



EOI 20/1
**EXPRESSION OF
INTEREST FOR
BROKEN HILL SOCIAL
AND AFFORDABLE
HOUSING PROJECT**

BROKEN HILL

CITY COUNCIL

**AUSTRALIA'S FIRST
HERITAGE LISTED CITY**

About Broken Hill

The City of Broken Hill is the largest regional centre in the western half of New South Wales. It lies in the centre of the sparsely settled New South Wales Outback, close to the South Australian border and midway between the Queensland and Victorian borders.

The nearest population centre is Mildura in Victoria, approximately 300 kilometres in distance to the south on the Murray River. The nearest capital city is Adelaide, approximately 500 kilometres to the southwest.

Because of its location, Broken Hill has strong cultural and historical connections with South Australia and operates on Central Australian Time, half hour behind Eastern Standard Time.

Broken Hill's isolation is a strength as much as it is a weakness. The city is an ideal place to raise a family in a friendly regional city that embraces true country values. Connected by air, rail and road and with all the facilities that one would expect of a regional city, the Broken Hill lifestyle is treasured by many.

QUALITY CONTROL	
TRIM REFERENCES	D20/12359
ORIGINAL RELEASE DATE	20 July 2020
EXPRESSION OF INTEREST NUMBER	EOI20/1
REVISION DATE AND TIME	Revision 1, 13 July 2020
CLOSING DATE AND TIME	Wednesday, 26 August at 3pm (ACST)
CONTACT OFFICER	James Roncon
CONTACT OFFICER TITLE	General Manager
CONTACT OFFICER PHONE NUMBER	08 8080 3390
COMPANY	Broken Hill City Council
COUNCIL PHONE NUMBER	08 8080 3300
EMAIL FOR ENQUIRIES	council@brokenhill.nsw.gov.au
ALTERNATIVE CONTACT OFFICER	Georgie Falkner
ALTERNATIVE CONTACT OFFICER TITLE	Strategic Land Use Planner
ALTERNATIVE CONTACT OFFICER PHONE NUMBER	08 8080 3312

Acknowledgement - Broken Hill City Council appreciates the support of Parkes Shire Council in providing their Social and Affordable Housing EOI Framework for use in the Broken Hill Social and Affordable Housing Project.

1. INTRODUCTION

1.1 The Expression of Interest Scope

Broken Hill City Council is seeking Expressions of Interest (EOI) from non-for-profit community housing providers to develop Lot 4 DP 1175135, 331 Murton Street, Broken Hill for Social and Affordable Housing.

Community housing providers will need to make their own financial arrangements to fund the project. Council's funding contribution would generally be limited to the provision of appropriately zoned residential land.

Community housing providers will need to undertake their own site investigations, site analysis, environmental studies and impact assessments to determine whether Lot 4 DP 1175135, 331 Murton Street, Broken Hill offers the correct attributes and levels of services to support proposed residential development.

Any negotiations with community housing providers would be proceeded by an Expressions of Interest Process.

The Respondent warrants and represents that it will, prior to submission of EOI, obtain any further information and documentation relevant to the services, contingencies and other circumstances having an effect on its EOI.

1.2 The EOI Process

This process may in turn lead to a tender process or directly to a negotiation with the preferred service provider(s). The actual EOI is submitted from community housing providers to the Council in response to the invitation. Council intends to write to all known Tier 1 and 2 Community Housing Providers listed under the National Regulatory System for Community Housing and invite them to submit an Expression of Interest to the Broken Hill Social and Affordable Housing Project. A public notice about the EOI will also be published in the local newspaper, 'The Barrier Daily Truth'.

Please read carefully the Conditions for Expression of Interest. It is the responsibility of the Respondent to complete the Quotation Offer Form and include Respondent Attachments.

The documentation issued for the purpose of this Expression of Interest includes:

- Specification Requirements;
- Conditions of Quotation;
- Conditions of Agreement;
- Statement of Business Ethics;
- Expression of Interest Offer Form;
- Quotation Offer Form.

2. SPECIFICATION

2.1 Introduction

Broken Hill City Council owns Lot 4 DP 1175135, 331 Murton Street, Broken Hill and has identified the site for a social and affordable housing project. The site has an area of approximately 1.1 hectares and is zoned R1 General Residential under Broken Hill Local Environmental Plan 2013. It is ideally located close to housing, neighbourhood shops, Broken Hill Regional Aquatic Centre, Tennis Courts, North Family Play Centre and Willyama High School.

Broken Hill City Council is interested to partner with a non-for-profit community housing provider(s) to develop 331 Murton Street as a social and affordable housing project.

The following provides background on social and affordable housing issues in the Broken Hill context:

Far West Region NSW

The Far West Region covers the very western and northern sections of NSW and is bordered by the states of Queensland and South Australia. The region comprises the Local Government Areas (LGA's) of Broken Hill City and Central Darling Shire, along with the Unincorporated section of NSW. The region was first explored in the 1820s and settled in the 1840s. Broken Hill, located 1,160km west of Sydney, is the regional centre accounting for around 86% of the population and the majority of administrative, commercial and community services.

Broken Hill Local Government Area

The Broken Hill LGA comprises 170 km² and contains the mining city, Broken Hill. Broken Hill was founded in 1883 when silver and lead deposits were discovered. The region was quickly identified as having one of the largest and richest deposits in the world. Broken Hill Proprietary Company (BHP) was formed in the area to mine the deposits, though ceased work in the region in 1940.

Since the 1970s, Broken Hill has experienced a downturn following mine closures, resulting in the population declining to 17,700 persons. After periods of large population decreases, the rate of population decline has reduced over the past 10 years.

While Broken Hill continues to have a sharp focus on new mining opportunities, Broken Hill City Council is also pursuing an economic transition beyond mining, by investing in opportunities that promote Australia's First Heritage Listed City as a liveable city that offers an immersive cultural visitor experience and enviable lifestyle. The development of tourism-based infrastructure has been widely researched by Council and is being supported by the wider community to increase visitations and expenditure, both of which will contribute to the local economy and jobs.

Broken Hill City Council is currently implementing a CBD renewal strategy to lead investment in the City. A new Community Facility (Cultural Precinct, Library and Archive) and Mainstreet Lighting Project are being developed by Council to enrich the lives of locals as well as to create a new destination for visitors.

Broken Hill City Council will continue to strive for the provision of appropriate services in the centre to support mining, agriculture, renewable energy industry, health, education, government services, trade supplies and services, commercial and retail businesses at Broken Hill and throughout the Far West of NSW.

Projects that provide social and affordable housing opportunities will be key investments for Council and the wider community.

Broken Hill Social and Affordable Housing Challenges

It is becoming increasingly evident that the open market in Broken Hill (private rental and housing for sale) is unable to meet the affordability needs of large numbers of households.

Although housing in the Far West Region of NSW is still much cheaper than the Greater Sydney average, the incomes of local people are also much lower than average, largely due to the very high rate of older people on pensions and benefits, fewer high skilled / paying jobs in the area, and the high concentration of low income renters.

Broken Hill City Council is interested in developing a range of housing products, tenure types and price points within the City. Multi-tenure models that incorporate special needs, social housing, affordable (discount market rent) housing, and private rental and/or owner-occupied housing are preferred at this stage, as they would likely help improve social inclusion, reduce stigma and have the ability to cross subsidise the social or alternative housing components of a development.

Role of Broken Hill City Council

There has been a traditional role for Broken Hill City Council to support the creation and maintenance of housing through NSW planning legislation and Council Policies. Council has an impact on housing affordability through land-use zoning, building controls, the timing of land release, location of services and facilities and the levying of rates and development contributions. Advocacy to other levels of government has also been employed by Council to gain an equitable share of available resources and funding in Broken Hill.

Broken Hill City Council sees merit in playing a more proactive role in the creation and retention of social and affordable housing through active intervention in the market, including through the use of its own land holdings and resources in partnership with others to directly create housing.

Development of social and affordable housing on Council owned land under a development and / or management partnership with a registered community housing provider is the preferred option due to their experience, management expertise, and access to government grant funding and their own revenue raising capacity.

2.2 Scope of Work

Broken Hill City Council is seeking expressions of interest from non-for-profit community housing providers to develop Lot 4 DP 1175135, 331 Murton Street, Broken Hill for social and affordable housing.

Community housing providers will need to make their own financial arrangements to fund the project. Council's funding contribution would generally be limited to the provision of appropriately zoned residential land.

Community housing providers will need to undertake their own site investigations, site analysis, environmental studies and impact assessments to determine whether Lot 4 DP 1175135, 331 Murton Street, Broken Hill offers the correct attributes and levels of services to support proposed residential development.

Any negotiations with community housing providers would be preceded by an Expressions of Interest Process.

2.2.1 Objectives

Lot 4 DP 1175135, 331 Murton Street, Broken Hill has been identified by Broken Hill City Council as a site for a social and affordable housing project.

The site has an area of approximately 1.1 hectares and is zoned R1 General Residential under Broken Hill Local Environmental Plan 2013. It is ideally located close to housing, neighbourhood shops, Broken Hill Regional Aquatic Centre, Tennis Courts, North Family Play Centre and Willyama High School.

Lot 4 DP 1175135 has the following attributes:

- Owned by Council under Torren Title.
- Operational Land, as defined under the Local Government Act 1993.
- Zoned R1 Residential under Broken Hill Local Environmental Plan 2013.
- Public road frontage.
- Reticulated water supply, sewerage, electricity and telecommunications available.
- Close proximity to transport, schools, shops, open space and indoor and outdoor recreation facilities.

Locality Maps of Lot 4 DP 1175135, 331 Murton Street, Broken Hill are shown in provided in Figure 1, with the site being shown in red outline.

Figure 1: 331 Murton Street Locality Maps





No preliminary site investigations, surveys or soil sampling has been undertaken on the site to determine site constraints/opportunities.

2.3 Specific Requirements of the EOI

2.3.1 Deliverables

- Refer to Scope of Work in Section 2.2 (above)
- Proposed funding of the project(s) and possible benefits of Council's involvement in project(s).

2.3.2 Inclusions

Funding for this project would likely be derived from Commonwealth or State funding programs, or a combination of both, or financed by the Recipient. Council's funding contribution would generally be limited to the provision of appropriately zoned residential land.

Council's assessment of EOIs may include, but is not limited to, an evaluation of the following matters as relevant to the provision of the Services:

- Ability of Recipients to deliver the Services.
- Ability of Recipients to work positively with Council to develop Lot 4 DP 1175135, 331 Murton Street, Broken Hill or other sites that have been agreed upon by Council.
- Evaluation of risk and potential liability.
- Any other factors Council considers to be relevant.

2.4 Project Timeline

2.4.1 Indicative Project Timeline:

The closing date for the EOI is **Wednesday, 26 August 2020**. A selection panel will review each EOI and notify successful service providers by **end of September 2020**. Council's expectations for Recipients in providing an EOI include:

- Completing the Proforma EOI Form in Schedule 1.
- Providing a covering letter outlining organisation details / credentials, response to the possible project site, proposed funding of the project(s) and possible benefits of Council's involvement in project(s).

3. DEFINITIONS OF EXPRESSION OF INTEREST

In this Expression of Interest, the following terms shall have the following meanings:

'Business Day' shall mean Monday to Friday excluding public holidays in New South Wales.

'Closing Date and Time' shall mean the deadline for the close of Expression of Interests.

'Conditions for Participation' shall mean the conditions for participation set out in the Expression of Interest.

'Contact Officer' shall mean the relevant contact person of the Expression of Interest.

'Council' shall mean Broken Hill City Council.

'Information' shall mean the information contained within or accompanying the Expression of Interest which is made available to the Respondent in accordance with the EOI Process.

'Specification' shall mean the statement of requirements that the Principal requests the Respondent to provide if selected.

'Respondent' shall mean any person, firm, company or organisation providing an Expression of Interest to Broken Hill City Council.

'Expression of Interest (EOI)' shall mean a submission made to Council in response to, and in accordance with the Expression of Interest.

'Expression of Interest Process' shall mean the process for inviting, receiving and evaluation of an Expression of Interest and determining and notifying the Respondents of the outcome of the process.

4 CONDITIONS OF EXPRESSION OF INTEREST

4.1 Lodging Your Expression of Interest

Expression of Interests must be submitted on the Quotation Offer Form and include Respondent Attachments.

4.2 Closing Date

Expression of Interests shall be received up until **3pm (ACST) on Wednesday, 26 August 2020**

Lodgement must be made via Vendorpanel.

The judgement of Council as to the time an EOI has been lodged will be final.

4.3 Validity Period

Expression of Interests shall remain valid for acceptance within a minimum of ninety (90) days from the Closing Date of the EOI.

4.4 Late Expression of Interests

Council may reject any EOI not received by the Closing Date and Time. Lodgement of EOIs by the Closing Date and Time is entirely the responsibility of the Respondent.

4.5 Acceptance of Expressions of Interests

For the purpose of Expression of Interest, the Date of Acceptance of the successful EOI shall be the date upon which Council notifies the successful Respondent in writing.

4.6 Clarification of the Expression of Interest

If the Respondent has any doubt as to the meaning of any part of the Expression of Interest or the scope of the EOI or the scope of the goods/services, then the Respondent should seek to clarify any point of doubt or difficulty with Council before submitting the EOI. For this purpose, contact should be made with the Contact Officer.

4.7 Response to Inquiries Made to Council

Council reserves the right to provide the answer to any query made to Council to all persons who have registered interest in the Expression of Interest without disclosing the source of the query.

4.8 Pricing

Unless otherwise specified, prices must:

- a) Be inclusive of Goods and Services Tax (GST) and any other taxes and duties, with the GST and other tax and duty components included;
- b) Unless otherwise indicated, must include, without limitation, delivery, site allowances, unloading, packing, marking all applicable levies and duties, taxes and charges. Any charge not stated in the Expression of Interest, as being additional will not be allowed as a charge for any transaction under any resultant Agreement;
- c) Be available for acceptance by the Principal for a period of ninety (90) days from the closing date;
- d) Not vary according to the mode of payment; and
- e) Take into account the liability, indemnity and other relevant provisions regarding risk.

4.9 Delivery of Goods/Services

Delivery instructions are noted in the Specifications requirements in Section 2 (above) and shall be confirmed at the time of an official Council order being placed with the successful Respondent.

4.10 Variation of Expression of Interest

At any time prior to the Closing Date and Time, Council may accept a variation to a submitted Respondent EOI, subject to the following:

- a) By providing Council with further information by way of explanation or clarification; or
- b) By correcting a mistake or anomaly.

Such a variation may be made either:

- a) At the request of Council; or
- b) With the consent of Council at the request of the Respondent, but only if, in the circumstances, it appears to Council reasonable to allow the Respondent to provide the information or correct the mistake or anomaly.

If an EOI is varied in accordance with this clause, Council will notify in writing all other Respondents who's EOIs have the same or similar characteristics as the varied Quotation and provided them with the opportunity of varying their EOI in a similar way.

Council will not consider a variation of an EOI made under this clause if the variation would substantially alter the original Quotation.

4.11 Alternative Expression of Interests

The Respondent is requested to submit one EOI conforming to the requirements of the Expression of Interest. One or more alternative EOIs each marked 'Alternative EOI' may be submitted and shall be considered, provided each has a statement attached describing clearly any departure from the requirements of the EOI specifications.

4.12 Withdrawal of Expression of Interests

Respondents may withdraw their EOI at any time after expiration of the ninety (90) day validity period, provided the Respondent has not been notified in writing of the acceptance of the EOI.

5. CONDITIONS OF AGREEMENT

5.1 Contents of Expression of Interest

The Respondent must complete and sign the Quotation Offer Form and include all Respondent Attachments which form mandatory parts of the Expression of Interest.

All of the EOI shall be deemed to form part of the Agreement.

5.2 Changes to this Expression of Interest

Council reserves the right to revise or amend any of the EOI prior to the Closing Date and Time. Revisions and amendments, if any, will be issued to persons who have requested a copy of the EOI using the requester's email address provided at the time of request.

5.3 Conditions for Participation

The Conditions for Participation are minimum standards that Council expects all Respondents to meet in order to participate in the EOI process. Council reserves the right to exclude an EOI that fails to meet the Conditions for Participation.

Council expects all Respondents and Contractors to Council to conduct their business with Council in an ethical manner and be aware that they may be subject to public scrutiny by such bodies as the Independent Commission Against Corruption.

Canvassing of Councillors and Council staff (other than Council's nominated contact staff member/s) at any stage up to and including the acceptance of EOI may automatically disqualify the applicant.

Council shall provide all information that it considers necessary for the preparation of an EOI. Verbal advice given by any Councillor or Officer of the Council shall not be considered in the preparation of an EOI.

5.4 Invoicing and Payment

Council shall be granted a thirty (30) day account.

The Respondent/Contractor shall be responsible for providing the official Council purchase order reference number on each tax invoice.

Payment by Council is subject to:

- a) A valid tax invoice made out to **Broken Hill City Council**;
- b) Electronically delivered to Council via email address council@brokenhill.nsw.gov.au (prior to the due date for that payment).

Payment will be made electronically into your nominated bank account based on a thirty (30) day payment cycle.

5.5 No Joint Respondents

Council will not consider EOIs which are submitted by Joint-Respondents.

Council will only accept EOIs from a consortium if the consortium agrees to enter into an agreement with Council under the name of a single entity, in which the entity must provide a single supplier.

5.6 Insurance

The successful Respondent must hold current insurance policies in accordance with the requirements of the Expression of Interest, including (without limitation) public liability insurance and workers compensation insurance.

5.7 Council's Right of Rejection

Council is not obliged to accept the lowest or any EOI and reserves the right to accept any EOI either in whole or in part or parts.

The decision of Council in relation to an EOI will be final and not subject to challenge, dispute, explanation or further correspondence.

5.8 Termination of Agreement by Council

Council reserves the right to terminate whole or part of the Agreement should:

- a) The supplied goods/services prove to be unacceptable quality. Determination of acceptability will be at the sole discretion of Council.
- b) The supplier fails to adhere to relevant Council policies and plans or obey reasonable directions from Broken Hill City Council.
- c) The supplier fails to deliver goods according to specifications in the Expression of Interest.

The Respondents only entitlement to payment shall be:

- a) The amount of the costs covering goods/services received up to the date of termination notice less any previous payments; and
- b) The Respondent shall lodge a claim with Council for full and final payment.

If the Respondent becomes bankrupt, insolvent or enters into a scheme or arrangement with its creditors, Council may terminate this Agreement by written termination notice addressed to the Respondent.

5.9 Termination by the Respondent

If the Respondent becomes insolvent or enters into a scheme of arrangement with its creditors, the Respondent should forthwith terminate this Agreement by written notice addressed to Council.

The Respondent may terminate the Agreement by written termination notice addressed to the General Manager, should Council:

- a) Fail to pay the Respondent in accordance with the Agreement; or
- b) Commits a substantial breach of the Agreement.

STATEMENT OF BUSINESS ETHICS

WHAT YOU CAN EXPECT FROM US

Broken Hill City Council will ensure that all its policies, procedures and practices related to tendering, contracting and the purchase of goods and services are consistent with best practice and the highest standards of ethical conduct.

Council's employees are bound by Council's comprehensive Code of Conduct and Code of Business Practice. When doing business with the private sector, Council employees are accountable for their actions and are expected to:

- Use public resources effectively and efficiently
- Deal fairly, honestly and ethically with all individuals and organisations
- Avoid any conflicts of interest (whether real or perceived)

In addition, all Council procurement activities are guided by the following core business principles:

- All potential suppliers will be treated with impartiality and fairness and given equal access to information and opportunities to submit bids
- All procurement activities and decisions will be fully and clearly documented to provide an audit trail and to allow for effective performance review of contracts
- Tenders will not be called unless Council has a firm intention of proceeding to contract
- The Council will not disclose confidential or proprietary information

WHAT WE EXPECT FROM YOU

Council requires that all private sector providers of goods and services observe the following principles when doing business with Council:

- Act ethically, fairly and honestly in all dealings with the Council
- Respect the conditions set out in documents supplied by Council
- Respect the obligations of Council employees to abide by Council's Procurement Policy and Tendering Policy
- Abstain from collusive practices

- Take all reasonable measures to prevent the disclosure of confidential Council information
- Refrain from offering Council employees or Councillors any financial or other inducement which may give an impression of unfair advantage
- Refrain from discussing Council business or dealings in the media, except with Council's consent

Assist the Council to prevent unethical practices in our business relationships

WHY YOU SHOULD COMPLY WITH THIS STATEMENT

You should be aware of the consequences of not complying with Council's ethical requirements when doing business with the Council.

Demonstrated corrupt or unethical conduct could lead to:

- Termination of contracts
- Loss of future work
- Loss of reputation
- Investigation for corruption
- Matters being referred for criminal investigation

FINDING OUT MORE ABOUT COUNCIL'S BUSINESS PRACTICES

If you have any questions regarding this Statement or to provide information about suspected corrupt conduct, please contact Council's General Manager directly by letter, phone, fax or email at the contact details shown below.

The General Manager
Broken Hill City Council
PO Box 448
BROKEN HILL NSW 2880
Tel: (08) 8080 3300
Fax: (08) 8080 3424
Email: council@brokenhill.nsw.gov.au

Many of Council's policies, including Code of Conduct, Code of Business Practices, Tendering and Procurement Policy are available for viewing or download on Council's website www.brokenhill.nsw.gov.au

EXPERSSION OF INTEREST FORM

Broken Hill City Council
 PO Box 448
 BROKEN HILL NSW 2880

**Expression of Interest for Social and Affordable Housing Project on Lot 4 DP 1175135,
 331 Murton Street, Broken Hill**

From:

Recipient		
ABN		
Address		
Contact Person	Name:	
	Title:	
	Telephone No:	
	E-mail:	
Please indicate type of housing proposed		
Please indicative cost of the proposed housing project(s)		
Please advise any factors that would cause those costs to change (other than inflation over time)		
Please advise any special Recipient requirements on BHCC for site		
Please advise proposed funding strategy		
Please advise proposed land tenure arrangements		
Please advise any benefits for BHCC and wider community		

QUOTATION OFFER FORM

1. The Principal has invited an Expression of Interest for **Broken Hill Social and Affordable Housing Project**
2. The Respondent wishes to submit a Quotation on and subject to this Expression of Interest.
3. This Quotation Offer Form is intended to take effect as a part of the Agreement.

Quotation

The Respondent hereby submits its Quotation on and subject to the Expression of Interest, including the Conditions of EOI and Conditions of Agreement. The Respondent submits with this Quotation Offer Form the following completed attachments to support its Quotation:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

The goods/services are to be provided for the Lump Sum of:

\$ _____ INCL GST.

Formation of Agreement

The Respondent agrees that, upon service by the Principal of a Notice of Acceptance, an Agreement shall be formed between the parties on and subject to:

1. This Quotation Offer Form;
2. The Specification set out in Section 2 of the Request for Quotation;
3. The Conditions of Quotation set out in Section 4 of the Request for Quotation;
4. The Conditions of Agreement set out in Section 5 of the Request for Quotation; and
5. The Respondent Attachments provided to support this Request for Quotation.

PRIVACY NOTIFICATION

- By completing and submitting this Quotation Offer Form and attaching any related information or documentation, the Respondent will be providing the Principal with "personal information" within the meaning of the *Privacy and Personal Information Protection Act 1998*.
- The purpose of the Principal collecting the personal information is to assist the Principal; to identify, access and evaluate the Quotation and to notify the Respondent of any matters required under Part 7 of the *Local Government (General) Regulation 2005*.
- If the personal information requested in this Quotation Offer Form and the Attachments is not provided, the Principal may be unable to identify, consider or evaluate the Quotation.
- If you are the successful Respondent, some of the personal information provided, such as your name and successful tender price, may be disclosed to unsuccessful Respondents.
- The personal information may also be included in business papers for Council meetings. Unless the relevant part of the meeting is closed to the public, Council is required to make business papers available for inspection by the public.

- The Principal may make any personal information provided available for public inspection in accordance with the *Local Government Act 1993* or the *Government Information (Public Access) Act 2009*.
- The Respondent may apply for access or amendment to personal information held by the Principal. The Respondent may also make a request that the Principal suppress your personal information from being made publicly available. The Principal will consider any such application in accordance with the relevant legislation.

Date: _____

Between (Principal): Broken Hill City Council
240 Blende Street
BROKEN HILL NSW 2880

AND

Name of person, firm or company providing quotation (Respondent): (USE BLOCK LETTERS)

of Address: _____

Telephone: _____

Email: _____

If the Respondent is a company, the full names of all Directors must be stated here:

Name of Respondent (Entity): _____

Trading Name (Business Name): _____

Business Type (Sole Trader/Partnership/Registered Company, etc.): _____

Business Address: _____

Mailing Address (if different from above): _____

Australian Business Number (ABN): _____

Australian Company Number (ACN): _____

Registration or Licence Number: _____

Contact Person: _____

Contact Person Telephone Number: _____

Contact Person Email Address: _____

COMPLIANCE REQUIREMENTS

Respondents must provide evidence of the following compliance requirements and complete the schedule below:

Respondents Compliance Selection Criteria	YES	NO	Attached
Ability to meet critical time requirements			
WH&S management including verified documentation of safety performance			
Equal Employment Opportunity Policy			
Quality Management System ISO 9001 compliance			
Environmental Management Policy			
Compliance with any other statutory requirements			
Statement outlining financial capability			
Compliance with required insurances			
Qualitative Selection Criteria			
Management and technical staff resources			
Capability and methodology			
Relevant experience			
References			
Checklist			
Quotation Offer Form			
Respondents Attachments			
Bank Details			
Bank/Branch:			
Account Name:			
BSB No:		Account No:	
Office Use Only			
Receiving Officer – Position:			
Signature:		Date:	
Date Maintenance Processed:		Maintenance Processed By:	
Creditor Number:		NAR Number:	