Schedule 2 Tender Response Forms

Tenderers should ensure that their Tenders include, as a minimum, each of the Tender Response Forms attached to this Schedule 2.

# Attachment 1: Tenderer’s Details

Tenderers should provide full responses in completing the following information to enable the High Court to clearly identify the entity responding to the RFT.

|  |
| --- |
| Full name of Tenderer: |
| Trading or business name: |
| Tenderer’s Contact who is authorised to represent and legally bind the Tenderer (including name, address and other contact details): |
| If a company |
| The registered office: |
| The principal place of business: |
| The date and place of incorporation and the Australian Company Number: |
| Individual shareholders holding 20 per cent or more of any issued share capital: |
| Any related companies within the meaning of section 50 of the *Corporations Act 2001 (Cth)*: |
| If a trustee |
| Provide details of the relevant trust including a copy of the relevant trust deed (including any variations to that deed): |
| If a partnership |
| Provide details of the relevant partnership including a copy of the relevant partnership agreement: |
| Subcontractors |
| Please include a full explanation of any part of the Supplies which the Tenderer intends to subcontract to another entity, including the entity to which it intends to subcontract, the Supplies the subcontractor would perform, any existing or past relationship between the subcontractor and any particular expertise or experience of the subcontractor. |

# Attachment 2: Tenderer’s Deed

Tenderers must complete the Tenderer's Deed and include it in their Tender response. Amendments may only be made where necessary to complete the Deed.

## DEED POLL

Date:

By: (Tenderer)

## Context

Request for Tender in relation to internal audit services (RFT).

## Interpretation

In this Deed, terms not otherwise defined have the meaning ascribed to them in the RFT.

## Compliance with RFT

The Tenderer represents that it has read and understood, and that its Tender is submitted in accordance with, the RFT.

The Tenderer undertakes that it will continue to participate in the RFT process in accordance with the RFT and on the basis of its Tender.

## Offer

The Tender constitutes an offer (Offer) to provide the Supplies on the terms and conditions set out in the Draft Contract, subject to any exceptions noted in its Statement of Compliance submitted as part of its Tender, and accordingly is capable of immediate acceptance by the High Court so as to form a binding contract.

The Offer remains open for acceptance by the High Court for the Offer Period. The Tenderer undertakes not to withdraw, vary or otherwise compromise the Offer during the Offer Period.

If directed by the High Court, the Tenderer will execute a contract in the form set out in Schedule 3, subject to any amendments noted in the Tenderer’s Statement of Compliance, without entering into further negotiation.

To the extent that the Tender does not include complete information relating to matters required for the completion of the Draft Contract, the High Court may complete the contract at its reasonable discretion, and the Tenderer shall execute the resultant contract.

## Confidentiality

The Tenderer will not, and will ensure that its employees, agents or subcontractors do not, either directly or indirectly record, divulge or communicate to any person any confidential information concerning the affairs of the High Court, the Commonwealth or a third party acquired or obtained in the course of preparing a Tender, or any documents, data or information provided by the High Court and which the High Court indicates to Tenderers is confidential or which Tenderers know or ought reasonably to know is confidential.

## Ethical Dealing

The Tenderer represents that its Tender has been compiled without the improper assistance of any current or former High Court officer, employee, contractor or agent and without the use of information obtained unlawfully or in breach of an obligation of confidentiality to the High Court.

The Tenderer represents that it has not:

* + - * 1. engaged in misleading or deceptive conduct in relation to its Tender or the RFT process;
        2. engaged in any collusive Tendering, anti-competitive conduct, or any other unlawful or unethical conduct with any other Tenderer, or any other person in connection with the preparation of their Tender or the RFT process;
        3. attempted to solicit information from or influence improperly any current or former officer, employee, contractor or agent of the High Court, or violate any applicable laws or Commonwealth policies regarding the offering of inducements in connection with the RFT process; or
        4. otherwise acted in an unethical or improper manner or contrary to any law.

## Conflict of Interest

The Tenderer represents that, having made all reasonable enquiries the following represents its only known actual or potential conflicts of interest in respect of the RFT, its Tender or the provision of the Supplies:

* + ^insert list or, where no conflict exists, write ‘none’^

The Tenderer undertakes to advise the High Court in writing immediately upon becoming aware of any actual or potential conflicts of interest in respect of the RFT, its Tender or the provision of the Supplies.

***Note to Tenderers***: A conflict of interest means any matter, circumstance, interest, or activity affecting the Tenderer (including the officers, employees, agents and subcontractors of the Tenderer) which may or may appear to impair the ability of the Tenderer to perform the contract diligently and independently.

A conflict of interest may exist if:

Tenderers or any of their personnel have a relationship (whether professional, commercial or personal) with the High Court’s personnel involved in the evaluation of Tenders; or

Tenderers have a relationship with, and obligations to, an organisation which would affect the performance of the contract or would bring disrepute to or embarrass the High Court.

If at any time prior to entering into the contract, an actual or potential conflict of interest concerning itself or a related entity arises or may arise for any Tenderer that Tenderer should immediately notify the Contact Officer.

## Employee entitlements

The Tenderer represents that, having made all reasonable enquiries, as at the date of this declaration, it is not subject to any judicial decisions or any resulting order relating to employee entitlements (not including decisions under appeal) which claims have not been paid.

## Compliance with Australian standards

The Tenderer represents that it is able to meet any Australian standards applicable to the Supplies.

## Workplace Gender Equality Requirements

The Tenderer understands that it is obliged to indicate whether or not it is covered by the *Workplace Gender Equality Act 2012* (Cth) (the WGE Act). The Tenderer is covered by the WGE Act if it is a ‘relevant employer’, defined as being a non-public sector employer (including higher education institutions, trade unions and not-for-profit organisations) of 100 or more employees in Australia. For information about the coverage of the WGE Act, contact the Workplace Gender Equality Agency on (02) 9432 7000.

***Note* *to Tenderers*:** Tenderers must choose one of the following:

* + - * 1. The Tenderer confirms that it is a relevant employer. The Tenderer has attached a current letter of compliance as part of its Tender which indicates its compliance with the *Workplace Gender Equality Act 2012* (Cth).

OR

* + - * 1. The Tenderer confirms that it is a relevant employer. If selected as the preferred or successful Tenderer, the Tenderer will upon request from the High Court provide a current letter of compliance prior to entering into any contract. The Tenderer acknowledges that failure to provide a current letter of compliance when requested will result in it losing its status as the preferred or successful Tenderer.
        2. The Tenderer confirms that it is not a relevant employer.

EXECUTED AS A DEED POLL for the benefit of the Commonwealth of Australia as represented by the High Court of Australia

Dated this ^insert day^ day of ^insert month^ 201^year^

|  |  |  |
| --- | --- | --- |
| SIGNED SEALED AND DELIVERED by ^insert name of Tenderer^ by its duly authorised representative:  ^Name of signatory^ | )  )  )  ) | Signature |
| In the presence of:  ^Name of witness^ |  | Signature of witness |

# Attachment 3: Supplies Delivery

Tenderers should explain in detail how they would provide the Supplies to meet the high standards required by the High Court, including the procedures and processes it would implement to perform and manage the Supplies.

Tenderers are also referred to the essential requirements set out in Schedule 1 Item 3 and the policies and standards in Schedule 1 Item 4.

Tenderers should provide:

* + - 1. evidence of compliance with all applicable Australian standards, including those specified in Schedule 1 Item 4;
      2. evidence of compliance with relevant regulations and regulatory frameworks, including:
         1. labour regulations, including ethical employment practices;
         2. occupational health and safety; and
         3. environmental impacts;
      3. Provide evidence of quality assurance systems used;
      4. Information about current contracts showing capacity to provide the Supplies.
      5. Tenderers are required to submit a works program to provide sufficient detail to describe how the Supplies will be delivered. In particular Tenderers should include an outline of their approach to the development of a three-year strategic program of internal audits;
      6. Tenderers should also demonstrate their appreciation of the risks associated with undertaking the tasks requirement for the performance of the Supplies and how these could be managed;
      7. Tenderers are required to provide details on what information they would include in an internal audit report for management/Audit Committee (a copy of a blank template report would by useful); and
      8. Tenderers are required to provide a brief summary on an internal audit review that their organisation has undertaken that has influenced the client in a positive way OR briefly describe an internal audit that the organisation is proud of and explain why.

Please note: Shortlisted Tenderers will be asked to provide contact details for two referees.

# Attachment 4: Tenderer's Experience and Key Personnel

General requirements

Tenderers should provide full details of the skills and qualifications of their proposed personnel (including all subcontractor personnel).

At a minimum, Tenderers should provide the information requested below.

Specific requirements

Tenderers should supply detailed curricula vitae providing the following information for each of their proposed personnel (and backup personnel):

a. proposed role;

b. previous experience;

c. qualifications;

d. years with the organisation;

f. proposed percentage involvement in undertaking the Supplies required under the Draft Contract; and

g. capacity and current workloads.

Provide details of names of any Sub-contractors and/or consultants to be engaged in the provision of the works and nature of work to be performed.

| **Name** | **Nature of Works** |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |

# Attachment 5: Price Schedule

The tenderer agrees to carry out the Supplies as described in the Draft Contract, for the total sum set out hereunder:

|  |  |  |
| --- | --- | --- |
| Internal Auditor Levels | Hourly Rate (Inc GST) | Discounts, Composite Fees, or Value-Adds |
| Executive Auditor | $ |  |
| Principal Auditor | $ |  |
| Senior Auditor | $ |  |
| Auditor | $ |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Item(s) | Year One  Cost Inc GST | Year Two  Cost Inc GST | Year Three  Cost Inc GST |
| Develop a three-year strategic program of internal audits in line with internal auditing standards and an Audit Charter. | $ |  |  |
| Develop an annual internal audit plan | $ | $ | $ |
| Deliver at least two internal audits per annum as identified in the three-year program of works (Assume for the purposes of pricing the delivery of two internal audits per annum) | $ | $ | $ |
| **Total** | $ | $ | $ |
| **Grand Total for years 1 to 3** | $ | | |

# Attachment 6: Financial Viability Questionnaire

Tenderers should complete the following questionnaire and provide sufficient information to enable the High Court to determine the financial viability of the Tenderer. Tenderers should provide explanations of areas not addressed or items not provided.

**Financial Information**

|  |  |  |
| --- | --- | --- |
|  | | **Attached** |
| Copy of certificate of currency for public liability insurance | | Yes/No |
| Copy of certificate of currency for workers compensation insurance | | Yes/No |
| Copy of certificate of currency for professional indemnity insurance | | Yes/No |
| Details of any petitions, claims, actions, judgements, or decisions, etc. Which is likely to adversely affect your performance of the contract. | | Yes/No |
| The operating entity is:  (*Please ~~strikethrough~~ non-applicable types*.) | Sole Trader Partnership Association Company Trust Government. | |
| The operating entity has been in business for:  (*Please ~~strikethrough~~ non-applicable periods*.) | Less than 12 months 1–2 years 2–4 years 4–6 years 6–8 years longer than 8 years. | |

# Attachment 7: Statement of Compliance

Tenderers submit their Tenders on the basis that they comply with all requirements specified in the body of the RFT. In the case of the Schedules to the RFT including the description of the Supplies in Schedule 1 and the Draft Contract in Schedule 3. Tenderers’ compliance is subject to any exceptions noted in their response to this Schedule.

Tenderers should indicate compliance with each paragraph of the description to the Supplies and each provision of the Draft Contract including all schedules and attachments, taking into account any amendments to those provisions that may have been issued by the High Court during the RFT process. Tenderers should note that the extent of non-compliance will be a factor in the evaluation process. The compliance statement will form the basis for any contract negotiations that may occur with a Tenderer.

In respect of the compliance statement, Tenderers should indicate their level of compliance with each provision using one of the terms “complies”, “does not comply”, “partially complies” and “not applicable”. These terms have the following meanings:

|  |  |
| --- | --- |
| complies | means that the Tenderer will comply without amendment |
| does not comply | means that the Tenderer will not comply without amendment |
| partially complies | means that the Tenderer will comply partially and that some amendment is required |
| not applicable | means that the provision does not apply to the Tenderer or is to be completed (e.g. the schedule item dealing with fees). |

The Tenderer will be taken to be and assessed as compliant with any provision, schedule or attachment which it does not list in the compliance statement. Tenderers may group provisions where the response is the same for each of those provisions. For example ‘Paragraphs 3.1 to 3.15 – Does Not Comply’, or ‘Schedule 1 - Complies’.

Where a Tenderer does not comply or only partially complies with a provision, the extent of non-compliance should be stated in full in the compliance statement. In this case, the Tenderer should then provide:

1. specific reasons for the partial or non-compliance; and
2. specific language of any proposed amendments, including any deletions or additional provisions.

In accordance with paragraph 5.2.3, Tenders should also include in their compliance statement any request that information be treated as confidential following the award of a contract to it.

The following format should be used in completing the compliance statement:

## Table 1: Compliance with Statement of Requirement in Schedule 1 of the RFT

|  |  |  |
| --- | --- | --- |
| Paragraph/schedule/attachment | Nature of compliance | Proposed wording of any amendment to the provision |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## Compliance with Draft Contract

|  |  |  |
| --- | --- | --- |
| Paragraph/schedule/attachment | Nature of compliance | Proposed wording of any amendment to the provision |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## Request to keep Information Confidential

(a) Information contained in contract:

|  |  |  |
| --- | --- | --- |
| Item | Period of Confidentiality | Reason why it is necessary to keep information confidential |
|  |  |  |
|  |  |  |
|  |  |  |

1. Information obtained or generated in performing contract:

|  |  |  |
| --- | --- | --- |
| Item | Period of Confidentiality | Reason why it is necessary to keep information confidential |
|  |  |  |
|  |  |  |
|  |  |  |