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TRP Response Form

This template has been developed by the Department of Finance (**Finance**) in collaboration with the State Solicitor's Office. It is designed for use by State Agencies that are subject to the [Western Australian Procurement Rules](#) and has been issued by Finance in connection with the Template Redevelopment Project (**TRP**) Pilot – Phase 1.

Refer to:

- the Buying for Government page on [WA.gov.au](#) for more information about procurement policies and templates; or
- from mid-July 2024, the Template Redevelopment Project page on WA.gov.au for more information about the TRP Pilot – Phase 1.

If you have any queries about using this template, contact TRPAdvice@finance.wa.gov.au

Document Control

Finance can access the current version of this template on the Buildings and Contracts Hub.

The document history is set out below.

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July 2024	1	Template published on WA.gov.au.

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DRAFTING INSTRUCTIONS

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The colour of the text in this template indicates whether the text is an instruction to the template drafter, information to be completed by the drafter or standard text that should be retained in the final document.

Black text

The recommended content developed by the Department of Finance and the State Solicitor's Office is in black text. Black text should not be changed without first seeking legal and/or practice advice.

<Instructions>

Instructions for the drafter are written in red text. It is important that all instructions are deleted from the document before the RFO is finalised or otherwise provided to a supplier.

Instructions are surrounded by < >, e.g. <instruction text>, so it is easy to search for and delete all instructions before finalising the document. Refer to the TRP Formatting Guide for tips and shortcuts.

Optional Text

Optional text or provisions that may apply, depending on the applicable facts and circumstances, is in blue text. If optional text or an optional provision:

- is relevant, you should select the text, remove the square brackets (if any) and reformat the text as black text (select the text and click **Ctrl + spacebar** to remove Optional Text formatting); or
- is not relevant, you should delete it from the document,

in each case, before the document is finalised or otherwise provided to a supplier.

[Placeholders]

Placeholders for information are surrounded by square brackets and highlighted in yellow Placeholder formatting, e.g. [insert information], so it is easy to search for and complete the required information.

Placeholders are formatted in black text if the required information must be completed, or in Optional Text if the placeholder forms part of optional content.

All placeholders should be completed or deleted (if an optional text placeholder is not required) before the document is finalised or otherwise provided to a supplier.

Cross references

Cross references to section, parts etc. are highlighted in blue. Clear X-ref formatting by selecting the text and click **Ctrl + spacebar**.

Cross references to **sections, appendices or exhibits** in this document are formatted using Word auto-cross reference fields. To automatically update those fields, select the text and click **F9**. To automatically update all fields click '**Ctrl + A**' and then click **F9**.

Cross references to RFO Part numbers are static text. If a cross reference to a RFO Part number is in square brackets, you must check the cross reference after the RFO is finalised. The reference may change, depending on which optional provisions in the RFO have been selected.

Clearing Character Formatting

Select text and click **Ctrl + spacebar** to clear character formatting of *instructions*, optional text, placeholders. For more formatting tips and shortcuts, refer to the TRP Formatting Guide.



Government of **Western Australia**

[Insert State Agency Name]

Response Form

Response Form for Request Title:

[Insert Request Title]

Request Number:

[Insert Request Number]

Requesting Agency:

[Insert State Agency Name]

<Insert the legal entity name of the Requesting Agency named on the cover page of the RFO. For a government department, the name is 'State of Western Australia acting through [insert name of department]'. For a statutory authority or other body corporate, the name is the body corporate name specified in the relevant enabling legislation>

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Instructions to Respondents

*<When editing this template, use the words “the Response Form” instead of “this document” or “this Response Form” in case this template is broken up in to multiple docs / files (e.g. a Word doc for some sections and an Excel file for pricing etc.)>*The Response Form should be read together with the Request for Offers (RFO), Request Conditions[, the Standing Offer Conditions] and Contract Conditions.

Further information about those documents, and other documents that may be issued by the Requesting Agency in connection with the Request, is contained in Part B.1 (Documents) of the RFO.

The RFO sets out the Requesting Agency’s requirements for the procurement and includes details relating to:

- submitting an Offer; and
- performing [under a Standing Offer (if formed) or] a Contract (if awarded).

The Response Form should be:

- completed by the Respondent in accordance with the format requirements in Part C.3.1 (Response Form and Attachments) of the RFO; and
- submitted by the Respondent in accordance with the submission requirements in Part C.5 (Submission of Offer) in the RFO.

Before submitting an Offer, the Respondent must ensure that all sections of the Response Form are completed.

Any questions about completing the Response Form should be directed to the contact person(s) listed in Part B.3.1 (Contractual and Routine Enquiries) of the RFO.

Defined Terms

The Response Form incorporates defined terms from:

- the RFO;
- the Request Conditions[, Standing Offer Conditions] and the Contract Conditions specified in Part B.1.4 (Accessing the Documents) of the RFO; and *<Delete reference to Standing Offer Conditions if the Request is not for a standing offer procurement>*
- from Government policies, strategies and regulatory schemes specified in Part D (Government Policy Framework) of the RFO.

Refer to Part J (Glossary) of the RFO for a list of key defined terms used in this document and the RFO.

Cross-referenced Content

The Response Form contains cross-references to provisions in the Response Form, the RFO and the applicable conditions documents. That information is provided for the Respondent's general information only. The Respondent should exercise its own judgment in relying on the cross-references and carefully evaluate the accuracy, currency and competence of the information.

Section A : Respondent's Details

Legal Entity Name	
ACN (if a company)	
Business Name	
ABN	
Business Structure	Choose an item.
Registered Address (if a company)	

A.1 RESPONDENT'S DETAILS

Business Physical Address	
Business Postal Address	
Business Website	
Business Email Address	

A.2 RESPONDENT'S REPRESENTATIVE

Full Name	
Position Title	
Phone Number	
Mobile Number	
Email Address	

A.3 BUSINESS DETAILS

The Respondent is required to disclose whether it is:

(A) a small business that employs fewer than twenty people:	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
(B) a registered Australian Disability Enterprise (ADE): <i>In this case 'registered' means the Respondent is listed as an approved ADE on the Australian Disability Enterprises website at: http://buyability.org.au/directory/.</i>	
Yes <input type="checkbox"/>	No <input type="checkbox"/>

<p>(C) a registered Aboriginal business:</p> <p><i>In this case ‘registered’ means that the business is registered on the Aboriginal Business Directory WA at http://www.abdwa.com.au/ and/or on Supply Nation’s Indigenous Business Direct at http://supplynation.org.au/.</i></p>	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>If Yes, is the Respondent registered on:</p> <p><input type="checkbox"/> Aboriginal Business Directory of WA</p> <p><input type="checkbox"/> Supply Nation’s Indigenous Business Direct</p> <p><input type="checkbox"/> Both</p>	
<p>(D) an Aboriginal Community Controlled Organisation (ACCO):</p> <p><i>Aboriginal Community Controlled Organisation is defined in the Delivering Community Services in Partnership Policy¹ (December 2023) as meaning an organisation that is:</i></p> <ul style="list-style-type: none"> • <i>incorporated under State or Commonwealth legislation and not for profit;</i> • <i>controlled and operated by a majority of Aboriginal and/or Torres Strait Islander people;</i> • <i>involved or connected to the community, or communities, in which it delivers the services;</i> • <i>governed by a majority Aboriginal and/or Torres Strait Islander governing body.</i> 	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>If Yes, provide the following evidence as attachments:</p> <p><input type="checkbox"/> the Respondent’s Australian Charities and Not-for-profits Commission (ACNC) registration, and one of the following:</p> <p><input type="checkbox"/> details of the Respondent’s registration with the Office of the Registrar of Indigenous Corporations² (ORIC) or the Australian Securities & Investments Commission³ (ASIC) or the Department of Energy, Mines, Industry Regulation and Safety⁴ (DEMIRS); or</p> <p><input type="checkbox"/> an extract of the relevant provisions of the Respondent’s constitution or governing documents.</p>	
<p>(E) a not-for-profit entity:</p>	
Yes <input type="checkbox"/>	No <input type="checkbox"/>

¹ <https://www.wa.gov.au/government/multi-step-guides/buying-community-services/getting-started-community-services-procurement/introducing-the-delivering-community-services-partnership-policy>

² <https://www.oric.gov.au/>

³ <https://asic.gov.au/>

⁴ <https://www.dmirs.wa.gov.au/>

Section B : Mandatory Prequalification Requirements

<Option 1 – Select this option if no mandatory prequalification requirements are prescribed in Part C.2 of the RFO.> There are no mandatory prequalification requirements specified in the RFO.

<Option 2 – Select this option if mandatory prequalification requirement(s) are prescribed in Part C.2 of the RFO. Select Section B.1 below and then select, supplement or delete the other boxes, as required> The Respondent must declare whether it complies with the mandatory prequalification requirement(s) specified in Part C.2 (Mandatory Prequalification Requirements) of the RFO.

Complete the information in the boxes below.

B.1 COMPLIANCE WITH REQUIREMENTS

(See Part C.2 of the RFO)

<Part C.2 of the RFO requires all Offers to warrant that the Respondent meets all of the mandatory prequalification requirements. Always select this provision if the RFO contains mandatory prequalification requirements.> Does the Respondent warrant that the Offer meets all of the mandatory prequalification requirements described in Part C.2 of the RFO?

Yes

No

B.2 ATTENDANCE AT MANDATORY [BRIEFING / SITE VISIT]

(See Part B.2 and C.2.1 of the RFO)

<Only select this provision when a mandatory briefing or site visit has been included in the RFO. See Part B.2 and Part C.2.1 of the RFO template.> Did the Respondent attend the mandatory [briefing / site visit / briefing and site visit] required in Part C.2.1 and comply with the other requirements described in Part B.2 of the RFO?

Yes

No

B.3 LICENCES AND STATUTORY APPROVALS

(See [C.2.2] of the RFO)

<Only select this provision when licences and/or statutory approvals are required as a mandatory prequalification requirement. See Part [C.2.2] of the RFO template.

If there are non-mandatory licences or approvals that are relevant to the evaluation of Offers, but not mandatory, delete this section B.3 and consider including the disclosure in Section C.4.8 of this document> Does the Respondent have the licence/s and the statutory approval/s required in Part [C.2.2] of the RFO?

Yes

No

If Yes, provide satisfactory evidence of all required licence/s and statutory approval/s in an attachment.

B.4 QUALITY STANDARDS

(See [C.2.3] of the RFO)

<Only select this provision when AS/NZS ISO certification is required as a mandatory prequalification requirement. See Part [C.2.3] of the RFO template.

If quality standards certification is relevant to the evaluation of Offers, but not legally mandatory, delete this section B.4 and consider including the disclosure in Section C.4.9 of this document> Does the Respondent have a quality management system that complies with the quality assurance requirements specified in Part [C.2.3] of the RFO?

Yes

No

If Yes, provide evidence of current certification in an attachment.

Section C : Compliance and Disclosure

An Offer which does not properly address any of the compliance and disclosure requirements in this [Section C](#) of the Response Form or which contains material departures from [\[the Standing Offer Conditions and/or \]](#)the Contract Conditions may be excluded from being considered by the Requesting Agency.

Complete the required information in the boxes below.

C.1 REQUEST CONDITIONS

(See [Part C.1.1](#) of the RFO)

Does the Respondent agree to the Request Conditions?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>If the answer is No, do not submit an Offer in response to the Request.</i>	

C.2 REFEREES

(See [Part E.2.4](#) of the RFO) <Select this provision if you are collecting referee reports as part of the 'desktop assessment' / due diligence exercise only and referee reports will not be used in the evaluation of the Respondent's response to the qualitative requirements in [Section E](#) of this document. If you select this section, do not include a referee provision in [Section E](#) (e.g. [Section E.3.2](#))>

(A) Is the Respondent able to provide the name and contact details of at least two independent referees who have engaged the Respondent to provide deliverables similar to that specified in the Request?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>If No, provide details below or in an attachment.</i>	
(B) If Yes, has the Respondent provided the required referee details in Section G (Referee Details) of the Response Form:	
Yes <input type="checkbox"/>	No <input type="checkbox"/>

C.3 COMPLIANCE

(See [Part E.2.2](#) and [E.2.3](#) of the RFO)

The Requesting Agency will, in its value for money assessment, consider the extent to which the Offer complies with the documents listed below.

C.3.1 Request Documents and Terms and Conditions

If the Respondent will not comply with any provision or requirement in the documents referred in Sections C.3.1.1 to C.3.1.5 below, the Respondent must set out in the relevant section:

- the clause(s) and/or items it will not comply with;
- the extent of non-compliance (including the alternative clause, if any, or a description of any changes it requires); and
- the reason for non-compliance.

Complete the required information in the boxes below.

C.3.1.1 Request for Supply Documents

(See Part B.1.3.1 of the RFO) <If Part B.1.3.1 of the RFO lists documents to be incorporated in the RFO (e.g. a Statement of Requirements document), select the optional text referring to those documents>

Does the Respondent agree to all parts of the RFO document, including any schedules and annexures, [all documents incorporated into the RFO] and the Addenda (if any)?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>If No, provide details below of in an attachment.</i>	

C.3.1.2 Standing Offer Conditions

(See Part B.1.4.3 of the RFO)

Does the Respondent agree to the Standing Offer Conditions?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>If No, provide details below of in an attachment.</i>	

C.3.1.3 Standing Offer Details

(See Part H of the RFO)

Does the Respondent agree to the Standing Offer Details?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>If No, provide details below of in an attachment.</i>	

C.3.1.4 Contract Conditions(See **Part B.1.4.4** of the RFO)

Does the Respondent agree to the Contract Conditions?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>If No, provide details below of in an attachment.</i>	

C.3.1.5 Contract Details(See **Part I** of the RFO)

Does the Respondent agree to the Contract Details?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>If No, provide details below of in an attachment.</i>	
<p><Important Note: If an unconditional performance guarantee or financial undertaking is required under the RFO Part I (Special Conditions – Financial Provisions, Liability & Indemnities), retain the following notice. If not required, delete this row></p> <p>The [unconditional performance guarantee / financial undertaking] required under Item [48/49], Part I (Contract Details) of the RFO is a mandatory requirement.</p> <p>Failure by the Respondent to agree to this requirement will result in the rejection of its Offer.</p>	

C.3.2 Shortlisting Requirements(See **Part E.2.6** of the RFO)

<Select this provision if you have specified shortlisting requirements in **Part E.2.6 of the RFO>**The Requesting Agency may elect to shortlist one or more Respondents. The Respondent is required to state whether it agrees comply with the shortlisting requirements specified in the RFO, if it is shortlisted by the Requesting Agency.

Complete the box(es) below.

(A) Does the Respondent agree to provide [the items / product trials / demonstrations / presentations] specified in Part E.2.6 (Shortlisting Process) of the RFO? <Update this provision by reference the shortlisting requirements that you have specified in the RFO>	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>If No, provide details below or in an attachment.</i>	

(B) If requested by the Requesting Agency, does the Respondent agree to provide [an unconditional performance guarantee / financial undertaking] in accordance with the requirements specified in Part E.2.6 (Shortlisting Process) of the RFO?

Yes

No

<Important Note: If you have specified in Part E.2.6 that an unconditional performance guarantee or financial undertaking is a mandatory requirement, retain the following notice. If not required, delete this row and question (B) above. Seek legal advice before specifying this as a shortlisting requirement>

The requirement under Part E.2.6 of the RFO to provide [an unconditional performance guarantee / a financial undertaking] if requested by the Requesting Agency is a mandatory requirement.

Failure by the Respondent to agree to this requirement will result in the rejection of its Offer.

C.3.3 Government Policies

C.3.3.1 Aboriginal Participation Requirements

(See Part D.2 and Part I of the RFO)

[Note: Contracts with an estimated contract value of \$5 million or more are outside the scope of the TRP Pilot (Phase 1).]

<Do not select this provision if the Request is for a standing offer procurement. Select this provision if the procurement Contract resulting from the Request has an estimated contract value of \$5 million or above (including GST and all extension options) and the contract deliverables are of the type described in the 'Applicable contracts' section in Part B of the Aboriginal Procurement Policy. Update the cross reference to the Item number in the Contract Details if required.>The Aboriginal participation requirements under Part B of the Aboriginal Procurement Policy apply to this Request.

Does the Respondent agree to apply the Aboriginal participation requirements as outlined in Item [62], Part I (Contract Details) of the RFO?

Yes

No

Which Aboriginal participation requirement does the Respondent agree to comply with?

Aboriginal Business / ACCO Subcontracting Outcomes

Yes

No

or

Aboriginal Employment Outcomes

Yes

No

If No, provide details below or in an attachment.

C.4 DISCLOSURES

(see [Part E.2.2](#) and [E.2.3](#) of the RFO)

The Requesting Agency will, in its value for money assessment, consider the disclosures below.

Complete the required information in the boxes below.

C.4.1 Participants

C.4.1.1 Respondents as Agent or Trustee

Is the Respondent acting as an agent or trustee for another person or persons?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>If Yes, provide details below or in an attachment.</i>	

C.4.1.2 Respondent Acting Jointly with Others

Is the Respondent acting jointly or in association with another person or persons?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>If Yes, provide details below or in an attachment.</i>	

C.4.1.3 Subcontractors

(A) Has the Respondent engaged, or does the Respondent intend to engage, another person or persons as subcontractor/s in connection with the Contract (if awarded)?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>If Yes, provide details for each subcontractor below or in an attachment.</i>	
<i>The details must include:</i>	
<ul style="list-style-type: none"> • <i>the full legal entity name and business name of the subcontractor;</i> • <i>the ACN / ARBN (if applicable) and ABN;</i> • <i>business and postal address; and</i> • <i>a description of the proposed subcontracting.</i> 	
(B) Does the Respondent warrant that it has obtained consent from each above-named subcontractor permitting the Respondent to receive information from the Requesting Agency and/or any Customer (if a Contract is awarded) as to whether the subcontractor is a suspended supplier within the meaning of the <i>Procurement</i>	

<i>(Debarment of Suppliers) Regulations 2021 (WA), for the purposes of this procurement process and any Contract?</i>		
Not applicable <input type="checkbox"/> <i>(no subcontracting proposed)</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>If No, provide details of the relevant subcontractor(s) below or in an attachment.</i>		

C.4.2 Criminal Convictions

(See [Part E.2.3.2](#) of the RFO)

C.4.2.1 Imprisonment or Detention Offences

Has the Respondent or any Senior Officer (as defined in regulation 3(1) of the <i>Procurement (Debarment of Suppliers) Regulations 2021 (WA)</i>) of the Respondent been convicted of a criminal offence that is punishable by imprisonment or detention?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>If Yes, provide details below or in an attachment.</i>	

C.4.2.2 Fine or Penalty Offences

Has the Respondent or any Senior Officer of the Respondent been convicted of a criminal or statutory offence that is punishable by a fine or penalty of, or exceeding, \$10,000?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>If Yes, provide details below or in an attachment.</i>	

C.4.3 Conflict of Interest

(See [Part E.2.3.3](#) of the RFO)

Is the Respondent aware of any information that is or might be relevant to determining whether it or any of its Senior Officers have or may have an actual, potential or perceived conflict of interest in relation to the Request[, the Standing Offer (if formed)] or performance of the Contract (if awarded)?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>If Yes, provide details below or in an attachment.</i>	

C.4.4 Work Health and Safety

The Respondent must disclose whether the Respondent has received any prohibition notice(s), accepted any enforceable undertaking(s) or been the subject of any prosecution(s) commenced by WorkSafe WA under the *Occupational Safety and Health Act 1984* (WA) or the *Work Health and Safety Act 2020* (WA), or any associated regulations, or any equivalent action under a corresponding work health and safety law in another Australian jurisdiction, in the last [2 years]? *<If the procurement has novel or elevated WHS related risks, consider increasing the reference period from 2 years to up to 4 years>*

Yes

No

If Yes, provide details below or in an attachment.

C.4.5 Financial and Payment Requirements

C.4.5.1 Independent Evidence of Financial Solvency

(See Part E.2.3.4 of the RFO) <Only select this provision if the Requesting Agency requires the Respondent to provide independent evidence of financial solvency either with the Offer or at preferred Respondent stage (if selected). Delete if not applicable>

<Option 1 – Select this option if the Requesting Agency requires evidence to be submitted with the Offer, to be reviewed as part of the 'desktop assessment' / due diligence exercise only.> Does the Respondent agree to provide independent evidence of financial solvency, in accordance with the requirements of Part E.2.3.4 of the RFO, with their Offer?

Yes

No

If Yes, provide details below or in an attachment.

<Option 2 – Select this option if the Requesting Agency requires evidence to be submitted at the preferred Respondent stage as part of the evaluation of Offers.> Does the Respondent agree to provide independent evidence of financial solvency, in accordance with the requirements of Part E.2.3.4 of the RFO, if they are selected as a preferred Respondent?

Yes

No

If Yes, provide details below or in an attachment.

C.4.5.2 Financial Resources

<i><Select this option if you would like the Respondent to declare whether it has sufficient liquidity to meet all of its contractual obligations></i> Does the Respondent warrant that it has sufficient liquidity to meet all of its current and expected contractual obligations?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>If No, provide details below or in an attachment.</i>	

C.4.5.3 Credit Card / Purchasing Card Payments

<i><Delete if not applicable></i> Does the Respondent agree to receive credit card / purchasing card payments?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>

C.4.5.4 Recipient Created Tax Invoices

(A) Does the Respondent satisfy the requirements of Australian Taxation Office Ruling GSTR 2000/10 regarding recipient created tax invoices? ⁵ <i><Only select this provision if the Requesting Agency requires, or would like Eligible Customers under a Standing Offer to be able to issue, recipient created tax invoices (RCTIs)></i>	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
(B) Does the Respondent agree to enter into a recipient created tax invoice (RCTI) agreement if requested by the Requesting Agency or a Customer under a Contract (if awarded)? <i><If the Requesting Agency requires the Respondent to enter into a RCTI agreement prior to awarding a contract, ensure that you specify that requirement in Part C.6 (Offer Information After Closing Time) of the RFO.></i>	
Yes <input type="checkbox"/>	No <input type="checkbox"/>

C.4.6 Competitive Neutrality

(See [Part \[E.2.3.5\]](#) of the RFO)

<Only include if optional [Part \[E.2.3.5\]](#) (Competitive Neutrality) has been selected in the RFO.> If the Respondent is a tertiary institution or statutory or Government body (including a State Agency), the Respondent must complete the boxes below.

⁵ <https://www.ato.gov.au/law/view/document?DocID=GST/GSTR200010/NAT/ATO/00001>

C.4.6.1 Commercial Basis

Has the Offer been calculated on a full commercial basis in accordance with <u>Costing and Pricing Government Services</u> guidance issued by the Department of Treasury? ⁶	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>If No, provide details below or in an attachment.</i>	

C.4.6.2 Chief Executive Officer Certification

Has the chief executive officer of the Respondent issued a letter of certification as required under <u>Part [E.2.3.5]</u> of the RFO?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>If Yes, provide the letter of certification as an attachment.</i>	
<i>If No, provide details below or in an attachment.</i>	

C.4.6.3 Independent Expert Verification

Has the Offer been verified by an independent expert?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>If Yes, provide evidence of verification as an attachment.</i>	
<i>If No, the Requesting Agency reserves its right under <u>Part [E.2.3.5]</u> of the RFO to require verification.</i>	

C.4.7 Professional Standards Scheme

<i><For selected services only. Delete if not applicable. A list of current schemes, some of which apply in Western Australia, is available from www.psc.gov.au/professional-standards-schemes.></i> Is the Respondent a member of an occupational association for which a scheme has been approved under the <u>Professional Standards Act 1997 (WA)</u> or equivalent legislation of another State or Territory of Australia?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>If Yes, provide details below or in an attachment.</i>	

⁶ <https://www.wa.gov.au/government/publications/financial-policy-publications-and-agency-advice>

C.4.8 Licences and Statutory Approvals

(See Part F of the RFO)

<p><If there are statutory licence(s) and/or approval(s) that a Respondent may hold, that are relevant to the evaluation of Offers, consider including those requirements in Part F (Specification) in the RFO and including this disclosure > Does the Respondent have any of the licence/s and/or statutory approval/s described in Part F (Specification) of the RFO?</p>	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>If Yes, provide details below or in an attachment.</p>	

C.4.9 Quality Standards

(See Part F of the RFO)

<p>(A) Does the Respondent have a quality management system that complies with the quality assurance requirements specified in Part F (Specification) of the RFO? <If there are quality standards certification(s) that a Respondent may hold, that are relevant to the evaluation of Offers, consider including those requirements in Part F (Specification) in the RFO and including this disclosure ></p>	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>If Yes, provide details below or in an attachment.</p>	
<p>(B) Does the Response hold current [insert relevant certification number] certification? <Select this provision if Part F of the RFO specifies current certification under a specific standard></p>	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>If Yes, provide evidence of certification as an attachment</p>	

C.4.10 Current Workload and Technical Resources

(See Part E.2.2 of the RFO)

<Current workload information may be taken into account as part of the value for money assessment.

This optional provision is drafted as a disclosure statement. Current workload and technical resources may also be relevant to organisational capacity qualitative requirement (see Section E of this document), or may supplement information collected about Specified Personnel (see Section F of this document). Delete, select or adapt this provision as required.> The Respondent must provide details of its current workload and technical resources by completing the box(es) below.

The Respondent acknowledges that the information provided is a true indication of the Respondent's current workload and technical resources.

<Option 1 – Select this option if you would like the Respondent to provide a description of their current workload and technical resources.> The Respondent must provide information describing its current workload and availability of technical resources relevant to the requirements of Part F (Specification) of the RFO, including:

- (A) a description of current projects / contracts and the relevant start date, end date and percent complete for each project / contract;
- (B) the number, type (role / qualifications), and availability of technical resources relevant to the delivery of the RFO specification.

Provide sufficient detail to allow the Requesting Agency to assess the Respondent's capacity to deliver under a Contract (if awarded).

Provide details below or in an attachment.

<Option 2 – Select this option if you would like the Respondent to provide the information in a current projects / contracts table.> Add rows if required to accurately describe current workflow.

Project / Contract Name	Contract Value (excluding GST)	Percentage Complete (%)	Start Date	End Date

C.4.11 Government Policies

(See Part D of the RFO)

Has the Respondent examined, understood and taken into account the Government policies specified in the RFO?

Yes

No

If No, provide details below or in an attachment.

C.4.11.1 Gender Equality in Procurement

(See Part [D.7] of the RFO)

The *Workplace Gender Equality Act 2012* (Cth) requires both non-public sector and Commonwealth public sector employers with one hundred or more employees to submit a report annually to the Workplace Gender Equality Agency (**WGEA**). Non-public sector

employers can find further information about reporting requirements at [Preparing to report | WGEA](#).⁷

(A) Does the Respondent's business or organisation employ 100 or more people?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>If Yes to question (A) above, complete the boxes below.</i>	
(B) Does the Respondent's business comply with the Workplace Gender Equality Agency gender equality reporting requirements? <i>(WGEA reporting requirements are available at Reporting Guide WGEA)⁸</i>	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>If No to question (B) above, provide reasons or explanation for doing so below or in an attachment.</i>	
(C) Has the Respondent attached a letter of compliance with the <i>Workplace Gender Equality Act 2012 (Cth)</i> ? <i>(Information about how to obtain a letter of compliance from WGEA is available from Eligibility & compliance WGEA.)⁹</i>	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>If Yes, provide a copy of the letter as an attachment.</i> <i>If No to question (C) above, provide reasons or explanation for doing so below or in an attachment.</i>	

⁷ <https://www.wgea.gov.au/reporting-guide/ge/steps-report>

⁸ <https://www.wgea.gov.au/reporting-guide#tendering-for-government-contracts>

⁹ https://www.wgea.gov.au/reporting-guide/ge/eligibility-compliance#_3-tendering-for-government-contracts

Section D : Insurance Requirements

Complete the information in the boxes below.

D.1 CERTIFICATES OF CURRENCY

(See [\[Part H & \]Part I](#) of the RFO)

Does the Respondent agree to provide a valid certificate of currency for each insurance policy required under the RFO [<i><Select option depending on when the certificates are required. Obtaining evidence of insurances with the Offer is generally preferred, but the other options are included if required ></i> with their Offer / if selected as a preferred Respondent / prior to the Standing Offer Commencement Date (if a Standing Offer is formed) / prior to the Contract Commencement Date (if a Contract is awarded)]?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p><i>[<Select if certificates are required at Offer stage, otherwise delete>If Yes, provide the certificates as an attachment.]</i></p> <p><i>If No, provide details below or in an attachment.</i></p>	

D.2 STANDING OFFER INSURANCES

(See [Part H.2](#) of the RFO) *<Only select this provision if the Request is for a standing offer procurement>*

Does the Respondent have the insurances required under Part H.2 of the Standing Offer Details in the RFO?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p><i>If No, complete Section D.2.1 below.</i></p> <p><i>If Yes, complete the boxes in Section D.2.2.</i></p>	

D.2.1 Obtain Standing Offer Insurances

Complete the boxes below if the Respondent does not have the insurances required in the Standing Offer Details in [Part H.2](#) of the RFO at the time it submits an Offer.

Does the Respondent confirm that it will obtain the insurances required under Part H.2 of the Standing Offer Details, [<i><select option></i> prior to a Standing Offer (if any) being formed / before the Standing Offer Commencement Date]?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p><i>If No, provide reasons why below or in an attachment.</i></p>	

D.2.2 Standing Offer Insurance Details

(See Part H.2 of the RFO)

Complete the boxes below if the Respondent has the insurances required in Part H.2 of the Standing Offer Details at the time it submits an Offer.

	Insurer	ABN	Policy No.	Insured Amount	Expiry Date
Public Liability Insurance					
	Policy includes principal's indemnity cover.			Yes <input type="checkbox"/>	No <input type="checkbox"/>

	Insurer	ABN	Policy No.	Insured Amount	Expiry Date
Workers' Compensation Insurance					
	Policy includes cover for common law liability for an amount of not less than \$50 million for any one event in respect of workers.			Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Policy includes principal's indemnity cover for claims and liability that may arise under section 217 of the <i>Workers' Compensation and Injury Management Act 2023</i> (WA).			Yes <input type="checkbox"/>	No <input type="checkbox"/>

D.3 CONTRACT INSURANCES

(See Part I.3 of the RFO)

Complete the information in the boxes below.

Does the Respondent have the insurances required under Part I.3 of the Contract Details in the RFO?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p><i>If No, complete Section D.3.1 below.</i></p> <p><i>If Yes, complete the boxes in Section D.3.2.</i></p>	

D.3.1 Obtain Contract Insurances

The Respondent must complete the table below if it does not have the insurances required in Item I.3 of the Contract Details in the Request.

Does the Respondent confirm that it will obtain the insurances required under Item I.3 of the Contract Details, [select option prior to a Contract (if any) being awarded / before the Contract Commencement Date]?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p><i>If No, provide reasons why below or in an attachment.</i></p>	

D.3.2 Contract Insurance Details

(See Part I.3 of the RFO)

The Respondent must complete the boxes below if it has the insurances required in Item I.3 of the Contract Details at the time it submits an Offer. *<Add or delete rows to the table by reference to the insurances listed in Part I (Contract Details) in the RFO.>*

	Insurer	ABN	Policy No.	Insured Amount	Expiry Date
Public[and Products] Liability Insurance					
	Policy includes principal's indemnity cover.			Yes <input type="checkbox"/>	No <input type="checkbox"/>

	Insurer	ABN	Policy No.	Insured Amount	Expiry Date
Workers' Compensation Insurance					
	Policy includes cover for common law liability for an amount of not less than \$50 million for any one event in respect of workers.			Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Policy includes principal's indemnity cover for claims and liability that may arise under section 217 of the <i>Workers' Compensation and Injury Management Act 2023</i> (WA).			Yes <input type="checkbox"/>	No <input type="checkbox"/>

	Insurer	ABN	Policy No.	Insured Amount	Expiry Date
Professional Indemnity Insurance					
	Policy has provision for one automatic reinstatement of the full sum insured			Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Policy includes cover for:				
	(a) fraud and dishonesty			Yes <input type="checkbox"/>	No <input type="checkbox"/>
	(b) defamation			Yes <input type="checkbox"/>	No <input type="checkbox"/>
(c) infringement of intellectual property			Yes <input type="checkbox"/>	No <input type="checkbox"/>	

	(d) loss of or damage to documents, data and electronic records	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	(e) breach of Australian Consumer Protection Legislation	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	(f) vicarious liability for acts of agents and consultants	Yes <input type="checkbox"/>	No <input type="checkbox"/>

	Insurer	ABN	Policy No.	Insured Amount	Expiry Date
Motor Vehicle Third Party Liability Insurance					
	Compulsory third party insurance required under Law			Yes <input type="checkbox"/>	No <input type="checkbox"/>

	Insurer	ABN	Policy No.	Insured Amount	Expiry Date
Cyber Liability Insurance					

	Insurer	ABN	Policy No.	Insured Amount	Expiry Date
[Insert Insurance Type]					
				Yes <input type="checkbox"/>	No <input type="checkbox"/>

Section E : Qualitative Requirements

(See **Part E.2.5** of the RFO)

E.1 SUMMARY OF REQUIREMENTS

The qualitative requirements in this **Section E** have the weighting listed in the table below. [Responses to the qualitative requirements must not exceed the limit specified in the ‘Page Limit / Word Limit’ column in the table.] *<List each qualitative requirement and the prescribed weighting in the table below. Select, adapt or delete the examples provided below.*

Delete the ‘Page Limit / Word Limit’ column if these restrictions are not required. If a page limit or word limit is required, list the limit in the ‘Page Limit / Word Limit’ column. Consider the use of these types of limits with care. Agencies need to ensure that the framing of the requirements and the assessment compliance with the requirements is both reasonable and fair to the Respondents>

Qualitative Requirement	Weighting (%)	Page Limit / Word Limit
Organisational Capacity		
Demonstrated Experience		
Organisational Capacity and Demonstrated Experience		
Suitability of Proposed [Goods / Services]		
Specified Personnel		
Training / Service and Maintenance		
WAIPS Participation Plan		
[insert requirement]		
TOTAL:	100%	[insert]

Responses to the qualitative requirements must address each of the qualitative requirements described below. *<The qualitative requirements in this template are included as examples only. Adapt, supplement or delete as required to suit the procurement requirements>*

E.2 ORGANISATION CAPACITY (X%)

The Respondent must:

- (A) demonstrate that it has the organisational capacity to [deliver under the Standing Offer (if formed) and] perform a Contract (if awarded); and
- (B) provide a comprehensive description of the proposed [goods / services / goods and/or services] aligning with the requirements specified in the RFO and the timeframe for delivery, identifying key dates and milestones, and outlining how any timing requirements specified in the RFO will be met.

[<Select required option> Respondent to complete below: / Provide the response to this Qualitative Requirement in an attachment named:

[Insert Request Number] – Attachment [E.2] – [Respondent legal entity name, e.g. ABC Pty Ltd]

E.3 DEMONSTRATED EXPERIENCE (X%)

E.3.1 Experience

The Respondent must demonstrate suitable experience of supplying similar [goods / services / goods and/or services] to those described in the RFO.

The Respondent must demonstrate their experience by providing relevant examples and supporting evidence, including:

- a detailed description of the [goods / services / goods and/or services] provided;
- similarities between the previous contracts and the requirements of the RFO;
- when the previous contracts were performed; and
- the outcome of the previous contracts.

[<Select required option> Respondent to complete below: / Provide the response to this Qualitative Requirement in an attachment named:

[Insert Request Number] – Attachment [E.3] – [Respondent legal entity name, e.g. ABC Pty Ltd]

E.3.2 Referees

<Important note: If referee reports are to be collected to verify the Respondent's response to the qualitative requirements in Section E.3.1, include the provision below. The referee reports must be considered as part of the evaluation of the relevant criterion.

If you only want to collect references as part of a 'desk top assessment' / due diligence exercise, delete this Section E.3.2 and ensure that you selected Section C.2 in the Compliance and Disclosure section of this document>The Respondent must also provide at least two referees in respect of the experience and contracts detailed above. The referee information must be completed in Section G (Referee Details) of the Response Form.

Has the Respondent provided the required referee details in Section G (Referee Details) of the Response Form?

Yes

No

The Requesting Agency will consider information provided by the Respondent in Section G when evaluating this qualitative requirement.

E.4 ORGANISATIONAL CAPACITY & DEMONSTRATED EXPERIENCE (X%)

E.4.1 Capacity and Experience

(A) Organisational History, Structure and Clients

The Respondent must demonstrate that it has the organisational capacity to [deliver under a Standing Offer (if formed) and]perform a Contract (if awarded), and in doing so must provide details of its organisational history, structure and current clients.

(B) Demonstrated Experience

The Respondent must demonstrate suitable previous experience and in doing so must provide details of contracts for similar [goods / services / goods and/or services] to those described in the RFO that it has provided for other clients including:

- a detailed description of the [goods / services / goods and/or services] provided;
- similarities between the previous contracts and the requirements set out in the RFO;
- when the previous contracts were performed; and
- the outcome of the previous contracts.

[<Select required option> Respondent to complete below: / Provide the response to this Qualitative Requirement in an attachment named:

[Insert Request Number] – Attachment [E.4] – [Respondent legal entity name, e.g. ABC Pty Ltd]

E.4.2 Referees

<Important note: If referee reports are to be collected to verify the Respondent's response to the qualitative requirements in Section E.4.1, include the provision below. The referee reports must be considered as part of the evaluation of the relevant criterion.

If you only want to collect references as part of a 'desk top assessment' / due diligence exercise, delete this Section E.4.2 and ensure that you selected Section C.2 in the Compliance and Disclosure section of this document>The Respondent must also provide at least two referees in respect of the experience and contracts detailed above. The referee information must be completed in Section G (Referee Details) of the Response Form.

Has the Respondent provided the required referee details in Section G (Referee Details) of the Response Form?

Yes

No

The Requesting Agency will consider information provided by the Respondent in Section G when evaluating this qualitative requirement.

E.5 ORGANISATIONAL CAPACITY AND PERSONNEL (X%)

E.5.1 Organisational Capacity and Personnel

Complete the boxes below.

(A) Organisational Experience

The Respondent must demonstrate that at the organisational level it has suitable skills and experience, and in doing so must provide details of the Respondent's organisational capacity to [deliver under a Standing Offer (if formed) and] perform a Contract (if awarded) including relevant skills and experience within the organisation (in addition to that of the key personnel specified below [and personnel specified in Section F (Specified Personnel) of the Response Form]) in performing similar requirements.

<Select either Item (B) or Item (C) below>

(B) Key Personnel <Select this provision if you need the Respondent to provide information about key personnel who will be involved in the contract deliverables. Note the guidance in Part F (Specification) of the RFO and Section F of this document (describing the contractual obligations that apply to Specified Personnel) when deciding whether you require information on key personnel or Specified Personnel>

The Respondent must provide:

- information regarding the skills and experience of the key personnel who will be involved in the [Standing Offer (if formed) and the] Contract (if awarded);
- a brief curriculum vitae for each key personnel, outlining their relevant experience; and
- an explanation of the role of each key personnel and their availability during [the Standing Offer Term (if the Standing Offer is formed) and the] Term of the Contract (if awarded).

[<Select required option> Respondent to complete below: / Provide the response to this Qualitative Requirement in an attachment named:

[Insert Request Number] – Response Form Attachment [E.5] – [Respondent legal entity name, e.g. ABC Pty Ltd]

(C) Specified Personnel <Select this provision if Part F (Specification) of the RFO requires the Respondent to name Specified Personnel. Note the guidance in Section F of this document describing the contractual obligations that apply to Specified Personnel>

The Respondent must complete Section F (Specified Personnel) of the Response Form.

Has the Respondent completed the required information in Section F?

Yes

No

The Requesting Agency will consider information provided by the Respondent in Section F when evaluating this qualitative requirement.

E.5.2 Referees

<Important note: If referee reports are to be collected to verify the Respondent's response to the qualitative requirements in Section E.5.1, include the provision below. The referee reports must be considered as part of the evaluation of the relevant criterion.

If you only want to collect references as part of a 'desk top assessment' / due diligence exercise, delete this Section E.5.2 and ensure that you selected Section C.2 in the Compliance and Disclosure section of this document>The Respondent must also provide at least two referees in respect of the experience and contracts detailed above. The referee information must be completed in Section G (Referee Details) of the Response Form.

Has the Respondent provided the required referee details in Section G (Referee Details) of the Response Form?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
The Requesting Agency will consider information provided by the Respondent in Section G when evaluating this qualitative requirement.	

E.6 SUITABILITY OF PROPOSED SERVICES (X%)

(A) Suitability of Services and Personnel

The Respondent must demonstrate an appreciation and understanding of the requirements of the Request and describe:

- how its proposed services meet the requirements set out in the RFO;
- the scope of work/requirements broken into components including timeframes and the estimated number of hours required to complete each component; and
- detail of the roles of the [key Supplier Personnel (if a Standing Offer is formed) / key Contractor Personnel (if a Contract is awarded) / personnel described in Section F (Specified Personnel) of the Response Form] and an estimated percentage of time to be spent by each to complete the scope of work/requirements. *<Select the appropriate personnel reference depending on whether the RFO includes a Standing Offer and whether Part F (Specification) of the RFO requires the Respondent to name Specified Personnel>*

(B) Methodology

The Respondent must describe a suitable proposed methodology and approach for the supply of [the Standing Offer Deliverables (if a Standing Offer is formed) and] the Services under the Contract (if awarded).

Details of the methodology should include:

- the scope of work/requirements broken into components including timeframes and the estimated number of hours required to complete each component of the scope of work/requirements;
- details of the roles of the [key Supplier Personnel (if a Standing Offer is formed) / key Contractor Personnel (if a Contract is awarded) / personnel described in Section F (Specified Personnel) of the Response Form]; *<Select the appropriate personnel reference depending on whether the Request includes a Standing Offer and whether Part F (Specification) of the RFO requires the Respondent to name Specified Personnel>*
- an estimated percentage of time to be spent by each role / person to complete the requirements specified in the RFO; and
- a description of critical issues, and quality control mechanisms used in undertaking the requirements.

(C) Confidentiality

The Respondent must evidence appropriate systems and processes to maintain the confidentiality of Confidential Information that may be supplied under [a Standing Offer (if formed) and] a Contract (if awarded).

[<Select required option> Respondent to complete below: / Provide the response to this Qualitative Requirement in an attachment named:

[Insert Request Number] – Attachment [E.6] – [Respondent legal entity name, e.g. ABC Pty Ltd]

E.7 SPECIFIED PERSONNEL (X%)

Complete the boxes below.

<Only select this qualitative requirement if Respondents are required to provide Specified Personnel, see Part F (Specification) of the RFO and Section F of this document, and the Organisational Capacity qualitative requirement does not assess Specified Personnel> The Respondent must complete Section F (Specified Personnel) of the Response Form.

Has the Respondent completed the required information in Section F?

Yes

No

The Requesting Agency will consider information provided by the Respondent in Section F when evaluating this qualitative requirement.

E.8 SECURITY SERVICES SPECIFIED PERSONNEL (X%)

E.8.1 Supervisory Personnel and Emergency Response

The Respondent must:

- (A) Describe the skills and industry experience of all proposed supervisory personnel, especially how their experience aligns to the requirements set out in the RFO, including the ability to respond to and manage incidents.
- (B) Describe the contingency plans for emergency call out responses to multiple incidents, and sickness or absences of rostered staff.

[<Select required option> Respondent to complete below: / Provide the response to this Qualitative Requirement in an attachment named:

[Insert Request Number] – Response Form Attachment [E.8] – [Respondent legal entity name, e.g. ABC Pty Ltd]

E.8.2 Licensed Specified Personnel

The Respondent must complete Section F (Specified Personnel) of the Response Form and must demonstrate that the Specified Personnel are suitably qualified, licensed and experienced.

Complete the boxes below.

(A) Has the Respondent completed the required information in Section F ?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
(B) With respect to all personnel named by the Respondent in Section F , has the Respondent provided evidence of current licence/s (including the licence number) issued under the [<i><list source of the licence requirement, e.g. the legislation, regulations or professional scheme></i> Security and Related Activities (Control) Act 1996 (WA) / [other]]?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes, provide satisfactory evidence of all required licence/s as an attachment named: [Insert Request Number] – Response Form Attachment [E.8] – [Respondent legal entity name, e.g. ABC Pty Ltd]	
<i>The Requesting Agency will consider the evidence submitted in response to this qualitative requirement and the information provided by the Respondent in Section F when evaluating this qualitative requirement.</i>	

E.9 METHODOLOGY (X%)

<p>The Respondent must demonstrate a suitable methodology for undertaking the requirements set out in the RFO, and in doing so provide details of:</p> <ul style="list-style-type: none"> the scope of work/requirements broken into components, including timeframes and the estimated number of hours required to complete each component of the service requirements; and a description of critical issues, and quality control mechanisms used in undertaking the requirements.
<p>[<Select required option>Respondent to complete below: / Provide the response to this Qualitative Requirement in an attachment named:</p> <p>[Insert Request Number] – Response Form Attachment [E.9] – [Respondent legal entity name, e.g. ABC Pty Ltd]</p>

E.10 SUITABILITY OF PROPOSED GOODS (X%)

E.10.1 Proposed Goods

<p>The Respondent must:</p> <p>(A) describe the goods that the Respondent proposes to supply; [and]</p> <p>(B) demonstrate how the proposed goods are suitable, fit for purpose, align with the description set out in the RFO and meet the requirements specified Part F (Specification) of the RFO[. / ;and]</p>

(C) [provide brochures and any relevant information detailing the features of the specified goods.]

[<Select required option>Respondent to complete below: / Provide the response to this Qualitative Requirement in an attachment named:

[Insert Request Number] –Attachment [E.10.1] – [Respondent legal entity name, e.g. ABC Pty Ltd]

E.10.2 Schedule of Technical Information

(See Part [C.3.2.2] of the RFO) <This provision should be used when the procurement has complex technical specifications. Ensure that you have also selected Part [C.3.2.2] (Schedule of Technical Information) in the RFO>

The Respondent is requested to submit a Schedule of Technical Information as part of its Offer. The Schedule of Technical Information must include the information specified in Part [C.3.2.2] of the RFO.

Complete the boxes below.

Has the Respondent submitted a Schedule of Technical Information detailing the information specified in [Part C.3.2.2] of the RFO as part of its Offer?

Yes

No

Provide the response to this Qualitative Requirement in an attachment named:

[Insert Request Number] –Attachment [E.10.2] – [Respondent legal entity name, e.g. ABC Pty Ltd]

E.11 GOODS DELIVERY, TRAINING, SERVICE AND MAINTENANCE (X%)

The Respondent must demonstrate a suitable proposal for delivery, training, service and maintenance of the required goods, and in doing so provide details about:

- (A) the delivery timeframe for the proposed goods;
- (B) availability of training and the nature of the proposed training;
- (C) warranty provisions including inclusions and exclusions and response times for warranty repairs;
- (D) the availability of spare parts in Western Australia;
- (E) the frequency of servicing requirements for the proposed goods; and
- (F) the arrangements for post warranty repairs and maintenance for the goods, including response times.

[<Select required option>Respondent to complete below: / Provide the response to this Qualitative Requirement in an attachment named:

[Insert Request Number] – Attachment [E.11] – [Respondent legal entity name, e.g. ABC Pty Ltd]

E.12 WORK HEALTH AND SAFETY (X%)

<Where elevated or novel WHS risks are identified, agencies should consider including qualitative criteria that address specific WHS risks or requirements. Some example criteria are listed below. This example can be used as a standalone qualitative requirement or built into an organisational capacity requirement>

The Respondent must describe how it will meet its work health and safety responsibilities in providing the proposed [goods / services / goods and/or services] including;

- (A) providing details of its work health and safety management system;
- (B) [describe requirements addressing the specific work health and safety requirements specified in Part F (Specification) of the RFO]; and
- (C) identifying work health and safety risks associated with the proposed [goods / services / goods and/or services] and how these risks are managed.

[<Select required option> Respondent to complete below: / Provide the response to this Qualitative Requirement in an attachment named:

[Insert Request Number] – Attachment [E.12] – [Respondent legal entity name, e.g. ABC Pty Ltd]

E.13 WAIPS PARTICIPATION PLAN ([10%] OR [20%])

(See Part C.3.2.1 of the RFO)

<A WAIPS Participation Plan qualitative requirement must be included for goods and / or services procurements with an estimated contract value of:

- Metropolitan - \$1 million and above;
- Regional - \$500,000 and above; and

where an exemption from including this criterion has not been granted by the Director General, Department of Jobs, Tourism, Science and Innovation (JTSI).

Agencies can choose whether this criterion is weighted at 10% or 20% by considering factors like (but not limited to) the contract value, duration, location, market competition and realisable benefits. Refer to the current [WAIPS Agency Operations Guide](#) for more detail, or email industrylink@jtsi.wa.gov.au.

If the Minister for Jobs has declared this procurement a Strategic Project, reflect any prescribed upward variation of the Participation Plan weighting.

You will need to assess whether a CORE or FULL Participation Plan is required, depending on the total estimated contract value:

CORE Participation Plan thresholds:

- Metropolitan - \$1 million to \$5 million
- Regional - \$500,000 to \$5 million

FULL Participation Plan threshold is over \$5 million in both the Metropolitan and Regional areas>

Has the Respondent completed a [core / full] Participation Plan and submitted the Participation Plan as part of their Offer?

Yes

No

If successful, the Requesting Agency will forward your Participation Plan to the Department of Jobs, Tourism, Science and Innovation.

Section F : Specified Personnel

<Option 1 – Select this option if the Respondent is not required to name any specified personnel. See Part F (Specification) of the RFO> This Section is not applicable to the Request.

<Option 2 – Select this option if Part F of the RFO requires the Respondent to provide details of specified personnel. Ensure that you include a qualitative requirement in Section E of this document that requires the nomination of specified personnel in this Section F. See Section E.7 for an example of a specified personnel qualitative requirement>

F.1 SPECIFIED PERSONNEL DETAILS

(See Part [F.3] of the RFO)

The Respondent must provide the following information in respect of particular personnel who are to carry out roles and tasks required under any [Standing Offer (if formed) and any] Contract (if awarded): <If the Request is for a standing offer procurement, by reference to the Standing Offer Deliverables, determine whether the Respondent should be required to nominate Specified Personnel at the Standing Offer level and the Contract Level>

- (A) the name, position title and role description of each person nominated as Specified Personnel;
- (B) [identify whether the person is nominated as Standing Offer Specified Personnel and/or Specified Personnel under the Contract;] <Select this provision if the Respondents are required to nominate Specified Personnel under the Standing Offer as well as Specified Personnel to deliver services under the Contract>
- (C) detail each person's availability for the [Standing Offer Term (if a Standing Offer is formed) and] Term of the Contract (if awarded);
- (D) provide a brief curriculum vitae for each person describing their qualifications, skills, industry experience [, licence details] and how their experience relates to the requirements of the Request; and <Ask for licence details if the role requires the person to hold a licence, e.g. a security licence or employment agent's licence etc. See Section E.8.2 as an example qualitative requirement requiring licensed Specified Personnel>
- (E) the name and contact details of an independent referee for each person.

F.1.1 Standing Offer Specified Personnel

<Only select this provision if Part F (Specification) of the RFO requires the Respondent to nominate Specified Personnel under the Standing Offer > Complete the boxes below for each person nominated as Standing Offer Specified Personnel under the Standing Offer (if formed). Add boxes as required.

STANDING OFFER SPECIFIED PERSONNEL 1	
Name	
Position Title / Role	

Availability	
Curriculum Vitae	<i>[Provide details here or in an attachment]</i>
Referee	

STANDING OFFER SPECIFIED PERSONNEL 2	
Name	
Position Title / Role	
Availability	
Curriculum Vitae	<i>[Provide details here or in an attachment]</i>
Referee	

F.1.2 Contract Specified Personnel

Complete the boxes below for each person nominated as Specified Personnel under the Contract (if awarded). Add boxes as required.

CONTRACT SPECIFIED PERSONNEL 1	
Name	
Position Title / Role	
Availability	
Curriculum Vitae	<i>[Provide details here or in an attachment]</i>
Referee	

CONTRACT SPECIFIED PERSONNEL 2	
Name	
Position Title / Role	
Availability	
Curriculum Vitae	<i>[Provide details here or in an attachment]</i>
Referee	

F.1.3 Specified Personnel Criminal Records and Conflicts of Interest Disclosure

(See Part E.2.3.2 of the RFO)

<If the Respondent is required to name Specified Personnel, all the disclosures below must be selected>An Offer which does not properly address any of the disclosure requirements in this Section F may be excluded from consideration by the Requesting Agency.

Complete the boxes below.

F.1.3.1 Imprisonment or Detention Offences

Have any of the Specified Personnel been convicted of a criminal offence that is punishable by imprisonment or detention?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>If Yes, provide details below or in an attachment.</i>	

F.1.3.2 Fine or Penalty Offences

Have any of the Specified Personnel been convicted of a criminal or statutory offence that is punishable by a fine or penalty of, or exceeding, \$10,000?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>If Yes, provide details below or in an attachment.</i>	

F.1.3.3 Conflict of Interest

Do any of the Specified Personnel have an actual, potential, or perceived conflict of interest in relation to the Request [the Standing Offer (if formed)] or performance of the Contract (if awarded)?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>If Yes, provide details below or in an attachment.</i>	

Section G : Referee Details

G.1 NOMINATED REFEREES

<Option 1 – Select this option if referee reports will be used for due diligence only, and will not be used as part of the qualitative assessment. Ensure that you also select Section C.2 (Referees) in the Compliance and Disclosure section of this document>The Requesting Agency may contact the Respondent’s referees for a referee report.

Complete the boxes below.

Are the persons listed below independent referees who have engaged the Respondent [in the last [X] years] in the delivery of contract(s) similar to that which may result from the Request?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>If Yes, complete the required information in Section G.2 below.</p> <p>If No, provide details below or in an attachment.</p>	

<Option 2 – Select this option if referee reports will be used as part of the qualitative assessment (see Section E of this document).>The Requesting Agency may contact a Respondent’s referee for a referee report and consider the information provided as part of the evaluation of the qualitative requirements described in Section E of the Response Form.

Complete the boxes below.

Are the persons listed below independent referees who engaged the Respondent[in the last [X] years] in the delivery of the contracts detailed by the Respondent in their response to [Section E.[X] ([Insert Qualitative Requirement])] of the Response Form?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>If Yes, complete the required information in Section G.2 below.</p> <p>If No, provide details below or in an attachment.</p>	

G.2 REFEREE DETAILS

REFEREE 1	
Name	
Position Title	
Organisation	
Contact Number	

<i>Contact Email</i>	
<i>Contract / Project Name</i>	
<i>Describe contract deliverables / work undertaken and when it took place:</i>	

REFEREE 2	
<i>Name</i>	
<i>Position Title</i>	
<i>Organisation</i>	
<i>Contact Number</i>	
<i>Contact Email</i>	
<i>Contract / Project Name</i>	
<i>Describe contract deliverables / work undertaken and when it took place:</i>	

Section H : Pricing

<Important Note: Ensure any instructions to Respondents and the format / content requirements in this Section is consistent with the requirements in Part G (Pricing Requirements) in the RFO>The requirements in Part G (Pricing Requirements) of the RFO form part of this Section H of the Response Form.

H.1 OFFERED PRICE

<EXAMPLE 1: Lump Sum (for Goods)>All costs must be fully declared in your Offer. Any costs that are not clearly identified in your Offer will not be accepted when approving payments under a Contract (if awarded).

Complete the table below.

Description	Quantity Required	AUD\$ Price Per Unit (incl GST)	AUD\$ Total Cost (incl GST)
(A) Supply and Delivery of Goods			\$
(B) Training			\$
(C) Post Warranty Service and Maintenance			\$
(D) Other Costs (f applicable, provide details)			\$
Total Cost (inclusive of GST) = A + B + C + D			\$
Describe 'Other Costs' if applicable:			

<EXAMPLE 2: Hours (for Services). Adapt the column headers as needed to capture required information>All fees and charges must be fully declared in your Offer. Any fees and charges that are not clearly identified in your Offer will not be accepted when approving payments for engagements under a Contract (if awarded).

Complete the table below.

(A) The Respondent must provide a fixed fee based on [X] hours [per annum] as detailed in the RFO.	
Total fixed fee based on number of hours specified in the RFO:	\$

(B) Given the hours and fixed fee provided above, the Respondent must also provide the hourly rates proposed to be charged for the provision of the proposed services, stratified on the basis of the staffing requirements and levels assessed by the Respondent as being required to meet the deliverables described in Part F (Specification) of the RFO. The proposed hourly rates must include all management and supervision hours and charges.

Description of Services	Name & Position	Hours Allocated Per Person	AUD\$ Hourly Rate (inc GST)	AUD\$ Total Cost (inc GST)
			\$	\$
			\$	\$
			\$	\$
Other Costs (if applicable, provide details):				\$
Total fixed fee based on number of hours specified in the RFO:				\$
<i>Describe 'Other Costs' if applicable:</i>				
(C) Do the above hourly rates also apply to hours over and above the slated hours?				
Yes <input type="checkbox"/>			No <input type="checkbox"/>	
<i>If No, detail the applicable rates below:</i>				

<EXAMPLE 3: Schedule of Rates (for Services). Adapt the column headers as needed to capture required information> All fees and charges must be fully declared in your Offer. Any fees and charges that are not clearly identified in your Offer will not be accepted when approving payments for engagements under a Contract (if awarded).

Complete the table below.

Position/Job Title	All hourly rates to be quoted as GST inclusive			
	AUD\$ Hourly Rate (Normal Business Hours)	AUD\$ Hourly Rate (Outside Normal Business Hours)	AUD\$ Maximum Daily Rate (Normal Business Hours)	AUD\$ Maximum Daily Rate (Outside Normal Business Hours)
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$

	\$	\$	\$	\$
Other Costs (if applicable, provide details):				\$
Describe 'Other Costs' if applicable:				
Travel and Accommodation Costs (if applicable, provide details):				\$
Describe 'Travel and Accommodation Costs' if applicable:				
Disbursements and Other Charges (if applicable, provide details):				\$
Describe 'Disbursements and Other Charges' if applicable:				

<EXAMPLE 4: Schedule of Rates for Specified Personnel. Use this option if Part F (Specification) of the RFO requires the Respondent to name Specified Personnel and provide an Offered Price by reference to each Specified Personnel's hourly rate. Adapt the column headers as need to capture required information>All fees and charges must be fully declared in your Offer. Any fees and charges that are not clearly identified in your Offer will not be accepted when approving payments for engagements under a Contract (if awarded).

Complete the table below.

All hourly rates to be quoted as GST inclusive				
Specified Personnel (Name / Job Title)	AUD\$ Hourly Rate (Normal Business Hours)	AUD\$ Hours Rate (Outside Normal Business Hours)	AUD\$ Maximum Daily Rate (Short Term Engagement)	AUD\$ Maximum Daily Rate (Long Term Engagement)
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
Other Costs (if applicable, provide details):				\$
Describe 'Other Costs' if applicable:				
Travel and Accommodation Costs (if applicable, provide details):				\$
Describe 'Travel and Accommodation Costs' if applicable:				

Disbursements and Other Charges (if applicable, provide details):	\$
Describe 'Disbursements and Other Charges' if applicable:	

H.2 SETTLEMENT DISCOUNT

(See Part [G.4] of the RFO)

<Only include this provision if you have selected Part [E.2.2(e)(i)] and Part [G.4] of the RFO and payment within 7, 14 or 21 days is feasible. If not, delete this Section H.2.

Item (C) below must be deleted if most invoices are likely to be under \$1 million, as all invoices under \$1 million must be paid within 20 days in accordance with Treasurer's Instruction 323.

If settlement discounts are offered by the Respondent, the discounted Offered Price/s must be taken into account when evaluating Offers.>Does the Respondent agree to offer a settlement discount on payments received within the time frames specified below?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes, complete the required information below:	
(A) A settlement discount of:	% is offered if payment of the Price or that part of the Price specified in an invoice is made within seven (7) days of the date of the invoice
(B) A settlement discount of:	% is offered if payment of the Price or that part of the Price specified in an invoice is made within fourteen (14) days of the date of the invoice
(C) A settlement discount of:	% is offered if payment of the Price or that part of the Price specified in an invoice is made within twenty one (21) days of the date of the invoice

H.3 IMPORTED CONTENT

(See Part [G.5.1] of the RFO)

<The imported content impost is not mandatory under the Buy Local Policy 2022, so agencies can use their discretion to determine whether to include it in the Request RFO and this document.>Refer to Part [G.5.1] of the RFO for the definition of Imported Content and the Imported Content Impost.

By reference to the RFO, list details of any Imported Content included in your Offer in the boxes below (add rows if required).

[Goods / Services / Items] Description	Country of Origin	Cost \$ (Incl. GST)
		\$
		\$

Total Cost of Imported Content =	\$
----------------------------------	----

H.4 REGIONAL PRICE PREFERENCES

(See Part [G.5.2] of the RFO)

<Part [G.5.2] of the RFO and this corresponding Section H.4 is mandatory under the Buy Local Policy if the contract Point of Delivery is located in Zone 2 or 3. If the contract Point of Delivery is located in Zone 1, Part [G.5.2] of the RFO and this Section H.4 may be deleted.>Eligible Respondents can claim either a Regional Business Preference or a Regional Content Preference, but not both.

H.4.1 Regional Business Preference

Respondents that wish to claim eligibility for the Regional Business Preference must complete the boxes below.

(A) What is your total Offered Price?	AUD\$ (GST inclusive)
(B) Is your business located within the Prescribed Distance from the contract Point of Delivery (excluding Zone 1, Perth Region)?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>If Yes, complete items (C) to (H) below:</i>	
(C) Does your business maintain a permanent operational office within the Prescribed Distance?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>If Yes, provide the address for the relevant permanent operational office below:</i>	
(D) Has your business been conducted from the above listed permanent operational office for at least the six (6) months prior to the date the RFO was issued?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
(E) Is your business resourced by a least one person who permanently resides within the Prescribed Distance?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
(F) Is your business:	
<ul style="list-style-type: none"> registered and/or licensed as the RFO / law requires; and entitled to operate within Western Australia? 	
Yes <input type="checkbox"/>	No <input type="checkbox"/>

(G) Have you bid from your permanent operational office?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
(H) Will your business manage / deliver the majority of the outcomes under the Contract (if awarded) from the permanent operational office specified above?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>

H.4.2 Regional Content Preference

Respondents that wish to claim eligibility for the Regional Business Preference must complete the boxes below.

(A) Is the Respondent's business located outside of the Prescribed Distance from the contract Delivery Point specified in Part A.2 of the RFO?		
Yes <input type="checkbox"/>		No <input type="checkbox"/>
<i>If Yes, complete item (B) below:</i>		
(B) Does the Respondent intend to purchase goods, materials and/or services for use in the Contract (if awarded) from businesses that are located within the Prescribed Distance from the contract Point of Delivery (excluding Zone 1, Perth Region)?		
Yes <input type="checkbox"/>		No <input type="checkbox"/>
<i>If Yes, complete item (C) below:</i>		
(C) List details of the goods and/or services, including proposed subcontracting arrangements that the Respondent intends to purchase from businesses that are located within the prescribed distance from the contract Point of Delivery (excluding Zone 1, Perth Region).		
<i>Include the value of the goods and/or services in the table below. Insert more rows or attach an additional list if required.</i>		
Description of the Regional Goods and/or Services	Regional Business Name and Location	Cost AUD\$ (Incl. GST)
		\$
		\$
		\$
Total Cost of Regional Content (incl. GST) =		\$

Section I : Alternative Proposal

(See **Part C.4** of the RFO)

<Select either Option 1 or Option 2, as required. Do not delete both options.

Option 1 – Select if alternative proposals are not permitted under **Part C.4** of the RFO>Alternative proposals are not applicable to this Request.

<**Option 2** - Select if alternative proposals are applicable pursuant to **Part C.4** of the RFO, include the boxes below>Complete the boxes below.

Has the Respondent submitted an alternative proposal in addition to an Offer which complies with Part F of the Request?	
Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If Yes, the Respondent must provide a detailed description of the manner in which the alternative proposal differs from what is specified in the Request. Provide the alternative proposal in an attachment.	

Section J : Attachments

<This Section J of the Response Form is an optional Section. If the RFO is complex and Respondents are likely to need to submit a number of attachments, together with the Response Form, considering using this Section and the check box table below to allow the Respondent to record the attachments submitted>The Respondent must identify all sections of the Response Form in response to which it has submitted an attachment documenting part of its Offer.

Select the 'Attachment Submitted' check box in the table below to identify each attachment submitted.

<The table below lists all sections which allow the Respondent to submit a response in the form of an attachment. The optional sections are formatted in blue optional text.

The section numbers in the table are auto-cross reference fields. After you have selected or deleted the required sections in the body of this document, you can update the fields in the table by pressing 'Ctrl + A' and then F9 to update all fields.

Prior to finalising this document, review the listed sections:

- delete the optional sections that have not been selected in the body of this document;
- remove the optional text formatting (select the text and press 'Ctrl + spacebar') from the optional sections that have been selected;
- if you limit the sections under which Respondents may submit an attachment, update this list below to reflect those changes; and
- do a final check / update of the section numbers and headings below (select all text in the table and press F9 to update the auto-cross reference fields)>

RESPONSE FORM SECTION	Attachment Submitted
B.3 Licences and Statutory Approvals	<input type="checkbox"/>
B.4 Quality Standards	<input type="checkbox"/>
C.2 Referees	<input type="checkbox"/>
C.3.1.1 Request for Supply Documents	<input type="checkbox"/>
C.3.1.2 Standing Offer Conditions	<input type="checkbox"/>
C.3.1.3 Standing Offer Details	<input type="checkbox"/>
C.3.1.4 Contract Conditions	<input type="checkbox"/>
C.3.1.5 Contract Details	<input type="checkbox"/>
C.4.1.1 Respondent as Agent or Trustee	<input type="checkbox"/>
C.4.1.2 Respondent Acting Jointly with Others	<input type="checkbox"/>

RESPONSE FORM SECTION	Attachment Submitted
C.4.1.3 Subcontractors	<input type="checkbox"/>
C.4.2.1 Criminal Convictions – Imprisonment or Detention Offences	<input type="checkbox"/>
C.4.2.2 Criminal Convictions – Fine or Penalty Offences	<input type="checkbox"/>
C.4.3 Conflict of Interest	<input type="checkbox"/>
C.4.5.1 Independent Evidence of Financial Solvency	<input type="checkbox"/>
C.4.5.2 Financial Resources	<input type="checkbox"/>
C.4.6.1 Competitive Neutrality – Commercial Basis	<input type="checkbox"/>
C.4.6.2 Competitive Neutrality – Chief Executive Officer Certification	<input type="checkbox"/>
C.4.6.3 Independent Expert Verification	<input type="checkbox"/>
C.4.7 Professional Standards Scheme	<input type="checkbox"/>
C.4.8 Licences and Statutory Approvals	<input type="checkbox"/>
C.4.9 Quality Standards	<input type="checkbox"/>
C.4.10 Current Workload and Technical Resources	<input type="checkbox"/>
C.4.11 Government Policies	<input type="checkbox"/>
C.4.11.1 Gender Equality in Procurement	<input type="checkbox"/>
D.1 Certificates of Currency	<input type="checkbox"/>
D.2.1 Obtain Standing Offer Insurances	<input type="checkbox"/>
D.3.1 Obtain Contract Insurances	<input type="checkbox"/>
E.2 Qualitative Requirements – Organisational Capacity	<input type="checkbox"/>
E.3.1 Qualitative Requirements – Experience	<input type="checkbox"/>
E.4.1 Qualitative Requirements – Capacity and Experience	<input type="checkbox"/>
E.5.1 Qualitative Requirements – Organisational Capacity and Personnel	<input type="checkbox"/>
E.6 Qualitative Requirements – Suitability of Proposed Services	<input type="checkbox"/>
E.8.1 Qualitative Requirements – Supervisory Personnel and Emergency Response	<input type="checkbox"/>

RESPONSE FORM SECTION	Attachment Submitted
E.8.2 Qualitative Requirements – Licensed Specified Personnel	<input type="checkbox"/>
E.9 Qualitative Requirements – Methodology	<input type="checkbox"/>
E.10.1 Qualitative Requirements – Proposed Goods	<input type="checkbox"/>
E.10.2 Qualitative Requirements – Schedule of Technical Information	<input type="checkbox"/>
E.11 Qualitative Requirements – Goods Delivery, Training, Service and Maintenance	<input type="checkbox"/>
E.12 Qualitative Requirements – WAIPS Participation Plan	<input type="checkbox"/>
F.1.1 Standing Offer Specified Personnel	<input type="checkbox"/>
F.1.2 Contract Specified Personnel	<input type="checkbox"/>
F.1.3.1 Specified Personnel – Imprisonment or Detention Offences	<input type="checkbox"/>
F.1.3.2 Specified Personnel – Fine or Penalty Offences	<input type="checkbox"/>
F.1.3.3 Specified Personnel – Conflict of Interest	<input type="checkbox"/>
G.1 Nominated Referees	<input type="checkbox"/>
Section I Alternative Proposal	<input type="checkbox"/>

Appendix 1 : Maintenance Agreement Form

(See Part [C.3.2.3] of the RFO)

<If the RFO requires Respondents to complete a Maintenance Agreement Form, insert the required Form in this Appendix. If a Maintenance Agreement Form is not required, delete this Appendix>

[Insert Maintenance Agreement Form and instructions to Respondents]

Appendix 2 : [Insert Title]

Exhibit A : [Insert Title]
