

INVITATION FOR EXPRESSIONS OF INTEREST

Colonial War Memorial Hospital – Master Planning Services

Part B – Response Form



CWM Hospital Master
Planning EOI

2 April 2024

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1 OVERVIEW

1.1 Document Outline

The information in this document is required for evaluation purposes. The Respondent must respond to all forms and questions in this document. The Respondent warrants that the information in this document is complete, accurate, up to date and not misleading.

This Invitation for EOI - Part B consists of the following:

- EOI Response Checklist (Table 1 in Section 1.5)
- EOI Response Requirements (Section 2)
- Mandatory Evaluation Criteria Returnable Schedules (Section 3), and
- Comparative Evaluation Criteria Returnable Schedules (Section 4).

1.2 RPS' role

RPS is pleased to partner with the Fiji Program Support Facility (**FPSF**) for transaction and technical assurance advisory services for the Colonial War Memorial Hospital (**CWM Hospital**) Project. In this context, the Respondent should note that RPS is managing the Project Procurement Process on behalf of the FPSF, and that all contractual matters are between the FPSF (managed by Tetra Tech) and the Respondent.

1.3 Instructions for the completion of the EOI Response

The Respondent is required to submit its EOI Response by completing the EOI Response Checklist outlined in Table 1 and providing the information and documents referenced in the EOI Response Checklist.

In addition, the Respondent may also prepare and attach an Executive Summary outlining the key aspects of the EOI Response (**Page limit: 2 x A4 pages**).

The Respondent is referred to Section 5 of the Invitation for EOI – Part A for further details regarding the requirements for, and submission of, EOI Responses.

1.4 How to submit this EOI Response

EOI Responses MUST be lodged electronically through the AusConnect website at <https://ausconnect.dfat.gov.au/> by the closing date and time (refer to Invitation for EOI – Part A Section 5.5).

1.5 EOI Response Checklist

Table 1: EOI Response Checklist

Section	Description	Included (Y/N)
N/A	Cover letter (optional)	
N/A	Executive summary (optional)	
Section 2.2	Schedule of Particulars	
Section 2.3	Compliance with Invitation for EOI Conditions	
Section 2.4	Probity Declaration	
Section 2.5	Ethical Supplier Declaration	
Section 2.6	Declarations and Conflict of Interest	
Section 3	EOI Mandatory Criteria Returnable Schedules	
Section 4	EOI Comparative Criteria Returnable Schedules	

2 EOI RESPONSE REQUIREMENTS

2.1 Form of EOI Response

The Respondent is required to provide an EOI Response that addresses the information requested in each EOI Returnable Schedule in a clear and concise manner. The Respondent's EOI Response must include a response to each EOI Returnable Schedule that is:

- Clearly titled as per the heading and numbering provided in these EOI Returnable Schedules;
- Completed in accordance with the instructions set out in both Part A and Part B of the Invitation for EOI;
- Where applicable, set out in the format of these EOI Returnable Schedules, noting that Respondent's own templates (in A4 size or equivalent) may be used where all text (excluding diagrams, figures and footers/headers) must be in size 10 font or greater; and
- Where applicable, within the prescribed page limits.
- Defined terms have the meaning given to them in the Invitation for EOI – Part A.

2.2 EOI Response Form 1: Schedule of Particulars

The Respondent must provide all the following information:

Required Information	Respondent's details
Respondent name:	Name: Business number or registration (e.g., Australian Business Number (ABN)): Jurisdiction (e.g., Fiji, Australia, New Zealand): Legal Entity (i.e., Listed company, trusteeship, private company, joint venture, sole trader, partnership state owned enterprise): List all Beneficial Owner/s (such as a Trust, Association, Parent Company or Listed Company): Address for correspondence:
Name and details of Respondent Members (i.e., Any Entity that contributes a significant portion of the proposed personnel to the EOI Response) (if the Respondent comprises more than one Respondent Member)	Name: Business number or registration (e.g., Australian Business Number (ABN)): Jurisdiction (e.g., Fiji, Australia, New Zealand): Address:
Respondent contact person for this EOI Response:	Name: Position: Email address: Phone number: Postal address:
_____ Date EXECUTED for and on behalf of: _____ Name of Respondent _____ Name of authorised representative _____ Position of authorised representative In the presence of: _____ Name of witness _____ Position/Qualification of witness	_____ Signature of authorised representative By witnessing this signature the witness warrants that the signature is authentic and that the authorised representative is duly authorised to submit the offer on behalf of the Respondent _____ Signature of witness _____ Witness phone number

2.3 EOI Response Form 2: Compliance with Invitation for EOI Conditions

1. In providing this EOI Response, I declare and warrant on behalf of the Respondent that:
 - a. I am the Respondent / a Director / an agent or authorised representative of the Respondent.
 - b. I am authorised by the Respondent to make this declaration on behalf of the Respondent.
 - c. The Respondent declares and warrants that:
 - i. in submitting the EOI Response, the Respondent has had the opportunity to satisfy itself in all respects, and has strictly complied with and that any person or entity forming part of the Respondent (including any Respondent Member) or to whom the Respondent has supplied the Invitation for EOI has strictly complied with, the terms and conditions of the Invitation for EOI (**Terms and Conditions**) and agrees to be bound and to ensure that any person or entity forming part of the Respondent (including any Respondent Member), or to whom the Respondent supplies the Invitation for EOI, is bound by, by the Terms and Conditions;
 - ii. all information provided in this EOI Response is complete and correct as at the Closing Date set out in Section 5.5 of Invitation for EOI - Part A;
 - iii. where information provided in the EOI Response becomes incomplete or incorrect after the Invitation Closing Date set out in Section 5.5 of Invitation for EOI - Part A, the Respondent will provide written notification to the Fiji Program Support Facility (**FPSF**) of such additional or corrected information;
 - iv. it is aware that missing, incomplete or incorrect information, whether deliberate or as a result of negligence, may exclude the Respondent from the Procurement Process;
 - v. at the date of submitting this EOI Response, no conflict of interest exists or is likely to arise;
 - vi. if, before finalisation of the Procurement Process, a conflict of interest arises, the Respondent will notify FPSF immediately in writing of that conflict of interest, or any potential conflict of interest (including any risk of any conflict of interest), and take such steps as FPSF may reasonably require to resolve or otherwise deal with the conflict;
 - vii. the Respondent prepared this EOI Response based on its own investigations, interpretations, deductions, information and determinations. The Respondent did not collude with any third party regarding the preparation of its EOI Response and has no knowledge of any EOI Response submitted by any other party in connection with the Project or the Procurement Process;
 - viii. it will promptly disclose in writing to FPSF details of:
 1. any litigation or proceeding whatsoever, actual or pending, against the Respondent;
 2. matters relating to the commercial, technical or financial capacity of the Respondent which could materially affect the Respondent's ability to perform any of its obligations in connection with the Project.
 - d. The Respondent acknowledges that FPSF has relied upon these declarations and warranties.
 - e. The Respondent agrees that, except to the extent FPSF may otherwise expressly agree in writing, the Terms and Conditions and other provisions of the Invitation for EOI continue to apply to any process which FPSF may undertake (including following the completion or termination of the EOI Phase) in connection with the selection of a Proponent or the entering into of any agreement relating to the Project (including the RFP Phase or any negotiations with any person (including the Respondent)).
2. Without limiting FPSF rights under the Terms and Conditions or otherwise, the Respondent irrevocably consents to FPSF:
 - a. disclosing information about the Respondent (including information contained in the EOI Response) to a federal, state or local government department, agency, authority or instrumentality (**Government Department or Instrumentality**) for the purpose of obtaining the information described in clause 2(b); and

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- b. obtaining information about the Respondent relevant to the Mandatory Evaluation Criteria in Section 3 of the Invitation for EOI – Part B that may be held by any Government Department or Instrumentality (**Regulatory Information**); and
 - c. taking the Regulatory Information into account in evaluating any EOI.
3. Any capitalised term used in this acceptance and compliance undertaking which is not defined here has the meaning given to it in the Invitation for EOI.

Executed and delivered as a Deed Poll by Authorised Delegate for and on behalf of
<Respondent Name>

Name

Position

Date

2.4 EOI Response Form 3: Probity Declaration

I, _____ of _____ do solemnly and sincerely declare that in relation to the CWM Hospital Project Invitation for Expressions of Interest:

THAT

1. I hold the position of _____ and am duly authorised by _____ (“Respondent”) to make this declaration on its behalf.
2. Neither the Respondent nor any of its Respondent Member, servants or agents has entered into any contract, arrangement or understanding to pay moneys or provide any benefits to any trade association, arising out of or in relation to any contract resulting from the EOI Response except as stated herein and apart from the normal amount (annual subscription, turnover or contract fee) imposed by that trade association.
3. Neither the Respondent nor any of its Respondent Member, servants or agents had any knowledge of the EOI Response submitted by any other Respondent prior to submitting its EOI Response nor has the Respondent or any of its Respondent Member or associates disclosed to any other Respondent the Respondent’s EOI Response prior to the closing time of the EOI Response.
4. The Respondent submitted its EOI Response in good faith and has not deliberately prepared its EOI Response in order to enhance the EOI Response of another Respondent.
5. Neither the Respondent nor any of its Respondent Member or associates has entered into any contract, arrangement or understanding for the purpose or one of the purposes being that, in the event that it is successful in its EOI Response, it will pay to or provide any unsuccessful Respondent or any person any moneys or any benefits or fulfil any undertaking which is a consequence of any collusive practices in respect of or in relation to the Procurement Process or any contracts resulting therefrom.
6. The Respondent represents and warrants:
 - a. the EOI Response has been prepared in accordance with the Invitation for EOI and is accurate, complete and not misleading.
 - b. the Respondent and its Respondent Member, servants, or agents, any related body corporate and their officers, employees, agents and advisors have and will, during the Procurement Process, comply with all applicable laws and policies regarding the offering of unlawful inducements in connection with their EOI Response, RFP Proposal or any negotiation process.

AND I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of an Act of the Parliament of Australia rendering persons making a false declaration punishable for wilful and corrupt perjury.

DECLARED at _____

In the region / province / state this _____

day of _____

Two thousand and twenty _____

Before me _____

(To be executed by Justice of the Peace, Notary Public or equivalent)

2.5 EOI Response Form 4: Ethical Supplier Declaration

Ethical Supplier Declaration

The Respondent must provide the following details. If the Respondent comprises more than Respondent Member, the Respondent must provide the information below for each Respondent Member.

Has the Respondent:

- 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 2009 (Cth)
- contravened a civil remedy provision of Chapter 2, 3, 4, 5, or 7 of the Industrial Relations Act 2016 (Cth), or committed an offence against the Industrial Relations Act 2016 (Cth), or failed to pay employment related levies, or other payments, established under Australian legislation?
- failed to make superannuation contributions on behalf of employees in accordance with law?
- purported to treat employees as independent contractors, where they are not?
- required persons who would otherwise be employees to provide an Australian Business Number (or equivalent) so that they could be treated as independent contractors?
- engaged persons on unpaid work trials or as unpaid interns, where they should be treated as employees?
- 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 (Cth), or a supplier who is an unlicensed provider under the Labour Hire Licensing Act?
- paid employees wages below those provided for in an applicable modern award?

Yes* No

If Yes, provide full and complete details

Principles of Ethical Business

FPSF is committed to doing business with ethically, environmentally and socially responsible suppliers. The FPSF supports these values specifically by:

- Considering opportunities to increase prospects for apprentices; and to reduce long-term and youth unemployment
- Considering the origin of supply to support ethical and environmentally sustainable manufacturers and suppliers
- Creating a zero-tolerance environment in relation to domestic and family violence in the workplace and broader community
- FPSF expects suppliers to align with these values and seek to similarly support strong, ethical conduct. Is your organisation able to confirm alignment with these principles of ethical business?

Yes No*

*If No, advise what is preventing you from aligning to the principles of ethical business.

As the authorised officer named below, I certify that in submitting the response on behalf of the Respondent:

- I have the appropriate authority to authorise the Respondent's response
- I have read, understood and complied with the requirements listed in the form.

It is a mandatory criterion that the Respondent must:

- comply with the Ethical Supplier Threshold; and
- have complied with the Ethical Supplier Threshold during the past five years.

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Name: _____

Signature: _____

Date: _____

2.6 EOI Response Form 5: Conflict of Interest

The Respondent is referred to Section 7.2 of Part A of the Invitation for EOI which requires any potential conflicts of interests to be declared including but not limited to prior or current engagement with FPSF and involvement of former FPSF (Tetra Tech) or Department of Foreign Affairs and Trade (DFAT) employees.

FPSF requires the Respondent to use this Form to disclose whether any conflicts of interest (as described in the EOI) exist and, if so, how those conflicts are proposed to be managed.

In considering potential conflicts of interest, the Respondent is required to give consideration to its own organisation and the individuals (employees and consultants) who will participate in the EOI Response and/or the Project.

Department of Foreign Affairs and Trade and Fiji Program Support Facility Engagement

Please provide the below information for each engagement the Respondent has had with FPSF in the past three years:

- Name of contract
- Nature of supply provided to DFAT and/or FPSF
- Location of the supply provided to DFAT and/or FPSF
- Dates during which you provided the supply to DFAT and/or FPSF

The Respondent is referred to EOI Part A, Appendix B.1.1 Terms and Conditions clause m. which requires the Respondent to:

“disclose in the EOI Response any circumstances, arrangements and understandings that constitute, or may reasonably be considered to constitute, an actual, potential or perceived conflict of interest with your obligations under this EOI or your participation in the RFP Phase or the Project”.

*Tick the relevant Section(s) below as applicable. Please note, it may be necessary to tick more than one section.

SECTION 1 – Nil Conflicts of Interest (Tick here for a NIL response)

SECTION 2 – Existing Conflicts of Interest (Tick here for positive response)
Description of related interest:

SECTION 3 – Potential Conflicts of Interest (Tick here if the Respondent is aware of any potential conflict of interest that may arise and provide detail below)
Description of potential conflict or interest:

3 MANDATORY EVALUATION CRITERIA – RETURNABLE SCHEDULES

Table 2: Mandatory Evaluation Criterion

Returnable Schedule	Relevant Mandatory Evaluation Criterion
MC1	Mandatory Criterion 1: Compliance with EOI requirements
MC2	Mandatory Criterion 2: Previous Experience delivering hospital master plans in Australasia and Asia Pacific

3.1 Compliance with EOI requirements

Mandatory Criterion 1: Compliance with EOI requirements

Response requirements	<p>Respondents are required to respond and complete Forms 1 – 5 in Section 2 of this document.</p> <p>Form 1: Schedule of Particulars Form 2: Compliance with Invitation for EOI Conditions Form 3: Probity Declaration Form 4: Ethical Supplier Declaration Form 5: Conflict of Interest</p> <p>Page Limit: 0 page</p>
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3.2 Master planning experience in the Australia and Asia Pacific region

Mandatory Criterion 2: Master planning experience in the Australasia and Asia Pacific region

Key considerations	
Response requirements	<p>The Respondent must provide a list of at least three (3) comparable hospital master planning projects successfully completed in the Australia and or Asia Pacific region in the past ten (10) years.</p> <p><i>Note: Please only list projects in this section. Further project experience can be detailed in Comparable Criterion 2 response.</i></p> <p>Page Limit: 1 page</p>

4 COMPARATIVE EVALUATION CRITERIA – RETURNABLE SCHEDULES

The Comparative Evaluation Criteria Returnable Schedules are outlined in Table 3.

Table 3: Comparative Evaluation Criterion

Returnable Schedule	Relevant Comparative Evaluation Criterion	Weighting
CEC1	Comparative Criterion 1: Project appreciation	27.5%
CEC2	Comparative Criterion 2: Master planning experience, capability and capacity	37.5% <ul style="list-style-type: none"> Clinical Services Plan (12.5%) Options Analysis (12.5%) Preliminary Master Plan (12.5%)
CEC3	Comparative Criterion 3: Team structure and proposed key personnel	35% <ul style="list-style-type: none"> Team structure (10%) Proposed personnel (25%)
	Total	100%

4.1 Project appreciation

Comparative Criterion 1: Project appreciation

Response Requirements	<p>The Respondent is required to identify and provide:</p> <ul style="list-style-type: none"> The perceived key project risks on the Project for master planning services, including proposed strategies to manage such risks across each phase of the master planning services contract (Clinical Services Plan, Redevelopment Options Analysis, Preliminary Master Plan). <p>Responses are encouraged to incorporate Respondent’s way of addressing risks related to the local context and similar environments.</p> <p>Page Limit: 2 pages</p>
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4.2 Master Planning experience, capability and capacity

Comparative Criterion 2: Master planning experience delivering comparable projects

Response Requirements	<p>The Respondent must provide evidence of experience in providing successful master planning services in at least three (3) comparable projects / case study over the last ten (10) years in the Australia and/or Asia Pacific region.</p> <p>The response should demonstrate the Respondent’s experience in delivering clinical services plans, redevelopment options analysis and master plans.</p> <p>The following details must be provided for each project:</p> <ul style="list-style-type: none"> project name, location, start and finish dates contract type and initial and final value of Respondents body of work (contract value). summary of works, including the Respondent’s role and responsibilities aspects relevant to the project experience or learnings from that project and how these will be brought to the project. two (2) client referees with current contact details (name, title, email and phone) for RPS to contact in its sole discretion.
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4.3 Team structure and proposed key personnel

Comparative Criterion 3a: Team structure

Response Requirements	<p>The Respondent must provide an organisational chart showing proposed key personnel for the different phases of the master planning contract (Clinical Services Plan, Redevelopment Options Analysis and Preliminary Master Plan) showing names and the positions they will fill on the Project and their percentage of time allocated to the Project.</p> <p>The Respondent and each Respondent Member must clearly represent any partnering and subcontractor arrangements as part of the EOI and represent on the organisational chart.</p> <p>The Respondent must provide details related to governance within their organisation and how it interacts with FPSP.</p> <p>Page Limit: 2 pages</p>
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Comparative Criterion 3b: Proposed key personnel

Response Requirements	<p>The Respondent must provide the following details:</p> <ul style="list-style-type: none">• A 2-page summary CV of key personnel describing experience, role and linkage to recent projects of a similar size and nature, particularly highlighting experience on delivering master planning services for hospitals. Include two (2) client referees with current contact details (name, title, email and phone) for RPS to contact in its sole discretion.• confirm and provide details of the availability of key personnel for the duration of the Project (i.e., during Phase 1 to Phase 3). <p>Page Limit: 2 pages, plus CVs</p>
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