**RFQ 23-5855**

# Part 5: PROPOSAL SUBMISSION FORMS

**5.1 Technical Proposal Form**

Bidders can use the table below for their submission, or other, as long as the key criteria are clearly covered. Please keep answers brief and succinct and attach any supporting documentation as necessary.

|  |
| --- |
| Technical Requirements |
| *Evaluation criteria* | *Response by Bidder* |
| Experience and specified personnel/sub-contractors |
| **Capability statement:** Brief statement (max. 1 page) outlining the bidder’s ability to provide quality security services). Include overview of security guard(s) and support services (e.g. provision of transport, shelter, PPE, etc.) | Check box if attached 🞏 |
| **Health certificate** (obtained within the past 6 months) | Check box if attached 🞏 |
| **Police clearance** (obtained within the past 6 months) | Check box if attached 🞏 |
| **CV/resume(s) of security guards** | Check box if attached 🞏 |
| **Referees**: enter details of two referees from previous similar work/contracts. | **Details for two references:** |
| 1. Client’s name: *[insert name of client 1]*
 |
| Contact name: | *[insert name of contact]* |
| Contact details: | *[insert contact details]* |
| Contract value: | *[insert value of contract]* |
| Scope of work summary: |  |
| 1. Client’s name: *[insert name of client 2]*
 |
| Contact name: | *[insert name of contact]* |
| Contact details: | *[insert contact details]* |
| Contract value: | *[insert value of contract]* |
| Scope of work summary: |  |
| Technical and organisational requirements |
| **Experience**: More than 3 years of security guard experience (or similar). | *[Bidder’s answer]* |
| **Support**: Capacity to provide shelter, torches, incidentals, meals and all necessary occupational health and safety (OH&S) equipment for security guards. | *[Bidder’s answer]* |
| **Health**: Should be physically and mentally fit to undertake the security guard job and overnight shift. | *[Bidder’s answer]* |
| **Skills**: Self-defence, crowd control, first aid.  | *[Bidder’s answer]* |
| **Communication**: Experience in reporting (written and verbal). Able to communicate in English will be an advantage. | *[Bidder’s answer]* |

|  |
| --- |
| **For the Bidder:** *[insert name of the company]* |
| Signature:Name of the representative: *[insert name of the representative]*Title: *[insert Title of the representative]* |
| Date: *[Click or tap to enter a date]* |

**RFQ 23-5855**

**5.2 Financial Proposal Form**

The format shown below should be completed by all bidders.

Please review Section F of the Terms of Reference for more information on pricing.

|  |  |  |
| --- | --- | --- |
| Description | Weekdays  | Weekend & public holidays  |
| Hourly rate to carry out security services as stipulated in the Terms of Reference [AUD] | Daytime rate (6am to 6pm)$\_\_\_\_\_\_\_\_\_\_\_/hr | Daytime rate (6am to 6pm)$\_\_\_\_\_\_\_\_\_\_\_/hr |
| Nighttime rate (6pm to 6am)$\_\_\_\_\_\_\_\_\_\_\_/hr | Nighttime rate (6pm to 6am)$\_\_\_\_\_\_\_\_\_\_\_/hr |

Associated expenses (transport to/from site, uniforms, meals, communication equipment, torches, lighting, shelter, KPF, insurance, overheads, etc.) will be at the expense of the bidder and should be covered by including a suitable margin in the hourly rates.

Bidders will be deemed to have satisfied themselves, before submitting their proposal and to its correctness and completeness, taking into account of all that is required for the full and proper performance of the contract and to have included all costs in their rates and prices.

|  |
| --- |
| **For the Bidder:** *[insert name of the company]* |
| Signature:Name of the representative: *[insert name of the representative]*Title: *[insert Title of the representative]* |
| Date: *[Click or tap to enter a date]* |