



SECTION B

SCHEDULES

(TO BE COMPLETED BY TENDERER AND LODGED IN COMPLIANCE WITH CLAUSE C8)

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SCHEDULE B1 – DETAILS OF TENDERER'S BUSINESS IDENTITY
(Refer Clause C9)

Company Name:

Trading as:

Registered as:

Address:..... Post Code

Phone No.: Email:

ABN: ACN:

Provide a copy of Company's Certificate of Registration

SIGNATURE OF TENDERER

DATE

SCHEDULE B2 – SCHEDULE OF PROPOSED SUBCONTRACTORS

The Tenderer and any proposed subcontractor shall ensure that both parties are fully aware of the contractual terms and conditions provided in the Tender Information Document and in AS2124-1992.

Provide the names and details of all sub-contractors proposed to be used in the performance of the contract including but not limited to the names and details of all specialist sub-contractors

Name of Subcontractor	Address	Type of Works proposed to be subcontracted	Telephone No.

Where no subcontractor is intended to be used, the Tenderer must demonstrate its relevant in-house resources with skill bases / specialisation to carry out the Work under the Contract for the purpose of tender evaluation.

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SCHEDULE B3 – KEY PERSONNEL SKILLS AND EXPERIENCE

The Principal will have an Evaluation Committee to estimate the available resources of the Tenderer to perform the Work under the Contract. This information is to be identified below by the Tenderer.

Staff/Resources directly available for this project. Provide sufficient factual details to demonstrate the capacity of the Tenderer and its resources to undertake the Works under the Contract:

Name	Position	Function	Relevant Experience

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SCHEDULE B4 – TENDERER’S CURRENT COMMITMENTS

The Tenderer shall provide sufficient details to demonstrate how the Work under the Contract will be undertaken. This must be provided by the Tenderer with current commitments - if any.

The Tenderer shall include the names, values and anticipated practical completion dates of all projects being undertaken by the Contractor.

Project	Description	Approx. Value	Date Started	Date completed/ anticipated date of completion

SIGNATURE OF TENDERER

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SCHEDULE B5 – RELEVANT PROJECT EXPERIENCE

Provide a brief summary of similar construction projects (preferably in the Goldfields/Esperance area) completed within the last 10 years. (Minimum of 5 projects). It is a condition of this tender that the Tenderer has actually contacted the referee, checked the contact details and obtained consent prior to nominating it as a referee.

Name of Project	Value of the project (approx)	Date started	Date completed	Client	Consultant / Main Contractor	Referee's Name including position and role played in the project	Phone

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SCHEDULE B6 – PROGRAM OF WORKS

This Program of Works shall form the basis of the Construction Program as required by Clause 33.2 of AS 2124-1992 and designated milestone dates as detailed in the Tender Information Document shall be the basis of the program.

The Tenderer shall submit a preliminary works program in the form of a bar chart showing the following:

- (a) Sequence of Works Under **Construction/Contract**;
- (b) Period within which various stages or parts of the WUC are to be executed;
- (c) Critical paths of activities related to the WUC;
- (d) Allowance for statutory holidays;
- (e) Constraints detailed in the Tender Information Documents;
 - Significant milestones including separable parts (if any);
 - Activity inter-relationships including those activities to be undertaken by sub-contractors and suppliers, both on-site and off;
 - External dependencies including provision of access, document approvals and work by others;

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SCHEDULE B7 – WORKING HOURS PER DAY & DAYS PER WEEK
(refer to Clause C6)

Day	Hours Worked	Time of the Day Worked
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

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SCHEDULE B8 – EVIDENCE OF TENDERER’S REGISTRATION SCHEDULE

The Tenderer shall detail the name and registration/licence details of all persons and firms who will be involved with the works.

Name of Company	Registered or licensed activity	Registering or licensing authority	Registration / licence number	Valid to

SIGNATURE OF TENDERER

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SCHEDULE B9 – INSURANCES

Type of Policy	Name of Insurer	Policy No.	Expiry date	Value of Policy
Workers Comp.				
Public Liability				
Professional Indemnity				
Motor Vehicle				
Personal Sickness & Accident				
Others (if any)				

I / We hereby confirm that the above details are correct and that if I / We are the successful Tenderer, I / We will provide copies of the above stated policies prior to signing the contract and Certificate of Currency for the Insurance provided by the Insurer or the Broker.

I / We undertake the responsibility to renew the insurances as and when due and provide a copy of the currency certificates to the Principal. We have agreed that failure on my / our part to adequately maintain the insurances and to comply with Clauses 18, 19, 20, and 21 of AS2124-1992 shall be a substantial breach of the Contract under Clause 44.2.

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SCHEDULE B10 – LETTER OF CAPACITY AND AUTHORITY TO ENQUIRE OF BANK

The Tenderer shall provide the following information as attachments:

- (a) Letter addressed to Tenderer’s financial institution authorising the Principal to make enquiries, if required, as to the Tenderer’s financial position and its capacity to undertake the Work under the Contract.

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SCHEDULE B11 – BREAKDOWN OF TENDER PRICE

Tenderers shall provide a breakdown of the Lump Sum part of the Tender. This schedule is only for the purposes of assessment of tenders and assessment of variations and progress claims if the tender is successful.

ITEM **DESCRIPTION** **AMOUNT**

Lump Sum Parts: -

1	Preliminaries	\$
2	Demolition	\$
3	Earthwork	\$
4	Site Services – Water, Sewer, Electrical & Communications	\$
5	Fences & Gates	\$
6	Concrete Work	\$
7	Structural Steelwork	\$
8	Metalwork	\$
9	Brickwork / Paving	\$
10	Carpentry	\$
11	Joinery & Cabinetwork	\$
12	Hardware	\$
13	Roofing	\$
14	Drainage & Plumbing	\$
15	Electrical Services	\$
16	Mechanical Services	\$
17	Ceilings & Partitions	\$
18	Plasterwork	\$
19	Wall & Floor Tiling	\$
20	Resilient Finishes & Floor Coverings	\$
21	Windows & Glasswork	\$
22	Painting	\$
23	Civil Work & Landscaping	\$

24	Additional Items not mentioned above	\$
25	Builders Work	\$
26	Provisional Sum – supply and fit display cabinets	\$ 35 000
27	Provisional Sum – new septic tank and leach drains	\$ 30 000
28	Provisional Sum – take delivery and hang/fix Art works supplied by Client	\$ 2 000
Total Lump Sum Price Excluding GST		\$
+GST		\$
Total Lump Sum Price Including GST		\$

TENDER LUMP SUM PRICE AS SHOWN ON FORM OF TENDER \$
(excluding GST)

SIGNATURE OF TENDERER

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SCHEDULE B12 – RETENTION MONEY

Pursuant to Clause 42.3 the Tenderer shall indicate here his intention concerning substitution of security for retention money at Practical Completion.

Tick as Appropriate

I do not require to substitute a security for retention money at Practical Completion

I do require to substitute a security for retention money at Practical Completion

Failure to complete this Schedule will be deemed as indicating that the Tenderer does not wish to substitute a security for retention money at Practical Completion.

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SCHEDULE B13 – SCHEDULE OF RATES

The Schedule of Rates is intended to be used for the sole purposes of assessing tenders and then to value variations and progress claims if the tender is successful. Rates must be based on the Contract Documents including but not limited to Drawings, Schedules and Specifications

Woodlands Cultural, Community & Visitors Centre

Schedule of Rates

Item	Unit	Rate
BUILDERS WORK		
Concrete	m3	
Reinforcement	t	
Steelwork	t	
Roof sheeting	m2	
Roof Insulation	m2	
Roof Flashing/Capping	m	
Eaves Gutter	m	
Box Gutter	m	
Rainwater Downpipe	m	
Single Leaf Face Brickwork	m2	
Cavity Face Brickwork	m2	
Exotec Cladding	m2	
Wall Insulation	m2	
Ceiling Insulation	m2	
Powder-coated Aluminium Windows	m2	
Single Aluminium Door & Frame	No	
Double Aluminium Door & Frame	No	
Timber Door & Frame	No	
Render - Externally	m2	
Hardwall Plaster	m2	
Paint to Walls	m2	
Paint to Ceilings	m2	
Wall Tiling Incl Waterproofing	m2	
Floor Tiling Incl Waterproofing & Screed	m2	
Timber Flooring	m2	
Ceiling Tile & Grid System - Halcyon	m2	
Flush Plasterboard Ceiling	m2	
Carpets	m2	
Vinyl	m2	
Cabinets	lm	

EXTERNAL WORKS		
Decking Complete	m2	
Fencing Complete	lm	
Paving	m2	
Mulching	m2	
Reticulation	m2	
HYDRAULIC SERVICES		
Toilet Complete	No	
Urinal Complete	No	
Hand Basin Complete	No	
Shower Complete	No	
Cleaners Sink Complete	No	
Kitchen Sink Complete	No	
Arts Trough Complete	No	
Hot Water Unit	No	
ELECTRICAL SERVICES		
Light Fitting	No	
GPO	No	
Double GPO	No	
Data Point	No	
TV Point	No	

SIGNATURE OF TENDERER

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SCHEDULE B14 - MACHINE HIRE RATES – Not Applicable

SCHEDULE B15 – OCCUPATIONAL HEALTH & SAFETY

Provide a brief summary of the company’s OH&S practices and safety record (including LTI’s, MTI’s & First Aid incidents) for the past 5 years. Please also provide a percentage breakdown of local and indigenous content. Please provide copies of Company OHSE Management Plan, Hazard and Risk Register, SWMS and Safety Records.

Project	Date of dispute / accident	Reason for dispute	Lost time injuries (LTI's)

SIGNATURE OF TENDERER

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SCHEDULE B16 – TENDERER’S SAFETY CRITERIA FORM

THE CONTRACTOR’S OCCUPATIONAL HEALTH, SAFETY AND ENVIRONMENT POLICY

The Contractor is to prepare an Occupational Health, Safety and Environmental Management Plan for the works that complies, as a minimum, with statutory and other legal requirements of the locality the works are to be undertaken in, including all licensing, permits, fees, charges, etc. relevant to the works they will undertake.

The Contractor shall amend and update the Occupational Health, Safety & Environment Management Plan as often as may be necessary in the light of changing legislation or working practices and shall notify the Principal and Superintendent in writing of such revisions. A copy of the revised document shall be provided to the Superintendent. The Contractor shall also comply with any amendments required or further instructions issued by the Principal.

The Contractor shall ensure that all employees are suitably trained and qualified to carry out the Work under the Contract, and that all work permits have been obtained before the commencement of work.

The Principal has the right to conduct Health, Safety and Environment audits. Health, Safety and Environment audits may also be applied to subcontractors, where applicable. The Superintendent and/or their representative shall be entitled to inspect all registers, reports and certificates required by statute to be kept by the Contractor in respect of Health, Safety and Environment matters applicable to the contract. A copy of all accident reports or reports of dangerous occurrences occurring in relation to the contract shall be provided to the Principal through the Superintendent and/or their representative.

The Contractor will supply the Principal and Superintendent with copies of Worker’s compensation and Public Liability cover documents. In the event the Contractor utilises sub-contract labour, proof must also be supplied to the Principal, copies of the aforementioned documentation pertaining to those workers.

The Contractor shall at all times use proper and safe plant and equipment and to ensure that all employees using the equipment are adequately trained, instructed and supervised in the safe operation of the equipment. Due care to the Environment is to be given in all matters related to plant, equipment, fuels, discharge and all wastes.

The Contractor shall prepare and have available for inspection, an emergency response plan for the Works under the Contract. This plan shall take into consideration safety, health and environmental impacts.

The Contractor acknowledges that the Principal and the Superintendent has the right to suspend the carrying out part or whole of the Works under Contract. If in the opinion of the Principal, Superintendent and/or the Superintendent’s Representative; the Contractor fails to provide for the protection or safety of any person or property. The breach of any Safety Legislation by the Contractor will be a failure to take measures necessary to protect people and property under clauses 15(a) and 34.1(b) of AS 2124-1992.

The contractor is to develop a “Hazard and Risk Register” for the construction phase of the project and:

- Include all hazards/risks they have identified as possible, during the conduct of the construction

phase, and

- Rate each hazard/risk level. Where the risk is greater than a first aid injury or minor illness...
- Identify and include specific controls to reduce the risk so the consequence is minor injury or illness
and ...
- Re-assess the risk after the introduction of the control so as to ensure the selected control will be
effective in preventing identified injury or illness in the relevant hazard/risk identified and...
- Identify and document how the hazards and risks, as identified, will be monitored and reviewed, and
the frequency of such monitoring and review, during the conduct of the works on the project

The contractor is to include, where applicable the following hazard categories and associated risks as a minimum in the “Hazard and Risk Register”:

- Working at height and at same level.
- Working in excavations and trenches.
- Working on or near essential services, including electricity, gas, telecommunications, water, sewer
etc.
- Delivery, storage, decanting, use and disposal of a hazardous chemical/substance.
- Delivery, unloading/loading, servicing, maintenance use and repair of plant.
- Using a confined space.
- Activities generating excessive noise, manual and materials handling risks.
- Asbestos and demolition works.
- Other categories of hazards, as included in the relevant Occupational Health, Safety and
Environmental Act, Regulation, Policy, Code of Practice, Australian Standard etc.

The contractor is to prepare “Safe Work Method Statements (SWMS)”, or equivalent, so as to control identified hazards and risks documented in the “Hazard and Risk Register”, in consultation with workers, or providing training to workers, in the way they will undertake the work, so as to prevent injury or illness during the conduct of the works. Controls will include the requirements of any Regulation, or where no regulation exists, controls to be equal to or better than a Code of Practice, Australian Standard, Ministerial Notice, statutory or industry alert, relevant to the identified hazard and risk,

The contractor shall provide supervision, training and instruction, as relevant, to all affected workers on the project, so as to ensure that during the conduct of the works the potential for injury or illness, as identified in the “Hazard and Risk Register”, and documented in “Safe Work Method Statement” is minimised to an acceptable level.

The contractor is to, at the completion of the project, provide a copy of all identified and unresolved hazards and risks that remain to be controlled by the end user or end user servicing, maintenance or repair personnel, so that they are not put at risk by the completed project.

2. Formal Occupational Health, Safety and Environmental Management Systems and Procedures

The contractor is to provide evidence of certification of occupational health, safety and environmental to a minimum of AS/NZS 4801 Occupational Health and Safety Management Systems and AS/NZS ISO 14000 Environmental Management Systems.

3. Evidence

Provide evidence with tender of means by which the above item 1, is to be implemented and evidence of the business accreditation to AS/NZS 4801 Occupational Health and Safety Management Systems and AS/NZS ISO 14000 Environmental management systems as per item 2.

4. Submissions

Develop and submit, prior to commencing work on the project, a copy of the contractors:

- Occupational Health Safety and Environmental Management plan, and
- Hazard and Risk Register, and
- Safe Work Method Statement, and

The contractor is to document, and make available as necessary:

· The intended training, supervision, induction and inspection processes and procedures to be undertaken on the project and ...

- The notification of all Incidents occurring at the project, including reporting, investigation, findings and corrective actions and ...
- Any occupational health, safety and environmental visitation, prosecution or consultation, including any recommendations or finding provided by external parties to the project.

OSH Management System Questionnaire

The Following documentation will be asked to be produced prior to award of contract. Tenderers must tick the appropriate box.

	Yes	No
1 OSHE Policy and Management		
Is there a written company health, safety & environment policy?	<input type="checkbox"/>	<input type="checkbox"/>
Does the company have an OSHE Management System audited by a recognised independent authority (eg: I.F.A.P, WorkSafe W.A.)	<input type="checkbox"/>	<input type="checkbox"/>
Is there a company OSHE Management System manual or plant?	<input type="checkbox"/>	<input type="checkbox"/>
Are safety and health responsibilities clearly identified for all levels of staff?	<input type="checkbox"/>	<input type="checkbox"/>
2 Safe Work Practices and Procedures		
Has the company prepared safe operating procedures or specific safety instructions relevant to its operations?	<input type="checkbox"/>	<input type="checkbox"/>
Does the company have any permit to work systems?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a documented incident investigation procedure?	<input type="checkbox"/>	<input type="checkbox"/>
Are there procedures for maintaining, inspecting and assessing the hazards of plant operated/owned by the company?	<input type="checkbox"/>	<input type="checkbox"/>
Are there procedures for identifying, assessing and controlling risks associated with manual handling?	<input type="checkbox"/>	<input type="checkbox"/>
3 OSHE Training		
Are regular and relevant health, safety & environment training courses conducted in your company	<input type="checkbox"/>	<input type="checkbox"/>
Is a record maintained of all training and induction programs undertaken for employees in your company?	<input type="checkbox"/>	<input type="checkbox"/>
4 Health, Safety & Environment Workplace Inspection		
Are regular health, safety & environment inspections at work sites undertaken?	<input type="checkbox"/>	<input type="checkbox"/>
Are standard workplace inspection checklists used to conduct health, safety & environment inspections?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a procedure by which employees can report hazards at workplaces?	<input type="checkbox"/>	<input type="checkbox"/>
5 Health, Safety & Environment Consultation		
Is there a workplace health, safety & environment committee	<input type="checkbox"/>	<input type="checkbox"/>
Are employees involved in decision making over OSHE matters?	<input type="checkbox"/>	<input type="checkbox"/>
Are there employee elected health, safety & environment representatives?	<input type="checkbox"/>	<input type="checkbox"/>
6 OSHE Performance Monitoring		
Is there a system for recording and analysing health, safety & environment performance statistics?	<input type="checkbox"/>	<input type="checkbox"/>
Are employees regularly provided with information on company health, safety & environment performance?	<input type="checkbox"/>	<input type="checkbox"/>
Has the company ever been convicted of an occupation health, safety & environment offence? (If so, attach a summary of the issue and outcome).	<input type="checkbox"/>	<input type="checkbox"/>

Attachments to be included are copies of:

- Company Safety & Health Policy and Safety Management Plan;
- Details of all hazardous substances to be bought on site;
- Relevant SWMS

SIGNATURE OF TENDERER

DATE

SCHEDULE B17 – ALTERNATIVE TENDER

All Alternative Tenders shall be accompanied by a conforming Tender or they will NOT be considered. Both Tenders must be lodged in accordance with tender lodgement requirements and clearly marked “Tender” and “Alternative Tender”.

In the event that the Tenderer submits an Alternative Tender, FULL details shall be submitted explaining the advantages and disadvantages to the Principal and incorporating FULL details of cost differences of the submission.

SIGNATURE OF TENDERER

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SCHEDULE B18 – ACCESS, INCLUSION & CULTURAL DIVERSITY

Provide details of the employment opportunities your organisation offers for to people with disability, Aboriginal Australians, young people, seniors and people from culturally diverse backgrounds.

SIGNATURE OF TENDERER

DATE