



URBAN QUARTER CTS 32535

TENDER

FOR

**CARETAKING MANAGEMENT
AGREEMENT**

Tender for Facilities Management Agreement – 17/12/2021



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1 PART 1 – TENDER SUBMISSION FORM

Property Name:	Body Corporate for Urban Quarter		
CTS Number:	32535		
Contract Officer:	Seymour Consultants	Phone:	07 5573 4011
Email:	admin@seymourconsultants.com.au		
Tender lodgement address	hardcopy tenders: (if applicable)	<i>Tender box in the offices of Seymour Consultants 5/36 Newheath Drive Arundel QLD</i>	
	electronic tenders: (if applicable)	admin@seymourconsultants.com.au	
Time for close of Tender:	4.00 pm on Friday 28 January 2022.		
<u>Tenderer Details</u>			
I / We	Full name in BLOCK LETTERS of the Tenderer (Individual or Company) (Include trading name if applicable)		
ACN:		ABN:	
Address:			
QBCC License No (optional):			
Phone:		Fax:	
Email:			

Hereby tender to execute and complete all work and perform all of the obligations for the above property in accordance with the tender documents:		
YEAR 1 for the lump sum of	(incl. GST) (" Tender Sum ")	
	(Amount in words)	
Calculation of GST component of Tender Sum	Tender Sum excl. GST:	\$
	GST Component of Tender Sum:	\$
	Tender Sum:	\$

Checklist:	
The Tenderer:	(Tick one)
I have read and understood the Caretaking Agreement.	<input type="checkbox"/> Yes <input type="checkbox"/> No
I have read and understood the schedule of Duties.	<input type="checkbox"/> Yes <input type="checkbox"/> No
I have provided a lump sum – Year 1	<input type="checkbox"/> Yes <input type="checkbox"/> No
Insurance Professional Indemnity - \$2,000,000 can provide certificate of currency on request?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Insurance – Public Liability - \$20,000,000 can provide certificate of currency on request?	<input type="checkbox"/> Yes <input type="checkbox"/> No
I have provided proof of previous experience (resume or portfolio of work undertaken) in facilities management. Attached a copy to this application. Add as an addendum to the application.	<input type="checkbox"/> Yes <input type="checkbox"/> No
In the last five (5) years I have not been bankrupt or convicted of a criminal offence.	<input type="checkbox"/> Yes <input type="checkbox"/> No

I have declared any conflict of interest (if any, provide additional written response as an addendum)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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By its signature on this Tender Form, the Tenderer warrants that, if awarded a Contract for this project, it will comply with the requirements of the terms and conditions of the agreement, and the duties.

Signed by: (Must be completed if Tenderer is a sole trader, individuals in a partnership or persons trading under a business name. Witness to sign and print name.)		
	Name of Tenderer	Signature of Tenderer
	on the day of 20.....	

OR

Signed by: (Must be completed if Tenderer is a company, including companies tendering under a business name. Company to sign in accordance with its Constitution. Where signature is that of an agent, written authority from tenderer is to be included with the Tender.)		
	Name of Company	ACN
	In accordance with section 127 of the <i>Corporations Act 2001</i> (Cth) by:	
	Signature of Director/Secretary	Signature of Director
	Name of Director/Secretary	Name of Director
on the day of 20.....		

Privacy Statement:

The principal is collecting the personal information on this Tender Form for the purposes of tender evaluation and any subsequent contract that may arise. The information may be used in accordance with the provisions of the tender documents. Any personal information included on this tender form may be disclosed to the tender evaluation panel and their advisors but will not be disclosed to any other third party without the Tenderer's consent unless authorised or required by law or stipulated in the Tender Documents. Personal information will be handled in accordance with the *Information Privacy Act 2009* (Qld).

2 PART 2 - TENDER INFORMATION

2.1 PREREQUISITES

- Contractor must be available to start the contract by 01/03/2022.
- Contractor must be able to provide all necessary insurances by 01/03/2022.
- Contractor must be able to provide proof of previous experience in undertaking similar duties for a period of +2 years. It is a requirement of the tenderer to attach a copy of their resume' and/or a copy of their portfolio of work.
- No history of bankruptcy in the last 5 years.
- No criminal offence in the last 5 years.
- Any conflict of interest, it must be declared and described in a separate letter.

2.2 PROCESS OF TENDER:

- Invitation to tenders have been made by a selective tender process.
- Closing date of tender is 4:00pm on Friday 28/01/2022, submissions must be made by hard copy or by emailing admin@seymourconsultants.com.au RE: TENDER BOX.
- No late submissions will be accepted.
- No changes to duties or format of this tender can be made without authorisation. Enquires can be made to 07 5573 4011 or info@seymourconsultants.com.au.
- Photos of the property have been provided. Annexure 1 – Photographs.
- After submissions of tender, we will check compliance of the tenders. We urge, tenderers to check their submissions. Should there be non-compliance, your tender may be ruled out.
- Tender report to the Body Corporate within two (2) weeks of the close of the tender.
- The Body Corporate will consider a select number of tenders for a General Meeting.
- Approval will be made. A letter will be issued to the winning Tenderer. Letters will be provided to non-successful tenderers.