**CT ANNEXURE A**

**TENDER SUBMISSION**

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

The following is the information to be submitted by all tenderers. **For further important details relating to the evaluation criteria, please refer to CT Annexure B in this document.**

Tenders should be succinct and address the criteria directly. Written responses must be a minimum font size of Arial 11 point (or equivalent) and must not exceed the maximum number of A4 pages specified for each criterion. Any images, graphs, diagrams and requested attachments (e.g. CVs) are excluded from the page count. Tenderers are advised that the evaluation panel will not take into account any information contained in pages that exceed the specified maximum.

* + 1. **Non-price Criteria (XX%)**

**Design (XX%)**

1. Identify projects completed by the tenderer that showcase:
2. the design philosophy and skills you believe relevant to this project;
3. examples of innovative design that have added significantly to service delivery effectiveness that could be applied to this project;
4. the professional design skills and experience required to successfully deliver this project;
5. meeting government targets for ecological sustainability including achieving an efficient design in regard to both ongoing ESD performance and construction waste minimisation.

(six (6) A4 pages + project presentation materials)

**Project Objectives (XX%)**

1. The proposed approach to:
2. meeting and maintaining briefed standards of quality, meeting prescribed timeframes and achieving a value for money design which meets current and life cycle needs;
3. identification of assessed major risks and opportunities and description of strategies for mitigating these risks and realising the opportunities;
4. ensuring the project’s design will provide a safe working environment for constructors and end users.

(four (4) A4 pages)

**Lead PSC Team Members (XX%)**

1. The proposed key personnel from your organisation, their proposed role, why selected, their direct experience in the projects nominated under 2.2.1, their CVs and their current locations.
2. The direct experience, role and/or relationship of your key personnel in projects with a similar and/or equivalent proposed procurement methodology.
3. (if applicable) The joint venture or similar instrument of agreement identifying the lead party and outlining the respective responsibilities of the parties in relation to the Services to be provided under the Contract.

(three (3) A4 pages + Agreement (if applicable). CVs to be included separately as an appendix)

**Subcontractor Team Members (XX%)**

1. The proposed subcontractor key personnel, their proposed role, why selected, their experience in similar/equivalent projects and their CVs.
2. How any subcontractors and/or personnel located interstate (if any) will be integrated with the design team.
3. the proposed cost manager and its key personnel, why selected and key personnel CVs.

(three (3) A4 pages. CVs to be included separately as an appendix)

**1.1.2 South Australian Industry Participation Policy (SAIPP) (15% evaluation weighting)**

Tenderers contracting to the Government of South Australia are required to comply with SAIPP and the supporting procedural and reporting requirements.

It should be noted under the functions of the *Industry Advocate Act 2017* the Industry Advocate has the discretion to review and assist in the negotiations for Industry Participation Plans to ensure that they comply with the SAIPP prior to the finalisation of contract conditions.

*An Industry Participation Plan (IP Plan) will apply:*

* *To all procurements valued greater than $550,000 (with the minimum or increased weighting).*
* *There is are a mandatory requirement to use a Tailored IP Plan for projects above $50 million (with the minimum or increased weighting).*

*Include additional below wording if a Tailored IP Plan applies*

The SAIPP Procedural Guidelines require that project design specifications should not be an obstacle to the South Australian supply of required goods or services.

The Department highlights that the design specification must comply with all contractual requirements including but not limited to the use of Australian Standards and references to a specific brand or product should not be specified unless it is essential and must be accompanied by ‘or equal approved’.

*(Where an expanded economic development opportunity exists consideration should be given to increasing the minimum 15% weighting in discussion with the Office of the Industry Advocate). Update as appropriate.*

*Below wording is based on a regional/metro project - update accordingly*

The tenderer must complete an Industry Participation Plan online, via the following website:

<https://industryadvocate.sa.gov.au/policy-and-resources/>

When completing the online form, the tenderer is to select **South Australia Regional/ or Metro** as the region the contract will predominantly be delivered into, and to enter **XXXX** as the project postcode.

The tenderer must submit a copy of the completed **Tailored Industry Participation Plan** with its tender.

For assistance with completing the online form, tenderers should contact:

Office of the Industry Advocate

Phone 8226 8956

Email oia@sa.gov.au

Failure to comply with a requirement set out in the tender documents relating to the South Australian Industry Participation Policy may result in the tender not being considered.

* + 1. **Price (XX%)**

By completing the DIT Tender Form and Schedules of Information in full (all five sheets in the spreadsheet) your tender must advise:

1. fixed and indicative lump sum fees including GST;
2. fixed and indicative upper limit disbursements including GST;
3. hours and hourly fee charges including GST.
	* 1. **General**
4. Evidence of appropriate Work Health and Safety training for professional service contractor personnel who will attend construction sites (e.g. White Card training);
5. Evidence that the tenderer holds the following licences, registrations or permits:
6. Provide licence/registration/permit relevant to the professional services, e.g. registration with the Architectural Practice Board of South Australia, including applicable Categories and Subcategories.
	* 1. **Other Information**

Your tender should include any other relevant information you consider will assist the tender evaluation panel in its appraisal to be attached to your submission as an appendix advising why the information is applicable to this project and how it can be helpful in assisting the evaluation panel in reaching its decision.

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