DMS No. insert DMS number

# Request for Quote for Cultural Heritage Services from Aboriginal or Torres Strait Islander Party or 3rd Party Provider

# RFQ NO. XXXX

The Department of Transport and Main Roads invites offers for the provision of Cultural Heritage Services as specified in Section 1 – Service Requirements.

Section 2: Provider’s Response further below allows suppliers to respond to the requirements in Section 1. It is mandatory that the supplier completes Section 2 and submits it to the Department of Transport and Main Roads by the date and time specified in Section 1: Service Requirements.

## Section 1 – Service Requirements (completed by Transport and Main Roads)

| Requirements | |
| --- | --- |
| Purpose | Transport and Main Roads requires <insert Aboriginal Party / 3rd Party Provider name> to deliver <insert high-level description of service/requirement>.  **Delete the following before issuing RFQ to supplier:** E.g. Transport and Main Roads requires Aboriginal Party to deliver cultural heritage services, including a site survey, report and monitoring, for the West Moreton-Boonah Rd Intersection Upgrade project (Project ID 1234). |
| Background | Transport and Main Roads is delivering the <insert project name> in <insert local government area>, on <insert name of road/location/facility>. The project is required due to <insert justification for the works> and will achieve <insert benefits of project>. The project will be delivered under a <insert contract type> with funding from <insert brief description of funding arrangement>.  **Delete the following before issuing RFQ to supplier:** E.g. Transport and Main Roads is delivering the West Moreton-Boonah Rd Intersection Upgrade project (Project ID 1234) in Ipswich City Council on the Cunningham Highway. The project is required due to increased traffic volumes in the region, a need for signals, a need to increase the number of turn-right lanes and to improve pedestrian and bicycle safety, and will achieve improved community safety and more efficient traffic movement. The project will be delivered under a Transport Infrastructure Contract (TIC) administered by Transport and Main Roads, with funding from State and Federal governments. |

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| Scope of Services | For <insert project name> Transport and Main Roads requires <insert Aboriginal Party / 3rd Party Provider name> to deliver the following services <insert list / description of required services>  **Delete the following before issuing RFQ to supplier:** E.g. For the West Moreton-Boonah Rd Intersection Upgrade project (Project ID 1234) Transport and Main Roads requires the Aboriginal Party to deliver the following services:   1. Initial 4 hour project meeting. 2. One (1) day cultural heritage survey of project footprint (see map in Appendix 1). 3. Drafting of report on survey findings. 4. Provisional items dependent on outcomes of survey: negotiation and drafting of Cultural Heritage Management Agreement and construction phase cultural heritage monitoring. |
| Contract Period | The services on <insert project name> must be delivered between <list the applicable timeframes for this service>  **Delete the following before issuing RFQ to supplier:** E.g. The services on West Moreton-Boonah Rd Intersection Upgrade project (Project ID 1234) must be delivered in April 2019. The provisional items may be delivered in June & July 2019 during construction. |
| Deliverables | Transport and Main Roads requires the following deliverables from the <insert Aboriginal Party / 3rd Party Provider name> for the <insert project name>: <Detail the expected deliverables for the Aboriginal Party / 3rd Party Provider. It should state what needs to be delivered, to what standard and in what timeframe/s>  **Delete the following before issuing RFQ to supplier:** E.g. Transport and Main Roads requires the following deliverables from the Aboriginal Party for the West Moreton-Boonah Rd Intersection Upgrade project:   1. Attendance of representatives at project meeting on 1 April 2019 at Transport and Main Roads Offices, 123 Fake Street QLD. 2. Conduct cultural heritage survey of project footprint (Appendix 1), including recording of cultural heritage sites, objects for features. 3. Draft report on survey findings, including management recommendations. 4. Provisional items: Assist in negotiating and drafting a CHMA, including sign-off. Provide representatives for cultural heritage monitoring during construction of high risk areas in the project footprint as identified in the report. |
| Constraints | The <insert Aboriginal Party / 3rd Party Provider name> should be aware of the following constraints when planning and delivering the required services <insert list / description of any constraints that may act as barriers to developing the deliverables identified in this project>  **Delete the following before issuing RFQ to supplier:** E.g. The Aboriginal Party should be aware of the following constraints when planning and delivering the required services:   1. Access to properties 12SP34553 and 124SP68678 is limited and pre-access approval to enter the properties must be obtained from Transport and Main Roads. 2. A Safe Work Method Statement must be submitted to Transport and Main Roads 5 days before any field work commences. 3. A maximum of four people are permitted on the survey due to safety concerns of working close to traffic. 4. Transport and Main Roads will provide direction, comments and advice on any documents, reports, etc. and reasonably expects the contractor to address these. |
| Criminal History Check (CHC) | The Supplier must complete a CHC for all employees working on this service:  Yes  No  If yes, the Supplier must provide Transport and Main Roads with the original or a certified copy of the CHC/s prior to commencement of any work under the contract. Transport and Main Roads will consider the CHC/s and take action as required as per the *Criminal History Checks for Contractors and Consultants* Policy. |

### Evaluation Criteria

Selection of Services is based on the following evaluation criteria (can be updated):

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| --- | --- |
| Evaluation Criteria No. | Description |
| EC1 | Quote amount (day / hourly rate or lump sum) (in dollars) |
| EC2 | Commitment of contract duration/period |
| EC3 | Response to services required |

### Selection Process

The Offer evaluation process will involve an assessment of the response received against the evaluation criteria listed above. Transport and Main Roads reserves the right to seek clarification during the evaluation process using the evaluation criteria contained above. The evaluation process may also involve discussions with referees, financial and corporate checks, a meeting with the Aboriginal Party / 3rd Party Provider and site visit assessment.

### Contractual Administration

Representing the department will be the <insert position>, Transport and Main Roads, currently located at <physical address>, telephone (07) xxxx xxxx, email: xxxx

Formal communication should be directed, in writing to:

<Insert address>

### Administration Communication

The Aboriginal Party / 3rd Party Provider will be required to communicate regularly with the <Project Director/Manager or Cultural Heritage Officer> or representative to report progress and key issues. This could take the form of individual meetings or short written reports as agreed between the consultant and the <Project Director/Manager or Cultural Heritage Officer>.

### Terms and Conditions

The insert contract type (e.g. Goods & Services, Small Scale Minor Works, etc) terms and conditions will apply to this engagement. These can be accessed here: insert link.

Additionally, the tasks and conditions stipulated in Schedule A of Transport and Main Roads’ EP173 *Procurement and Payment Policy for Aboriginal or Torres Strait Islander Parties or 3rd Party Providers* under the *Aboriginal Cultural Heritage Act* 2003 and *Torres Strait Islander Cultural Heritage Act* 2003 will apply to this engagement, or any later revision.

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| Insurance requirements | 1. Workers’ Compensation Insurance in accordance with the Workers’ Compensation and Rehabilitation Act 2003 (Qld). 2. Public Liability insurance for a minimum of $20 million in respect of each claim. 3. insert any other insurances e.g. Professional indemnity. |
| **Lodgement of Submission:** | 1. How will offers be submitted e.g. eTender, email, physical tender box (number of copies required)> |
| Closing Date | insert dd/mm/yyyy insert time |
| **Offer Validity Period:** | <number of days quotes must remain valid > |
| Contract officer | insert Contact Officer name, insert Contact Officer position title |
| insert Contact Officer phone number |
| insert Contact Officer email address |
| Contracts Management | The Customer’s Complaint Manager is the Chief Procurement Officer  Department of Transport and Main Roads  GPO Box 1412  Brisbane Qld 4001  Ph: (07) 3066 1747  E: [Chief Procurement Officer](mailto:procurement_requests@tmr.qld.gov.au) |
| **Mandatory Requirements:** | The following criteria are mandatory:   1. The supplier must comply with the Ethical Supplier Threshold. |
| **Submission Requirements:** | 1. Completion of Section 2 – Providers Response |

## Section 2 – Providers Response

Please complete the below table with your responses as requested.

Note: It is mandatory to complete this form, Transport and Main Roads **will NOT** accept any separate form/s. Any supporting document/s can be attached with this response form.

|  |  |  |
| --- | --- | --- |
| Providers details: | | |
| **Provider’s Name** |  | |
| **ACN/ABN** |  | |
| **Address** |  | |
| **Postal Address** (if different from above) |  | |
| **Contact Officer’s Name** |  | |
| **Phone Number** |  | |
| **Email Address** |  | |
| Insurance details: | | |
| Public Liability  (as required) | Insurer’s Name: |  |
| Policy Number: |  |
| Insured Amount: |  |
| Name Insured: |  |
| Expiry Date: |  |
| Work Cover Details | Insurer’s Name: |  |
| Policy Number: |  |
| Insured Amount: |  |
| Name Insured: |  |
| Expiry Date: |  |

| Evaluation Criteria | Provider’s Response | | |
| --- | --- | --- | --- |
| EC1  Quote amount $  (day / hourly rate or lump sum) | **Net Quote Amount**  (exclusive of GST) | **GST Component** | **Total Quote Amount**  (inclusive of GST) |
| $ | $ | $ |
| EC2  Commitment of contract duration / period |  | | |
| EC3  Experience in delivering similar services |  | | |

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| **Departures from the Conditions of Contract (including Special Conditions)** | ***Clause Number*** | | ***Proposed departures, variations  and additions*** |
| insert clause number | | insert details of proposed departures / variations / additions |
| **Deviations from specifications / scope:** | Insert text | | |
| **Ethical Supplier Threshold** | Please provide the following details about the Supplier:  Has the Supplier:   * 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? * contravened a civil remedy provision of Chapter 2, 3, 4, 5, or 7 of the *Industrial Relations Act 2016*, or committed an offence against the Industrial Relations Act, or failed to pay employment related levies, or other payments, established under Queensland 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 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*, 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, please provide full and complete details: Insert text | | |
| **Principles of Ethical Business** | The Queensland Government is committed to doing business with ethically, environmentally and socially responsible suppliers. Transport and Main Roads 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   Transport and Main Roads 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, please advise what is preventing you from aligning to the principles of ethical business. Insert text | | |
| **Conflict of Interest and Collusion:**  **(disclose if applicable)** | **Conflict of Interest:**  Suppliers must provide details of any possible conflict of interest that exists or may arise in relation to the making and/or acceptance of their Offer. If there is nothing to declare, please insert “None”. Insert text  The following conflict of interest management strategies are to apply state-wide across all situations where a supplier is the 3rd party provider of representatives from an Aboriginal Party (3rd Party Provider) and is also the technical adviser for that same Aboriginal Party (Supplier).   1. Transport and Main Road's agreement to pay for technical adviser work from a particular Supplier will be on a project by project basis (unless a service agreement or whole of country agreement exists) and will be based on the Aboriginal Party making the request direct to Transport and Main Roads, not based on a request from the relevant Aboriginal Party's preferred technical adviser. 2. The Supplier will not approve or endorse invoices or be involved in discussions that have financial implications, other than providing quotes and payment rates for services as per EP173. Departmental staff will make the final financial decision on what services are commissioned and paid for by the department. 3. For each engagement, Transport and Main Roads will request a quote for services from the Supplier and evaluate that quote. 4. All reports and recommendations prepared by the Supplier will also be reviewed by Transport and Main Road's Cultural Heritage staff, and the Supplier will amicably work with the department to address any comments, issues or concerns Transport and Main Roads has with the reports and/or recommendations. Where disputes occur, the dispute may be escalated to Transport and Main Road's Program Management and Delivery branch for review and advice. 5. Where practicable, the Supplier will utilise different staff for technical advice for the Aboriginal Party to the staff utilised for the 3rd Party Provider services. This is to ensure that these roles are separated. Where any meetings or discussions are to be held in order to negotiate project management strategies, the meetings will be attended by Transport and Main Roads and the Aboriginal Party without the attendance of the Supplier unless specifically requested and justified by the Aboriginal Party and agreed by the department. Final strategies (e.g. a CHMA or CHMP) are to be signed off/endorsed by the Aboriginal Party, not the Supplier. 6. Where any concerns about conflict of interest are raised by Transport and Main Roads on a specific project, the Supplier, representative/s from the Aboriginal Party and departmental staff will meet at the earliest convenience to resolve the issue on that project.   If any departures from the above, negotiate with the Transport and Main Roads Contract Manager and record outcome. Final strategies to be submitted to [TMR.Heritage@tmr.qld.gov.au](mailto:TMR.Heritage@tmr.qld.gov.au) | | |
| **Collusion:**  In submitting its Offer, the Supplier warrants to the Eligible Customer that it fully complies with clause 23.5 of the Conditions of Offer, except as expressly disclosed in this Response Form. The Supplier must disclose the full nature and extent of any agreements with competitors to the Eligible Customer. If there is nothing to disclose, please insert “Nil”. Insert text | | |
| **Small Business Notification** | Transport and Main Roads supports the Queensland Government On-Time Payment Policy and encourages small businesses to register on the On-time Payment Small Business Register for reduced 20 day payment terms. The register is located at www.qld.gov.au/on-time-payments.  Small businesses are eligible if they had fewer than 20 employees at the date of the contract. | | |
| **Authorisation, Certification and Execution by Supplier** | As the authorised officer named below, I certify that in submitting the Supplier’s Response on behalf of the Supplier:   * + - 1. I have the appropriate authority to authorise the Supplier’s Response       2. I have read, understood and complied with the Requirements of the Request for Quote.       3. It is a mandatory criteria that the Supplier must: * comply with the Ethical Supplier Threshold; and * have complied with the Ethical Supplier Threshold:   + where this RFQ is released on or before 1 August 2024, since 1 August 2019; or   + where this RFQ is released after 1 August 2024, during the prior five years.  1. I will comply with the Conflict of Interest restrictions outlined above. 2. I have read the Queensland Government's Supplier Code of Conduct, I understand the Code's requirements and will ensure the company and all staff will comply with the requirements 3. The enclosed Supplier’s Response is a true and accurate account of our offer. | | |
| **Name:** | insert name | |
| **Signature & Date:** |  | |