 1A PROJECT EXAMPLE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **YEAR: 2023/2024** | | | | |
| **Role:** | **Architect or Engineer** | | **Architect & Project Manager or Engineer & Project Manager** | |
| **Company Name:** |  | | | |
| **Project:** |  | | | |
| **Client:** |  | | | |
| **Contract Value:** |  | | | |
| **Commencement:**  **(DD/MM/YYYY)** |  | **Completion:**  **(DD/MM/YYYY)** | |  |
| **Name of associated firm(s), if any:** |  | | | |
| **Project Description:** |  | | | |
| **Scope of Works:** |  | | | |
| **Challenges Overcome** |  | | | |
| **Client Name, Contact Details** |  | | | |

**TABLE 1B PROJECT EXAMPLE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **YEAR: 2022** | | | | |
| **Role:** | **Architect or Engineer** | | **Architect & Project Manager or Engineer & Project Manager** | |
| **Company Name:** |  | | | |
| **Project:** |  | | | |
| **Client:** |  | | | |
| **Contract Value:** |  | | | |
| **Commencement:**  **(DD/MM/YYYY)** |  | **Completion:**  **(DD/MM/YYYY)** | |  |
| **Name of associated firm(s), if any:** |  | | | |
| **Project Description:** |  | | | |
| **Scope of Works:** |  | | | |
| **Challenges Overcome** |  | | | |
| **Client Name, Contact Details** |  | | | |

**TABLE 1C PROJECT EXAMPLE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **YEAR: 2021** | | | | |
| **Role:** | **Architect or Engineer** | | **Architect & Project Manager or Engineer & Project Manager** | |
| **Company Name:** |  | | | |
| **Project:** |  | | | |
| **Client:** |  | | | |
| **Contract Value:** |  | | | |
| **Commencement:**  **(DD/MM/YYYY)** |  | **Completion:**  **(DD/MM/YYYY)** | |  |
| **Name of associated firm(s), if any:** |  | | | |
| **Project Description:** |  | | | |
| **Scope of Works:** |  | | | |
| **Challenges Overcome** |  | | | |
| **Client Name, Contact Details** |  | | | |

**TABLE 1D PROJECT EXAMPLE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **YEAR: 2020** | | | | |
| **Role:** | **Architect or Engineer** | | **Architect & Project Manager or Engineer & Project Manager** | |
| **Company Name:** |  | | | |
| **Project:** |  | | | |
| **Client:** |  | | | |
| **Contract Value:** |  | | | |
| **Commencement:**  **(DD/MM/YYYY)** |  | **Completion:**  **(DD/MM/YYYY)** | |  |
| **Name of associated firm(s), if any:** |  | | | |
| **Project Description:** |  | | | |
| **Scope of Works:** |  | | | |
| **Challenges Overcome** |  | | | |
| **Client Name, Contact Details** |  | | | |

**TABLE 1E PROJECT EXAMPLE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **YEAR: 2019** | | | | |
| **Role:** | **Architect or Engineer** | | **Architect & Project Manager or Engineer & Project Manager** | |
| **Company Name:** |  | | | |
| **Project:** |  | | | |
| **Client:** |  | | | |
| **Contract Value:** |  | | | |
| **Commencement:**  **(DD/MM/YYYY)** |  | **Completion:**  **(DD/MM/YYYY)** | |  |
| **Name of associated firm(s), if any:** |  | | | |
| **Project Description:** |  | | | |
| **Scope of Works:** |  | | | |
| **Challenges Overcome** |  | | | |
| **Client Name, Contact Details** |  | | | |

Annex 3

Curricula Vitae (CVs)

**TABLE 2A PERSONNEL CV**

**Position title: E.g. Director**

**Specialist fields of expertise of nominee:**



|  |  |  |
| --- | --- | --- |
| **Name** |  | |
| **Nationality** |  | |
| **Academic qualifications** |  | |
| **Languages & degree of proficiency** |  | |
| **Professional association registration** |  | |
| **Other training** |  | |
| **Countries of work experience** |  | |
| **Professional experience (with particular reference to tender requirements)**  Position 1 - Date/Position/Company:  Dot points of duties and responsibilities:  Position 2 - Date/Position/Company:  Dot points of duties and responsibilities:  Position 3 - Date/Position/Company:  Dot points of duties and responsibilities: | | |
| **Referees** | | |
| Name:  Position:  Company:  Work Phone:  E-mail: | | Name:  Position:  Company:  Work Phone:  E-mail: |
| **Certification:**  “I certify that this curriculum vitae is accurate and I acknowledge my willingness and availability to participate in the tender in the role of [position title]”. | | |
| **Signature:** | | **Date:** |

TABLE 2B – PERSONNEL CV

**Position title: E.g. Project Architect / Engineer**

**Specialist fields of expertise of nominee:**



|  |  |  |
| --- | --- | --- |
| **Name** |  | |
| **Nationality** |  | |
| **Academic qualifications** |  | |
| **Languages & degree of proficiency** |  | |
| **Professional association registration** |  | |
| **Other training** |  | |
| **Countries of work experience** |  | |
| **Professional experience (with particular reference to tender requirements)**  Position 1 - Date/Position/Company:  Dot points of duties and responsibilities:  Position 2 - Date/Position/Company:  Dot points of duties and responsibilities:  Position 3 - Date/Position/Company:  Dot points of duties and responsibilities: | | |
| **Referees** | | |
| Name:  Position:  Company:  Work Phone:  E-mail: | | Name:  Position:  Company:  Work Phone:  E-mail: |
| **Certification:**  “I certify that this curriculum vitae is accurate and I acknowledge my willingness and availability to participate in the tender in the role of [position title]”. | | |
| **Signature:** | | **Date:** |

TABLE 2C – PERSONNEL CV

**Position title: E.g. Architectural / Engineering Technician**

**Specialist fields of expertise of nominee:**



|  |  |  |
| --- | --- | --- |
| **Name** |  | |
| **Nationality** |  | |
| **Academic qualifications** |  | |
| **Languages & degree of proficiency** |  | |
| **Professional association registration** |  | |
| **Other training** |  | |
| **Countries of work experience** |  | |
| **Professional experience (with particular reference to tender requirements)**  Position 1 - Date/Position/Company:  Dot points of duties and responsibilities:  Position 2 - Date/Position/Company:  Dot points of duties and responsibilities:  Position 3 - Date/Position/Company:  Dot points of duties and responsibilities: | | |
| **Referees** | | |
| Name:  Position:  Company:  Work Phone:  E-mail: | | Name:  Position:  Company:  Work Phone:  E-mail: |
| **Certification:**  “I certify that this curriculum vitae is accurate and I acknowledge my willingness and availability to participate in the tender in the role of [position title]”. | | |
| **Signature:** | | **Date:** |

TABLE 2D – PERSONNEL CV

**Position title: E.g. Administrator**

**Specialist fields of expertise of nominee:**



|  |  |  |
| --- | --- | --- |
| **Name** |  | |
| **Nationality** |  | |
| **Academic qualifications** |  | |
| **Languages & degree of proficiency** |  | |
| **Professional association registration** |  | |
| **Other training** |  | |
| **Countries of work experience** |  | |
| **Professional experience (with particular reference to tender requirements)**  Position 1 - Date/Position/Company:  Dot points of duties and responsibilities:  Position 2 - Date/Position/Company:  Dot points of duties and responsibilities:  Position 3 - Date/Position/Company:  Dot points of duties and responsibilities: | | |
| **Referees** | | |
| Name:  Position:  Company:  Work Phone:  E-mail: | | Name:  Position:  Company:  Work Phone:  E-mail: |
| **Certification:**  “I certify that this curriculum vitae is accurate, and I acknowledge my willingness and availability to participate in the tender in the role of [position title]”. | | |
| **Signature:** | | **Date:** |

TABLE 2E – PERSONNEL CV

**Position title: E.g. Architectural / Engineering Graduate**

**Specialist fields of expertise of nominee:**



|  |  |  |
| --- | --- | --- |
| **Name** |  | |
| **Nationality** |  | |
| **Academic qualifications** |  | |
| **Languages & degree of proficiency** |  | |
| **Professional association registration** |  | |
| **Other training** |  | |
| **Countries of work experience** |  | |
| **Professional experience (with particular reference to tender requirements)**  Position 1 - Date/Position/Company:  Dot points of duties and responsibilities:  Position 2 - Date/Position/Company:  Dot points of duties and responsibilities:  Position 3 - Date/Position/Company:  Dot points of duties and responsibilities: | | |
| **Referees** | | |
| Name:  Position:  Company:  Work Phone:  E-mail: | | Name:  Position:  Company:  Work Phone:  E-mail: |
| **Certification:**  “I certify that this curriculum vitae is accurate and I acknowledge my willingness and availability to participate in the tender in the role of [position title]”. | | |
| **Signature:** | | **Date:** |

Annex 4

Methodology Statement and Program

**TABLE 3A METHODOLOGY**

The Service Provider must submit a Methodology Statement including but not limited to the following:

|  |  |
| --- | --- |
| **ITEM DESCRIPTION** | **CHECK** |
| 1. Design Program - Provide Gantt Chart with milestone dates and deliverables for each key task throughout the design phase. |  |
| 1. Design and Documentation Methodology including detail of work to be undertaken in sequential order and minimum standards to be used. |  |
| 1. Organisational Chart for the proposed project team (not company org chart) detailing project lead and details of personnel to be involved in the design and documentations. |  |
| 1. Gender Equality, Disability and Social Inclusion (GEDSI) - Demonstrated understanding of Principal’s requirements by integrating GEDSI considerations in project delivery. The consultants will consult with women hospital staff, managers and organisations of persons with disabilities on gender and disability related needs for functionality of the facilities. |  |
| 1. Statement identifying the logistical challenges of the individual site locations and limited availability of local materials and how the designs will cater for this. |  |

Annex 5

Safety System and Risk Management Plan

The Service Provider must identify and list down risks associated with the delivery of the project that relates to the below and provide mitigation strategies to demonstrates it complies with:

1. OH & S and;
2. DFAT policies in relation to Child Protection and Prevention of Sexual Exploitation, Abuse and Harassment (see Appendices 1 & 2).

|  |  |  |
| --- | --- | --- |
| **Occupational Health and Safety** | **CHECK** | |
| I confirm I understood Fiji’s OH&S management |  |
| I have identified associated OHS risks with mitigation strategies to demonstrate full compliance (see page 24 below) |  |
| **Child Protection (CP) & Prevention of Sexual Exploitation, Abuse and Harassment (PSEAH)** | **CHECK** | |
| I confirm I have read and understood DFAT Child Protection and PSEAH Policies (refer to Appendix 1 & 2) |  |
| I have identified associated CP and PSEAH risks with mitigation strategies to demonstrate full compliance (see page 24 below) |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **#** | **Risk** | **Title XXXX** | **L** | **C** | **R** | **Contractor Risk Management** | **Nominated Contractor Personnel** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**Key**

L = Likelihood (5= Almost certain, 4= Likely, 3= Possible, 2= Unlikely, 1= Rare)

C = Consequence (5= Severe, 4= Major, 3= Moderate, 2 = Minor, 1= Negligible)

R = Risk level (4= Very High, 3= High, 2= Moderate, 1= Low)

Annex 6

Financial Proposal

1. **Financial Proposal**

Tenderers must submit a Financial Proposal as a part of their Submission in the separate MS Excel Spreadsheet provided (refer to attached Microsoft Excel – Financial Proposal).

**It should be a stand-alone proposal and NOT to form a part of the Technical Proposal.**

**This proposal must be submitted in a separate document.**

The Financial Proposal will be worth 25% of the total assessment score.

1. **Approach to the Financial Proposal**

A financial price assessment of those Tenders assessed as technically suitable by the Technical Assessment Panel (TAP) will be undertaken by the TAP for Tetra Tech. Tetra Tech reserves the right to provide the financial component of any Tender to TAP members for their examination in the context of resource adequacy evaluation against the selection criteria in the technical assessment process.

1. **Limited Information Required for Price Assessment**

The final Service Fees for the Architectural & Engineering Services – Design and Tender Documentation for the upgrade and renovation of mandatory and priority works at SDH Taveuni and Kadavu will be negotiated with the preferred tenderer. The financial detail required for the financial proposal (i.e. price assessment) includes the tenderer’s Schedule B: Service Fees Milestone Payments –Tender Financial Proposal Excel spreadsheet (provided to the Tenderers), Schedule A: Fee breakdown and Schedule C: Reimbursables.

The appointed Tenderer will deliver the following milestones deliverables for the Services in accordance with the **Fiji Association of Architect’s or Fiji Institute of Engineers Conditions of Agreement** and must include all subconsultant costs.

1. **Content of Financial Proposal**

Within the Financial Proposal Tenderers must address the criteria as set out on the Tender Financial Proposals. These criteria will be used to make a like-for-like financial comparison.

Financial Proposal Criteria

**Fee Breakdown Structure for Service Milestone Payments**

These are costs for the achieving of Milestone Deliverables by the Service Provider as required by the Scope of Services on designated due dates.

Tenderer must complete all schedules showing their firm quotations in whole Fijian dollars (FJD). Tetra Tech requires these calculations for the purposes of disaggregating and checking the accuracy of Tenderer’s total financial assessment figure. Only the final figure provided at Schedule A, will be subject to the financial price assessment.

Tenderers should note that inaccurate or inconsistent calculations in the financial component of any Tender may, in Tetra Tech’s sole discretion, be grounds for Tetra Tech to deem that Tender non-conforming and exclude it from further consideration under the RFT process.

**(v). Retention of Price Component of Tenders by Tetra Tech**

The financial components of all Tenders, including those not considered technically suitable, will be retained by Tetra Tech.

**(vi). Escalation**

There is no provision for escalation.

**(vii). Value Added Tax / Goods and Services Tax (VAT)**

Value Added Tax (VAT) in Fiji is a tax on spending that is levied on the supply of goods and services. VAT is charged at rates of 0% and 15%. Effective from August 1, 2023, the 15% VAT rate applies to most goods and services, except for items falling under exempted and zero-rated VAT categories1.

Annex 7

Statutory Declaration

**Commonwealth of Australia Statutory Declaration**

I, <*insert name, address and corporation of person making the declaration*>*,* do solemnly and sincerely declare, on behalf of the Tenderer and on behalf of myself, that:

**Definitions**

1. In this statutory declaration:

**“Client”** means Tetra Tech International Development (ABN 63 007 889 081);

**“Services”** means the services described in the RFT for this Activity;

**“Tenderer”** means *(details of tendering corporation as appropriate);*

**“Tender Price”** means the fees, rates and prices indicated by a Tenderer as being the amounts for which that Tenderer is prepared to undertake the Services;

**Preamble**

1. I hold the position of <*Insert title – managing director or other title*>of the Tenderer and am duly authorised by the Tenderer to make this declaration on its behalf.

**Accuracy of Information**

1. The information contained in the Tender including CVs of nominated personnel submitted by <*Insert name of organisation/company*> is factually based and I accept that if such information is found by Tetra Tech International Development to be inaccurate or misleading this may, at Tetra Tech International Development’s sole discretion, result in disqualification of the Tender.

**Tenderer’s Acknowledgment**

1. That <*Insert name of organisation/company*>’s Tender is made on the basis that it acknowledges that:
2. the RFT specifies Tetra Tech International Development’s and DFAT’s rights in respect of the RFT and <*Insert name of organisation/company*> agrees that Tetra Tech International Development and DFAT may exercise its rights as set out in the RFT in respect of the RFT process;
3. <*Insert name of organisation/company*> sought and examined all necessary information which is obtainable by making reasonable enquiries relevant to Tetra Tech International Development’s requirements, including the risks and other circumstances which may affect a Tender;
4. in lodging its Tender <*Insert name of organisation/company*> did not rely on any express or implied statement, warranty or representation, whether oral, written, or otherwise made by or on behalf of Tetra Tech International Development or DFAT other than any statement, warranty or representation contained in the RFT;
5. <*Insert name of organisation/company*> did not use the improper assistance of Tetra Tech International Development   
   or Commonwealth employees or ex-employees, or information unlawfully obtained from Tetra Tech International Development or the Commonwealth in compiling its Tender;
6. <*Insert name of organisation/company*> satisfied itself as to the correctness and sufficiency of its Tender;
7. <*Insert name of organisation/company*> is responsible for all costs and expenses related to its involvement in the RFT, including:
8. preparation and lodgement of the Tender;
9. any subsequent negotiation; and
10. any other action or response in relation to the RFT.
11. Tetra Tech International Development and the Commonwealth are not responsible for any costs or expenses incurred by <*Insert name of organisation/company*> or any other person in responding to or taking any other action in relation to the RFT, whether or not Tetra Tech International Development terminates, varies or suspends the RFT process or takes any other action permitted under the RFT; and
12. <*Insert name of organisation/company*> will comply with the rules set out in the RFT.

**Availability of Personnel**

1. The personnel nominated in the Tender have been approached and have confirmed their availability to undertake the Services at the time specified.

**Security of Personnel**

1. The Tenderer warrants that all necessary arrangements will be made to ensure adequate protection/security for personnel in the field.

**Tender Price**

1. The Tenderer warrants that it can undertake and complete the Services for the Tender Price.
2. Should the training be deemed successful and a request is received for the Training Provider to repeat the delivery of the Fellowship for the following financial year, the same tender price will be offered by that Training Provider.

**Collusive Tendering**

1. Neither the Tenderer nor any of its servants or agents had knowledge of either the technical component of the Tender or the Tender Price for the Services of any other Tenderer prior to the Tenderer submitting its Tender for the Services.
2. Neither the Tenderer nor any of its servants or agents disclosed the technical component of its Tender or the Tender Price for the Services submitted by the Tenderer to any other Tenderer who submitted a tender for the Services or to any other person or organisation prior to the close of Tenders.

**Cover Bidding**

1. Neither the Tenderer nor any of its servants or agents provided information to any other Tenderer, person or organisation, to assist another Tenderer for the Services to prepare a tender known as a “cover bid”, whereby the Tenderer was of the opinion or belief that another Tenderer did not intend to genuinely compete for the contract.
2. The Tenderer is genuinely competing for the contract and its Tender is not a “cover bid”.

**Unsuccessful Tenderers’ Fees**

1. Prior to the Tenderer submitting its tender for the Services neither the Tenderer nor any of its servants or agents entered into any contract, agreement, arrangement or understanding that the successful Tenderer for the Services would pay any money, or would provide any other benefit or other financial advantage, to or for the benefit of any other Tenderer who unsuccessfully Tendered for the Tender.

**Competitive Neutrality**

1. The Tenderer has complied with the principles of competitive neutrality in preparing its Tender (publicly owned Tenderers only).

And I make this solemn declaration by virtue of the Statutory Declarations Act 1959, and subject to the penalties provided by that Act for the making of false statements in statutory declarations, conscientiously believing the statements contained in this declaration to be true in every particular.

<*Insert signature*>

*(Signature of person making declaration)*

declared at <*Insert location*> on the <*Insert date*>

Before me,

<*<Justice of Peace or Lawyer>> Insert name and the title of the person before whom the declaration is made and stamp with contact details*>