

Part D – Quotation Form

NOTE TO RESPONDENTS:

The Respondent must submit their response to this RFQ using this Quotation Form and in the spaces provided:

- provide a response to all parts
- not exceed any specified word limits
- not include or embed graphics or data directly into the Quotation Form but where necessary, place graphics or data at the end of the Quotation Form
- include the organisation name of the Respondent in the footer of the Quotation Form
- virus check all electronic Quotation Documents and supporting documents before Quotation to VicHealth.

.....Column Break.....**Quotation Offer**

By this Quotation, we offer to provide the Goods and/or Services in accordance with the Contract Conditions in Part C on the basis set out in this Quotation Form. We warrant that:

- All information contained in this Quotation Form is accurate and complete.
- We have not provided any inaccurate or misleading information to VicHealth in connection with this RFQ.
- We have read the RFQ and are fully acquainted with all matters in connection with the proposed Contract.

Respondent authorisation

Name: _____

Signature: _____

Title: _____

Date: _____

Section 1 – non-pricing information (all parts to be completed)

1. RESPONDENT DETAILS	
Name of Respondent	
ABN (If no ABN is held, state the reason why)	
Australian Company Number or equivalent	
Date of incorporation	
Address of registered office	
Principal office	
Entity status	<div> <div>A body corporate</div> <div>A private company</div> <div>A sole proprietor</div> <div>A public company</div> </div> <div> <div>A trustee company</div> <div>A partnership</div> <div>A joint venture</div> <div>Other (provide details)</div> </div>
<i>List the primary contact person nominated to answer the VicHealth's requests for further information or to provide clarification.</i>	Name: Position: Telephone: Email:

2. Service Requirements	
<p>▲ Please indicate which of the service requirements outlined in Part B of the RFQ document that you are submitting a response to (Yes/No).</p>	
<p>▲ 2.1 Summit Planning and Delivery</p>	<p>▲</p>
<p>▲ 2.2 Online Platform</p>	<p>▲</p>
<p>▲ 2.3 Access and Safety</p>	<p>▲</p>
<p>▲ 2.4 Evaluation</p> <p>▲ <i>All respondents must agree to participate in VicHealth led evaluations, as required.</i></p>	<p>▲</p>

3. Proposed Solution/Proposal

Detail your proposal to meet the Project Outcomes detailed in the Part B Specification.

Respondents should note that VicHealth invites Respondents to detail within their response their own specific methodology to designing the solution, focusing on any specific areas of innovation, deeper application of expertise and/or suggested divergence from the proposed approach.

2.1 Outline your proposed approach for planning, production and delivery support for the summit, with reference to your methods for the following phases:

1. Event organisation and co-ordination
2. Promotion and registration
3. On the day (including risk management)
4. Evaluation

(Word limit 1000 words)

2.2 Online platform Outline your proposed platform/software to use for hybrid components of the summit. In your response please specify:

- How the platform/software meets the necessary requirements detailed in B2.2 *Online platform*
- Whether one platform/software package or a combination is required to meet the requirements
- What the online experience would look like for participants (you may include screenshots)
- You may also propose multiple software options. If providing multiple options, please specify the strengths and weaknesses of

<p>each option. Ensure you provide separate pricing for each option in <i>Section 2 – Pricing information</i>. (Word limit: 1000 words)</p>	
<p>2.3 Access and Safety</p> <p>a. Outline how you will ensure the in-person and online aspects of the summit are accessible to attendees with a disability, and safe for attendees from target communities.</p> <p>b. Outline your organisation’s experience of considering cultural safety and working in a culturally responsive way when delivering events that have audience and presenters who are young people from target communities (including but not limited to, migrant and refugee background, First Nations, living with disabilities or from rural / regional towns).</p> <p>c. Outline how your organisation may account for or has in the past considered running towards-zero-waste events including strategies that you would employ in supporting the delivery of this summit.</p> <p>(Word limit: 1000 words)</p>	

4. Capability	
<p>5.1 Organisational capability</p> <p>Detail your organisation’s technological, infrastructure and staff resourcing capability in managing the online and in-person aspects of the summit, to ensure a valuable experience for both in-person and online attendees.</p> <p>(Word limit – 500 words)</p>	
<p>5.2 Personnel capability</p> <p>Detail the nominated personnel for this project, noting how their expertise will contribute to the</p>	

<p>successful planning and delivery of this summit, including technical support.</p> <p>Personnel details should be brief and include the following information:</p> <ul style="list-style-type: none"> • A brief CV • The person's role within your organisation • The proposed role the person will play within the project <p>Note where any personnel are subcontracted as part of this proposal.</p> <p><i>(Word limit – 300 words per staff listed)</i></p>	
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5. Past performance and current work	
<p>Detail your organisation's previous experience in successfully planning and delivering in-person and online summits, with particular reference to any experience in:</p> <ul style="list-style-type: none"> • Events / Summit in Regional settings • Hybrid in-person/online summit • Arts and performance events • Events that centre young people and target communities <p>Specific projects and case studies should be presented that demonstrate:</p> <ul style="list-style-type: none"> • The scope of work • The client (please offer two clients as potential referees and detail the contact details of someone we can contact, with your approval, should we wish to refer to them) • The goals of the project • The success and outcomes • How this project relates to the brief within this RFQ <p><i>(Word limit – 1000 words)</i></p>	

6. Client Engagement plan

VicHealth requires some indication of the level of client engagement service you would offer. Please detail your approach to working with your clients such as your values charter, customer service principles or methodologies to keep the client informed / involved.

(Word limit: 500 words)

7. Strategic

(a) Provide details of the location of your head office and any networking facilities which you believe may support your ability to perform the contract at a high level.

Word limit – [250] words

(b) State details of any non-metropolitan Victoria based offices within your organisation, (or affiliated companies, if any) that could service regional requirements.

Word limit – [250] words

8. Innovation

(a) Outline your involvement in activities which involve the use of leading technologies, innovative solutions and best practice that have resulted in 'value for money' improvements.

Word limit – [250] words

9. Compliance with Specifications

It is assumed that the Respondent complies with all clauses of the Specification, other than those Clauses stipulated below.

Detail below any clauses of the Specification which the Respondent is not, or is partially, compliant with and indicate:

- *where the specified deliverables, characteristic or performance standard can only be met subject to certain conditions*

- where specified deliverables, characteristic or performance standard is not met by the Response.
- where the solution offered significantly exceeds the specified requirements. Respondents must state or describe in what way their offer exceeds the requirements
- where the goods or the services:
 - do not require the feature due to inherent design or capability in the operation of the goods or
 - fully complies in a manner different to that described.

Mandatory Assessment Criteria

10. Financial viability

Respondents are required to demonstrate that they have the financial capacity to provide, over the term of the contract, all the requirements specified in this Invitation. Accordingly, you are required to provide the following information in your RFQ.

If the answer to any of the following questions is yes, provide an explanation. Please read (i) carefully before responding yes or no.

(a) Are there any significant events, matters or circumstances which have arisen since the end of the last financial year which may significantly affect the operations of the Respondent?

(b) Are there any mergers/acquisitions either recent (within the past 12 months) or which are imminent?

(c) Are there any proceedings, either actual or threatened, against the Respondent, its parent or associated entities or any director of the Respondent, its parent or associated entities or have there been any such proceedings within the past five years? If so, what (if any) remedial action has been taken in respect of such proceedings?

(d) Are there any bankruptcy actions against a director of the Respondent, its parent or associated entities, or has there been within the past five years?

(e) Are there any de-registration actions against the Respondent, its

<i>parent or associated entities on foot, or have there been any within the past five years?</i>	
<i>(f) Are there any insolvency proceedings, actual or threatened (including voluntary administration, application to wind up, or other like action) against the Respondent, its parent or associated entities on foot, or have there been any within the past five years?</i>	
<i>(g) Is the Respondent, its parent or associated entities currently in default of any agreement, contract, order or award that would or would be likely to adversely affect the financial capacity of the Respondent to provide the Activities contemplated by this Invitation?</i>	
<i>(h) Are there any other factors which could adversely impact on the financial ability of the Respondent to successfully perform the obligations contemplated by this Invitation?</i>	
<i>(i) Is the Respondent solvent and able to meet its debts as and when they fall due in the normal course of business?</i>	
<i>In addition to the information required above, Respondents are required to undertake to provide to VicHealth (or its nominated agent) upon request all such information as VicHealth reasonably requires to satisfy itself that Respondents are financially viable and have the financial capability to provide the Activities for which they are submitting an RFQ and to otherwise meet their obligations under the contract to be entered into with the successful Respondent.</i>	

11. Risk and Insurance

Schedule of insurance information	Workers Compensation (WorkCover):
VicHealth requires appropriate insurance provisions for the supply of Goods and/or Services contemplated under this Invitation. See 'Part B- Specification, Insurances' for required insurances.	<ul style="list-style-type: none"> • <i>Name of insurance company</i> • <i>Policy number(s)</i> • <i>Expiry date</i> • <i>Limit of liability</i>

<p>Provide details for each dot point of all relevant insurances maintained by the Respondent.</p> <p>Please note that you are required to have Workers Compensation, Public Liability and Professional Indemnity insurance.</p>	<ul style="list-style-type: none"> • <i>Relevant exclusions</i>
	<p>Public Liability:</p> <ul style="list-style-type: none"> • <i>Name of insurance company</i> • <i>Policy number(s)</i> • <i>Expiry date</i> • <i>Limit of liability</i> • <i>Relevant exclusions</i>
	<p>Professional Indemnity:</p> <ul style="list-style-type: none"> • <i>Name of insurance company</i> • <i>Policy number(s)</i> • <i>Expiry date</i> • <i>Limit of liability</i> • <i>Relevant exclusions</i>
<p>Risk management strategies</p> <p><i>Provide details of all risk management strategies and practices of the Respondent that would be applicable or relevant in the context of the supply of Goods or Services.</i></p>	

12. Conflict of interest

Provide details of any interests, relationships or clients which may or do give rise to a conflict of interest and the area of expertise in which that conflict or potential conflict does or may arise, and details of any strategy for preventing conflicts of interest.

Outline the processes you have in place to handle any future conflicts of interest (actual or perceived).	
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13. Ethical Employment Policy

Has your company been prosecuted in the last 3 years, or have any impending legal actions, for an occupational health and safety offence in any State or Territory of Australia?

Please note that this will not automatically be viewed as a negative. The details of any prosecutions and the outcomes will be assessed in deciding if there is any relevance to the RFQ Process.

If Yes, please provide details.

14. Links with Harmful Industry including Tobacco Industry

- a. Does your organisation have any current, planned, or past five (5) year relationships with a tobacco company, the Australian Tobacco Research Foundation, or other tobacco industry funded bodies?

[NOTE: Tobacco relationships deem a Respondent ineligible to undertake work that is for health promotion purposes]

Reference:

<https://www.vichealth.vic.gov.au/search/vichealth-harmful-industry-relationship-funding-and-procurement-policy>

If you answer yes to this question, you are INELIGIBLE to apply.

<i>b. Does your organisation have any current, planned, or past 12 months relationships with the food, sugary drink, alcohol, or gambling industries?</i>	<p>If you answer Yes to this question, you will be required to complete a Harmful Industries declaration in the Stakeholder Portal as part of your application.</p> <p>Reference: https://www.vichealth.vic.gov.au/search/vichealth-harmful-industry-relationship-funding-and-procurement-policy</p>
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16. Child Safety requirements	
Does your project proposal include 'Services to children'?	Yes/No
If no – Please detail how your project proposal does not service children?	[please detail your response here]
Please confirm your organisation has or will implement prior to the contract starting, child safe protocols and working with children checks for all relevant staff?	Yes/No

17. Supplier Code of Conduct
<p>VicHealth as a statutory body under the Victorian State Government, is committed to ethical, sustainable and socially responsible procurement. In ensuring that our suppliers maintain the same values as the Government, the State has established a Supplier Code of Conduct (the Code).</p> <p>Note to tenderers: The Victorian State Government's Supplier Code of Conduct is available at the Victorian Government Purchasing Board website: http://www.procurement.vic.gov.au/Home. Updates and amendments to the Code will also be made available at this website.</p> <p>Tenderers are to familiarise themselves with the Supplier Code of Conduct and must include in their RFQ response a Commitment Letter substantially in the form provided here, addressed to the project officer listed at clause 1.3 of Part A of the request for quote.</p> <p>Please complete the Supplier Code of Conduct Commitment at Appendix 2.</p>

18. Pricing principles
<p><i>Provide details of the pricing principles which you will adopt in determining the pricing for this quotation (i.e. demonstrate how you propose to ensure pricing is competitive and how you are a market leader in relation to pricing).</i></p>

Non-Mandatory Assessment Criteria

a. Compliance with the Proposed Contract

A Tenderer must provide a tabulated statement showing clearly, and in order of the relevant clauses, its level of compliance with Part C (Proposed Contract). Refer section 7.2, Part A (Conditions of Tender) for further instructions.

Note: No response is required in respect of a particular clause of the Proposed Contract where a Tenderer will comply with that clause.

Clause number	Compliance Statement	Explanation/Comment
	<p><i>[Note to Tenderers: The cells in this column need to state one of the following:</i></p> <p>Will comply subject to conditions; or</p> <p>Will not comply.</p> <p><i>Remove this note when you prepare your Tender.]</i></p>	<p><i>[Note to Tenderers:</i></p> <p>Where the statement in column 2 is “Will comply subject to conditions”, Tenderers should state in this column 3 the applicable conditions and the reason why those conditions are applicable.</p> <p>Where the statement in column 2 is “Will not comply” Tenderers should state in this column 3 the reasons for such non-compliance.</p> <p>In both cases, the nature and extent of non-compliance must be clearly stated, together with any amendments that would make the relevant clause acceptable to the Tenderer.</p> <p><i>Remove this note when you prepare your Tender.]</i></p>

b. Social Procurement Status

VicHealth is committed to Victorian Government’s Social Procurement Framework
<https://buyingfor.vic.gov.au/social-procurement-victorian-government-approach>

*If your organisation is involved in **any** of the following, please provide details on your engagement:*

- Opportunities for Victorian Aboriginal people
- Opportunities for Victorians with disability
- Women’s equality and safety
- Opportunities for disadvantaged Victorians
- Supporting safe and fair workplaces
- Sustainable Victorian social enterprises and Aboriginal business sectors
- Sustainable Victorian regions
- Environmentally sustainable outputs
- Environmentally sustainable business practices

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c. Any other matters

<i>Detail any matters which have not been covered in previous sections, and you believe need to be taken into consideration when your Tender is assessed.</i>

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d. VGPB website

The Conditions of Tender include a provision for disclosure of contract information (refer Attachment A to this Part D).
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<i>Identify any information in your Tender which you consider falls within the following categories and which you consider should not be published.</i>

(a) Trade secrets	
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(b) Unreasonable disadvantage	
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Section 2 – Pricing information (all relevant parts to be completed)

When providing pricing it is important to be aware that the ability to deliver the services within the specified time frame and to the required level of quality is a key consideration in appointing a supplier.

Please provide a pricing schedule to deliver your Proposal. Note that we would prefer clearly itemised pricing that matches the breakdown of your proposed methodology.

In addition to your pricing schedule, please list hourly or daily rates of specific personnel, which may be used to calculate variations in the contract should you be successful in securing the project.

All pricing information must be GST exclusive.

Pricing schedule
Please complete attached Excel spreadsheet: RFQ Part D - Attachment A - Budget template

Rates card	
Position (e.g. Partner, Senior consultant etc.)	Rate card value (indicate if this is daily or an hourly rate, GST exclusive)

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