**Request for Quote for Social Services**

### Section 3 - Supplier Response

**RFQ Title:** <<insert>>

**Reference No:** <<insert reference number>>

**Date of issue:** <<insert>>

**Customer:** <<insert Department name>>

**Request for clarification cut-off (if applicable):** <<day/month/year>>at <<insert time AEST>>

**Closing Date:** <<insert time AEST day/month/year>>

**Contact Officer:** <<insert>>

**Contact phone number:** <<insert>>

**Contact email:** <<insert>>

Supplier name: <<Supplier to insert Supplier name>>

**Supplier ABN:** <<Supplier to insert ABN>>

Document history – **to be deleted before sending to supplier**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Version | Date | Status | Key changes made | Author(s) | Reviewer(s) | |
| 0.1 |  |  |  |  |  |
| 0.2 |  |  |  |  |  |
|  |  |  |  |  |  |

**Instructions for using this document** (delete before sending to Supplier):

* Information items highlighted in green are to be deleted before the document is finalised.
* Delete all highlighting before issuing the RFQ.
* **Delete all guidance note comments before issuing the RFQ**.
* Relevant sections of this Section 3 (Supplier Response) are to be completed by the Customer before sending to the Supplier. The Supplier is to complete the <items in light blue>.
* in accordance with the instructions provided herein.

### Section 3 – Supplier Response

Supplier to complete parts indicated with <insert>, sign the ‘Declaration’, and return all sections.

***Note****: Refer to the RFQ Conditions in Schedule A of the RFQ for definitions of capitalised terms*

|  |  |  |
| --- | --- | --- |
| **Supplier response to Request for Quote** | | |
| Supplier name | <insert> | |
| ACN/ABN | <insert> | |
| Address | <insert> | |
| Postal address | <insert> | |
| Contact person | Name: <insert>  Position: <insert>  Phone number: <insert>  Email: <insert> | |
| Service outlet name | <provide the service outlet name under which the Services will be delivered> | |
| For which Geographic Catchment Area/s is the Supplier quoting? | State the Geographic Catchment Area/s offered for this quote:  <insert geographic catchment>  <insert geographic catchment>  <insert geographic catchment>  **NOTE:** Where the Supplier is quoting for Services for more than one Geographic Catchment Area, a separate response to the evaluation criteria and a separate price (using the ‘Pricing Template’ provided at Attachment A) must be provided for eachGeographic Catchment Area that is the subject of the Supplier’s quote. | |
| Social responsibility – support for preventing and ending domestic and family violence | Does the Supplier have a zero tolerance to domestic and family violence?  Yes  No  Does the Supplier have a workplace response supporting employees affected by domestic and family violence?  Yes  No  Has the Supplier implemented policies and procedures and workplace responses to preventing domestic and family violence?  Yes  No | |
| Anti-bullying, anti- cyberbullying and social media use | Is the Supplier a community or sporting body involving children and young people*?*  Yes \* No  \*If ‘**Yes**’ to the above:  Has the Supplier implemented policies and procedures and workplace responses to addressing bullying and cyber bullying matters and social media use?  Yes  No | |
| Indigenous business | Is the Supplier a business where at least 50 per cent is owned by an Aboriginal person/s and/or a Torres Strait Islander person/s?  Yes  No | |
| Small to medium sized business | Number of full-time equivalent employees\* - <insert number of emps>  \*Calculating full-time equivalent employees  Full-time work is 35 hours per week or more. If Your business has casual or part-time workers, calculate the number of hours worked by these employees and divide that total by 35 to determine full-time equivalents. For example, 3 casual employees working 12 hours per week - totalling 36 hours per week, equates to one full-time employee. (Definition:- Queensland Government ‘Business Queensland’) | |
| Supplier Code of Conduct | The Customer’s intention is to do business with ethically, environmentally and socially responsible suppliers. The Queensland Government ‘Supplier Code of Conduct’ provides details on these expectations and what constitutes a responsible supplier. The Supplier Code of Conduct is available at ‘<https://www.forgov.qld.gov.au/finance-and-procurement/procurement/procurement-resources/search-for-procurement-policies-resources-tools-and-templates/queensland-government-supplier-code-of-conduct>’  Does the Supplier understand the obligations of the [Supplier Code of Conduct](https://www.forgov.qld.gov.au/finance-and-procurement/procurement/procurement-resources/search-for-procurement-policies-resources-tools-and-templates/queensland-government-supplier-code-of-conduct)?  Yes  No | |
| Mandatory criteria (if applicable) | |  |  | | --- | --- | | **From 1 September 2021, has the Supplier:** | | | Contravened a civil remedy provision of Chapter 2 or Chapter 3 of the *Fair Work Act 2009* (Cth), or committed an offence against the Fair Work Act? | No  Yes | | Contravened a civil remedy provision of Chapter 2, 3, 4, 5, or 7 of the *Industrial Relations Act 2016*, or committed an offence against the *Industrial Relations Act*, or failed to pay employment related levies, or other payments, established under Queensland legislation? | No  Yes | | Failed to make superannuation contributions on behalf of its employees in accordance with law? | No  Yes | | Purported to treat employees as independent contractors, where they are not? | No  Yes | | Required persons who would otherwise be employees to provide an Australian Business Number so that they could be treated as independent contractors? | No  Yes | | Engaged persons on unpaid work trials or as unpaid interns, where they should be treated as employees? | No  Yes | | Entered into an arrangement for the provision of labour hire services with a person who is not licensed under the *Labour Hire Licensing Act 2017*, or a supplier who is an unlicensed provider under the Act? | No  Yes | | Paid employees wages below those provided for in an applicable modern award? | No  Yes | | If You have checked ‘**Yes**’ to any of the above, please clearly and concisely provide details here:  <insert details *or* if ticked No to all, insert ‘Not applicable’>. | |   ***Note****: Ongoing compliance with the Ethical Supplier Threshold will be a requirement under any Service Agreement to be entered into by successful suppliers.*  Does Your quote comply with the other mandatory criteria described at Section 1, Part C, item 1 of the RFQ (if any)?  Yes  No | |
| Evaluation criteria responses | Please provide Your response to the evaluation criteria as an attachment rather than within this template, state the attachment number here and clearly number the pages in Your response. As per Section 1, Part C, item 2 of the RFQ, the evaluation criteria are:  Evaluation Criterion 1 – <e.g. proposal for service delivery>  Evaluation Criterion 2 – <e.g. collaboration and integration>  Evaluation Criterion 3 – <e.g. organisational history and experience>  Evaluation Criterion 4 – <local benefits test>  **Please note:**  Page limits apply – written response to evaluation criteria is to be no more than <insert number> A4 pages.  Letters of support and financial statements are not required. | |
| Is it proposed to subcontract any part of the Services? | Yes  No  If ‘Yes’ to the above:   * please note Your obligations and the Customer’s rights about subcontracting as outlined in clause 22 of the Standard Terms that will form part of any Service Agreement (refer further to Section 2 of the RFQ); * the submission of a quote in response to this RFQ which includes proposed subcontracting does not constitute the Customer’s consent, or waive the Customer’s discretion regarding whether to consent to subcontracting or to, impose terms and conditions in relation to any such consent; * You must, where indicated below, provide the name, legal entity type and contact details of each subcontractor that You intend to use, and the obligations that will be subcontracted to each subcontractor. Repeat as necessary for each subcontractor; and * You must attach a letter from a duly authorised person from each proposed subcontractor agreeing to the proposed subcontract.   **Subcontractor details**  Name and legal entity type: <insert>  Street address: <insert>  Postal address: <insert>  Obligations to be subcontracted: <insert> | |
| Proposed departures from any of the Requirements for the Services outlined in Section1, Part B of the RFQ | <insert, if applicable> | |
| Insurance details  Type of policy:  Insurer:  Expiry Date:  Insured Amount: | For any insurance policies specified or described in Section 1, Part B, item 4 of the RFQ (other than workers’ compensation insurance), provide the following details:  <insert>  <insert>  <insert>  <insert>  Please provide a copy of certificate of currency for all insurances. | |
| **Pricing information** | | |
| Price | If the investment budget and/or outputs have not been disclosed in the RFQ then insert the following:  Submit using Pricing Table provided at Attachment A.  **OR**  If the investment budget and/or outputs have been disclosed in the RFQ insert the following:  Attachment A – Pricing Table sets out the Services required and the indicative funding amount available for the Services. Unless You state otherwise, the Customer will consider that Your quote is for delivery of the Services required within the indicative funding amount available. | |
| **Declarations** | | |
| Conflict of Interest | You must give details of any possible Conflict of Interest that exists or may arise in relation to the making and/or acceptance of Your quote. If there is nothing to declare, please insert “None”.  <insert> | |
| Authorisation and execution by Supplier | As the authorised officer named below, I certify that:   * I am authorised to submit the Supplier’s response to the RFQ as the Supplier’s representative. * The Supplier understands and has complied with the RFQ Conditions in Schedule A of the RFQ. * The Supplier’s response is complete, accurate and not misleading in any way. | |
| Name: | <insert> |
| Position: | <insert> |
| Signature: | <insert> |
| Date: | <insert> |

|  |
| --- |
| ***Privacy Notice*** *-* The Customer manages Personal Information in line with the *Information Privacy Act 2009*. The Customer is collecting information from the Supplier, which may include Personal Information, for any or all of the following purposes:   * evaluating the Supplier’s quote in response to this Request for Quote; * administering the RFQ Process; and/or * if the Supplier’s quote is accepted, entering into and administering any subsequent Service Agreement arising out of, or entered into as part of, the RFQ Process; and/or * exercising any regulatory functions or powers in relation to public funding provided, or to be provided, to, or social services delivered by, the Supplier   This information may be used by the Customer, and shared with other Queensland Government departments, agencies or other bodies, non-government organisations, the Commonwealth and/or other states or territories for any of these purposes or for the purpose of referrals and/or may be made publicly available in accordance with the Queensland Procurement Policy 2023 (as amended or replaced from time to time) or as permitted under any Service Agreement between the Customer and the Supplier. Personal Information will not be otherwise disclosed to any other third party without consent of the Supplier, except where authorised or required by law. |

### Attachment A – Pricing Table

Geographic Catchment Area: <Supplier to insert Geographic Catchment Area/s to which this pricing refers>

Proposed service name: <Supplier to insert>

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Service User Code** | **Service Type Code** | **Deliverable Code** | **Deliverable Quantity per annum (hours)** | **Amount per Annum  (excl. GST)** | **GST component** | **Amount per Annum  (incl. GST)** |
|  |  |  |  |  |  |  |
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The codes in this Pricing Table (T-Codes (Service type) and/or U-Codes (Service Users) are to correspond to the codes described in the Investment Specification (or other document) described as part of the ‘Service delivery requirements’ in Section 1, Part B, Item 1 of the RFQ.

Itemise any other costs involved in delivering the Services:

|  |  |  |  |
| --- | --- | --- | --- |
| **Other costs** | **Price** | **Price** | **Total Price** |
| **(Excluding GST)** | **(GST component)** | **(Including GST)** |
| e.g. Establishment costs |  |  |  |