

4 RESPONDENT'S OFFER**4.1 FORM OF RESPONSE**

The Chief Executive Officer
Town of Victoria Park
99 Shepperton Rd
VICTORIA PARK WA 6101

I/We (Company Name): _____
(Block Letters)

Trading Name: _____

of: _____
(Registered Street Address)

Suburb: _____ State: _____ Post Code: _____

ABN _____ ACN (if any) _____

Telephone No: _____ Facsimile No: _____

E-mail: _____

In response to RFP: TVP/21/07 - Design Review Panel

I/We agree that I am/We are bound by, and will comply with this Request and its associated schedules, attachments, all in accordance with the Conditions of Responding contained in this Request signed and completed.

The submitted Offer is valid up to ninety (90) calendar days from the date of the Response closing or forty-five (45) days from the Council's resolution for determining the Response, whichever is the later unless extended on mutual agreement between the Principal and the Respondent in writing.

I/We agree that there will be no cost payable by the Principal towards the preparation or submission of this Response irrespective of its outcome.

I/We agree and accept the proposed fixed consideration as provided under Clause 1.23 and Clause 2.6 of this Request.

Dated this the _____ day of _____ 2021

Signature of authorised person: _____

Name of authorised signatory (BLOCK LETTERS): Mr. Mrs. Ms. Please tick one.

First Name: _____ Surname: _____

Position: _____ Telephone No: _____

Authorised Signatory Postal Address: _____

Email Address: _____

4.2 COMPLIANCE CRITERIA

The following checklist has been provided to assist you with your submission. Where it is necessary to provide additional information please ensure that all documents are clearly marked with the relevant attachment title to assist the evaluation panel with their assessment.

Please select with a yes or no whether you have complied with the following compliance criteria. Supply details where possible in attachments labelled with the appropriate headings. These criteria will not be point scored. Each Response will be assessed on a Yes / No basis as to whether the criterion is satisfactorily met. An assessment of “No” against any criterion may eliminate the Response from consideration.

4.2.1 COMPLIANCE CRITERIA QUESTIONNAIRE

1) Compliance with Conditions of Responding

Description of Compliance Criteria			Yes / No
i. Compliance with the Conditions of Responding and the requirements of the General Conditions of Contract as provided in Part 3 of this Request. If "NO", please provide further details in the below table provided			
Clause No	Contract Condition	Reason/Comments	
ii. Compliance with the Specifications as provided in Part 2 of this Request.			
iii. Completion of Part 4 - Respondent's Offer, inclusive of acceptance of proposed fixed consideration as provided in Clause 1.23 and Clause 2.6 of this Request.			

2) Organisational Profile

Attach a copy of your organisation structure and provide background information on your company and label it “ Organisation Structure ”. (No more than 10 pages)	“ Organisation Structure ”	Tick✓if attached <input type="checkbox"/>
If companies are involved, attach their current ASIC company extracts search including latest annual return and label it “ ASIC Extract ”.	“ ASIC Extract ”	Tick✓if attached <input type="checkbox"/>
Are you acting as an agent for another party? If Yes , attach details (including name and address) of your principal.	“ Agency ”	Tick✓if attached <input type="checkbox"/>
Are you acting as a trustee of a trust? If Yes , give the name of the trust and include a copy of the trust deed (and any related documents); and if there is no trust deed, provide the names and addresses of beneficiaries	“ Trust Deed ”	Tick✓if attached <input type="checkbox"/>
Will any actual or potential conflict of interest in the performance of your obligations under the Contract exist if you are awarded the Contract, or are any such conflicts of interest likely to arise during the Contract? If Yes , please supply in an attachment details of any actual or potential conflict of interest and the way in which any conflict will be dealt with.	“ Conflict ”	Tick✓if attached <input type="checkbox"/>

3) Referees

Attach details of your referees, and label it “Referees” . Your response should contain at least 3 written references advising on the performance standards of previous projects undertaken, or the names of at least 3 referees who can advise on the performance standards of previous projects undertaken.	“Referees”	Tick✓if attached <input type="checkbox"/>
---	-------------------	--

4) Subcontractors

Do you intend to subcontract any of the Requirements?	Yes / No	
If Yes, in an attachment labelled “Subcontractors” provide details of the subcontractor(s) including: (a) the name, address and the number of people employed; and (b) the Requirements that will be subcontracted.	“Sub-contractors”	Tick✓if attached <input type="checkbox"/>

5) Financial Position

Are you presently able to pay all your debts in full as and when they fall due?	Yes / No	
Are you currently engaged in litigation as a result of which you may be liable for \$50,000 or more?	Yes / No	
If you are awarded the Contract, will you be able to fulfil the Requirements from your own resources or from resources readily available to you and remain able to pay all of your debts in full as and when they fall due?	Yes / No	
Attach a financial profile for you and each of the other proposed contracting entities together with a list of financial referees and label it “Financial Profile” .	“Financial Profile”	Tick✓if attached <input type="checkbox"/>

6) Insurance Coverage

The insurance requirements for this Request are stipulated in the Special Conditions. Respondents are to supply evidence of their insurance coverage in a format as outlined below or in an attachment labelled “Insurance Coverage” . A copy of the Certificate of Currency is to be provided to the Principal within 7 days of acceptance.				“Insurance Coverage”	Tick✓if attached <input type="checkbox"/>
Type	Insurer - Broker	Policy No.	Value (\$)	Expiry Date	
Public & Product Liability					
Worker’s Compensation					
Professional Indemnity					
Other (Specify)					

4.3 QUALITATIVE CRITERIA

Before answering the qualitative criteria, Respondent's shall note the following:

- i) All information relevant to your answers to each criterion is to be contained within your Response;
- ii) Respondents are to assume that the Evaluation Panel has no previous knowledge of your organisation, its activities or experience;
- iii) Respondents are to provide full details for any claims, statements or examples used to address the qualitative criteria; and
- iv) Respondents are to address each issue outlined within a qualitative criterion.

<p>Local Knowledge of the Town of Victoria Park</p> <p>Respondents must address the following information in an attachment and label it "Local Knowledge of the Town of Victoria Park":</p> <ul style="list-style-type: none"> • Demonstrated knowledge of the existing character of the Town; and • Demonstrated understanding of the relevant planning and development issues within the Town. 	<p>15%</p> <p>Tick if Attached <input type="checkbox"/></p>
<p>Experience in Design Review</p> <p>Respondents must provide the following information in an attachment and label it "Experience in Design Review":</p> <ul style="list-style-type: none"> • Demonstrated professional experience in undertaking design review; and • Examples (no more than 3) of specific design issues that have raised in design review, and the resulting benefits for the project. 	<p>40%</p> <p>Tick if Attached <input type="checkbox"/></p>
<p>Experience in New Developments and Planning</p> <p>Respondents must provide the following information in an attachment and label it "Experience in New Developments and Planning":</p> <ul style="list-style-type: none"> • Demonstrated professional experience in the design and delivery of significant developments, projects and planning proposals. • Demonstrated understanding of planning and development application processes. 	<p>20%</p> <p>Tick if Attached <input type="checkbox"/></p>
<p>Skills and Experience in Nominated Fields</p> <p>Respondents must address the following information in an attachment and label it "Skills and Experience in Nominated Fields":</p> <ul style="list-style-type: none"> • Demonstrated high level of expertise and knowledge in one of the following fields: <ol style="list-style-type: none"> a) architecture b) urban design c) landscape architecture d) sustainability and/or building servicing. <p>Respondents must clearly indicate the specific field(s) they are proposing themselves as members for.</p> <ul style="list-style-type: none"> • Ability to work in a multidisciplinary team. • Curriculum Vitae. 	<p>25%</p> <p>Tick if Attached <input type="checkbox"/></p>

- | | |
|--|--|
| <ul style="list-style-type: none">• Current registration with relevant professional body is desirable.• Any other relevant information. | |
|--|--|

Company Name: _____

Address: _____

Signature: _____

Full Name of Respondent (Block Letters): _____