



Request for Tender

TENDER DETAILS			
Contract Number	3003/2009/0001		
Title	Back Scanning of Client Files		
Tender Publish Date		Close Time & Date	

CONTACT DETAILS			
All enquiries relating to this tender should be directed to the Contact Officer between the hours of 9.30am and 3.30pm as follows:			
Contact Officer	Joel Smith		
Telephone	8753 8245	Facsimile	
Email	tenders@housing.nsw.gov.au		
Postal Address	Housing NSW Locked Bag 4001 Ashfield BC 1800		

TENDER PACKAGE	
The documents that comprise the tender package include the following:	
1. Request for Tender (this document)	4. Standard Contract
2. Specification	5. Statement of Business Ethics
3. Conditions of Tendering	

LODGEMENT DETAILS	
Tenders must be lodged with Housing NSW, by the closing date and time, by the following method:	
Electronic Submissions	
Website Address	https://tenders.nsw.gov.au/housing/

SELECTION CRITERIA
Mandatory
1. Tenderer's Profile
2. Tender Price
Weighted
3. Demonstrated Experience
4. Methodology

1 TENDERER'S PROFILE

1.1 Organisation

Tenderers are required to provide organisation information to identify the legal entity submitting a response to this Request for Tender.

ORGANISATION DETAILS			
Tenderer's Full Legal Name			
Registered Address			
Business Entity Type (eg. Sole Trader, Body Corporate, Trust, Company)			
Trading or Business Name			
ABN		ACN	

1.2 Authorised Representative

Provide contact details for the Authorised Representative of the Tenderer and the address for all communications in relation to the Tender as indicated below. These details will apply for the issuing of notices under a contract resulting from the acceptance of the Tender, until notified otherwise by the Tenderer.

CONTACT DETAILS			
Authorised Representative		Position	
Address			
Telephone		Facsimile	
Email Address			

1.3 Referees

Please provide details of two (2) referees who may be contacted by the Tender Evaluation Panel to provide confirmation of the claims made in the Tender in respect to the capacity of your organisation to deliver the proposed service.

REFEREES DETAILS		
	Referee 1	Referee 2
Organisation Name		
Contact Person		
Position		
Phone		
Relationship Details / Services Provided		

1.4 Insurance

Tenderers are requested to attach relevant certificates of currency with their Tender and provide the details for each insurance policy they hold.

INSURANCE DETAILS			
	Public Liability	Professional Indemnity	Workers Compensation
Insurer			
Policy Number			
Expiry Date			
Value	\$	\$	
Limits (per claim or aggregate basis)			

2 TENDER PRICE

Tenderers are to complete the pricing table below. All prices are to include GST. The price per page should be inclusive of all work required, including transportation, preparation and file reconstruction. A page is defined as a piece of paper that may or may not be printed on both sides.

Files	Price per page (Number of pages per file may range from 50 to 500)
2,000	
4,000	
6,000	

3 DEMONSTRATED EXPERIENCE

3.1 Provide a comprehensive and detailed description of your organisation's experience in providing the full range of services consistent with the Specification in similar projects.

Tender Response

3.2 Detail how the experiences gained in previous projects would influence your approach in undertaking this project.

Tender Response

4 METHODOLOGY

- 4.1 Housing NSW requires this work to be processed as quickly as possible. Detail how long it would take you to complete a maximum of 6,000 client files, including what quantity you would be able to process on a weekly basis until the end of the contract. Please provide a project plan and schedule for collection and return.

Tender Response

- 4.2 Describe the methodology used to ensure the deliverables of the Specification are met.

Tender Response

- 4.3 Confirm your willingness to be subject to key performance measures and describe any measures you would propose.

Tender Response

5 TENDERER'S DECLARATION

By submitting this Tender, in accordance with the Tender Lodgement clause of the Conditions of Tendering, the Tenderer acknowledges that:

- the Authorised Representative has been authorised by the Tenderer to submit an offer to supply the Services as described in the Specification for Housing NSW at the prices contained in this Tender;
- it has capacity to bid on the requirement in the RFT and that there is no restriction under any relevant law to prevent it from bidding;
- it gives consent to Housing NSW to undertake checks in accordance with this RFT;
- the Tender remains open for acceptance for 90 Days from the Closing Time in accordance with the RFT;
- at the time of submitting the Tender, other than conflicts notified to Housing NSW, no conflict of interest exists, or is likely to arise, which would affect the performance of its obligations, if the Tenderer were to enter into the Contract;
- the Tender has not been prepared with the improper assistance of employees or contractors, or former employees or contractors, of Housing NSW or with improperly obtained information;
- no express or implied contract has arisen between the Tenderer and Housing NSW in relation to the RFT or the Tender;
- a person who intentionally makes a false statement may be excluded from the procurement process, and that the statements in this Declaration are true in every particular; and
- no physical signature is required on this Declaration; that by lodging this Tender through eTendering the Authorised Representative is automatically providing an *electronic signature* for this Declaration in accordance with the *Electronic Transactions Act (NSW)* and corresponding State and Territory acts; and
- as the Tenderer's Authorised Representative, I understand that a person who intentionally makes a false statement may be excluded from the procurement process, and I believe that the statements in this Declaration are true in every particular.

DECLARATION DETAILS			
Authorised Representative		Date	

Appendix – Tenderer’s Checklist

This is for Tenderers’ information only. This page is not required to be submitted with tender response.

RFT REQUIREMENTS	ACTION	CHECKED
Lodgement Requirements	Noted	<input type="checkbox"/>
Closing Time	Noted	<input type="checkbox"/>
Tender validity period	Noted	<input type="checkbox"/>
Specification	Noted	<input type="checkbox"/>
1 Tenderer’s Profile	Completed	<input type="checkbox"/>
2 Tender Price	Completed	<input type="checkbox"/>
3 Demonstrated Experience	Completed	<input type="checkbox"/>
4 Methodology	Completed	<input type="checkbox"/>
5 Tenderer’s Declaration	Completed	<input type="checkbox"/>
Conditions of Tendering	Noted	<input type="checkbox"/>
Draft Contract	Noted	<input type="checkbox"/>