

ATTACHMENT C (PRICING SCHEDULE)

General

- 1 The Tenderer should indicate, in the table below, all fees, charges, and other costs which it would seek to be paid for the Requirement.
- 2 All amounts are to be expressed as both GST exclusive and GST inclusive.

Offered Prices, Payment Terms & Discounts

Women's Garments	Size	Price (excluding GST)	GST	Total Price (Incl. GST)
Jacket (Lined) - Long Sleeves	6 to 26	\$	\$	\$
Skirt (lined)	6 to 26	\$	\$	\$
Trousers (pant)	6 to 26	\$	\$	\$
Shirts	6 to 26	\$	\$	\$
Tops in short, three quarter and long sleeves	6 to 26	\$	\$	\$
Polo shirts	XS – 3XL	\$	\$	\$
Cardigan	XS – 3XL	\$	\$	\$
Vest	XS – 3XL	\$	\$	\$
Maternity Pants		\$	\$	\$
Scarf		\$	\$	\$

Special Requirements (RFT Clause 9.2)

Women's Garments	Size	Price (excluding GST)	GST	Price (Incl. GST)
Jacket (Lined) - Long Sleeves	Smaller than size 6	\$	\$	\$
	Alterations – Longer / Shorter	\$	\$	\$
	Larger than size 26	\$	\$	\$
	Alterations – Longer / Shorter	\$	\$	\$
Skirt (lined)	Smaller than size 6	\$	\$	\$
	Alterations – Longer / Shorter .	\$	\$	\$
	Larger than size 26	\$	\$	\$
	Alterations – Longer / Shorter	\$	\$	\$
Trousers (pant)	Smaller than size 6	\$	\$	\$
	Alterations – Longer / Shorter	\$	\$	\$
	Lining	\$	\$	\$
	Larger than size 26	\$	\$	\$
	Alterations – Longer / Shorter	\$	\$	\$
	Lining	\$	\$	\$
Shirts	Smaller than size 6	\$	\$	\$
	Alterations – Longer / Shorter	\$	\$	\$
	Larger than size 26	\$	\$	\$
	Alterations – Longer / Shorter	\$	\$	\$

Tops in short, three quarter and long sleeves	Smaller than size 6	\$	\$	\$
	Alterations – Longer / Shorter	\$	\$	\$
	Larger than size 26	\$	\$	\$
	Alterations – Longer / Shorter	\$	\$	\$
Polo shirts	Smaller than size XS	\$	\$	\$
	Alterations – Longer / Shorter	\$	\$	\$
	Larger than size 3XL	\$	\$	\$
	Alterations – Longer / Shorter	\$	\$	\$
Cardigan	Smaller than size XS	\$	\$	\$
	Alterations – Longer / Shorter	\$	\$	\$
	Larger than size 3XL	\$	\$	\$
	Alterations – Longer / Shorter	\$	\$	\$
Vest	Smaller than size XS	\$	\$	\$
	Alterations – Longer / Shorter	\$	\$	\$
	Larger than size 3XL	\$	\$	\$
	Alterations – Longer / Shorter	\$	\$	\$

Men's Garments	Size	Price (excluding GST)	GST	Total Price (Incl. GST)
Jacket (lined);	87 to 127 cm			
Trouser	72 to 117cm reg			
Casual trouser	72 to 117cm reg			
Shorts	72 to 117cm reg			
Shirts in long sleeves	37 to 48cm			
Shirts in short sleeves	37 to 48cm			
Polo shirts	XS to 3XL			
Knitted Vest	XS – 3XL			
Pullover	XS- 3XL			
Ties				

Special Requirements (RFT Clause 9.2 (a))

Men's Garments	Size	Price (excluding GST)	GST	Price (Incl. GST)
Jacket (lined);	Smaller than size 87 cm	\$	\$	\$
	Alterations – longer / shorter	\$	\$	\$
	Larger than size 127 cm	\$	\$	\$
	Alterations – longer / shorter	\$	\$	\$
Trousers	Smaller than size 72	\$	\$	\$
	Alterations – Longer / Shorter	\$	\$	\$
	Lined			
	Larger than size 117cm reg	\$	\$	\$
	Alterations – Longer / Shorter	\$	\$	\$
	Lined	\$	\$	\$
Casual trouser	Smaller than size 72	\$	\$	\$
	Alterations – Longer / Shorter	\$	\$	\$
	Larger than size 117cm reg	\$	\$	\$
	Alterations – Longer / Shorter	\$	\$	\$
Shorts	Smaller than size 72	\$	\$	\$
	Alterations – Longer / Shorter	\$	\$	\$
	Larger than size 117cm reg	\$	\$	\$
	Alterations – Longer / Shorter	\$	\$	\$

Shirts in long sleeves	Smaller than size 37cm	\$	\$	\$
	Alterations – Longer / Shorter	\$	\$	\$
	Larger than size 48cm	\$	\$	\$
	Alterations – Longer / Shorter	\$	\$	\$
Shirts in short sleeves	Smaller than size 37cm	\$	\$	\$
	Alterations – Longer / Shorter	\$	\$	\$
	Larger than size 48cm	\$	\$	\$
	Alterations – Longer / Shorter	\$	\$	\$
Polo shirts	Smaller than size XS	\$	\$	\$
	Alterations – Longer / Shorter	\$	\$	\$
	Larger than size 3XL	\$	\$	\$
	Alterations – Longer / Shorter	\$	\$	\$
Knitted Vest	Smaller than size XS	\$	\$	\$
	Alterations – Longer / Shorter	\$	\$	\$
	Larger than size 3XL	\$	\$	\$
	Alterations – Longer / Shorter	\$	\$	\$

Pullover	Smaller than size XS	\$	\$	\$
	Alterations – Longer / Shorter	\$	\$	\$
	Larger than size 3XL	\$	\$	\$
	Alterations – Longer / Shorter	\$	\$	\$

SCHEDULE 4 (DRAFT CONTRACT)

The Draft Contract is provided separately. Tenderers should download it from the page for this RFT on AusTender.

SCHEDULE 5 (TENDER CHECKLIST)

The checklist in this Schedule is not required to be completed by Tenderers or included in submitted Tenders.

The checklist has been included to assist Tenderers to ensure that they have complied with this RFT and provided all required information. However:

Tenderers are solely responsible for ensuring compliance with all aspects of this RFT process and should not rely on this checklist as containing all requirements.

If there is any inconsistency between another part of this RFT and this checklist, the other part of this RFT will prevail.

Tenderers should consider whether they can tick each of the following boxes:

Has or will the Tender be submitted before the Closing Time?	<input type="checkbox"/>
Has or will the Tender be submitted by uploading an electronic version of the Tender onto AusTender?	<input type="checkbox"/>
Have or will all files uploaded meet the requirements for size and naming conventions as per RFT requirements?	<input type="checkbox"/>
Have or will all files comprising part of the Tender been successfully uploaded onto AusTender?	<input type="checkbox"/>
Has the Tender been prepared using the format required by Schedule 3 (Information To Be Included In Tenders)?	<input type="checkbox"/>
Has the Tenderer Declaration (Attachment A (Tenderer Declaration) to Schedule 3 (Information To Be Included In Tenders)) been properly signed and witnessed (if required by this RFT) and included in the Tender?	<input type="checkbox"/>
Have all tables set out in Attachment B (Response Schedules) to Schedule 3 (Information To Be Included In Tenders) been properly completed and included in the Tender?	<input type="checkbox"/>
Has pricing Schedule in Attachment C (Pricing Schedule) to Schedule 3 (Information To Be Included In Tenders) been properly completed and included in Tender?	<input type="checkbox"/>

ATTACHMENT A (TENDERER DECLARATION)

This declaration relates to the Request for Tender RFTS09/0065 (RFT) issued by Centrelink in relation to the provision of the Requirement.

I,

[Name, address and occupation of person making the declaration]

of

[Company name, ABN and Registered address]

make the following declaration under the *Statutory Declarations Act 1959 (Cth)*:

- 1 I have read all documentation in relation to the RFT and I have personally checked that the statements in this declaration are true and correct.
- 2 I am the Tenderer, or am authorised by the Tenderer to make this declaration.
- 3 The Tenderer:
 - (a) offers to supply the Requirement at the prices contained in its Tender;
 - (b) agrees to comply with the conditions of tender in the RFT and acknowledges and agrees with Centrelink's rights under the RFT;
 - (c) declares that all information contained in its Tender is true and correct in every respect;
 - (d) warrants that:
 - (i) other than as disclosed in its Tender, at the time of lodging this Tender no actual or potential conflict of interest exists which could affect the performance of obligations if the Tenderer were to enter into the Draft Contract and the Tenderer undertakes to advise Centrelink in writing of all additional actual or potential conflicts of interest in respect of the RFT, its Tender or the provision of the Requirement immediately upon becoming aware of the same;
 - (ii) other than as disclosed in its Tender, the Tenderer complies with, will comply with, and is not in breach of, the requirements of applicable legislation, and in particular the:
 - (A) *Crimes Act 1914 (Cth)*;
 - (B) *Racial Discrimination Act 1975 (Cth)*;
 - (C) *Sex Discrimination Act 1984 (Cth)*;
 - (D) *Privacy Act 1988 (Cth)*;
 - (E) *Disability Discrimination Act 1992 (Cth)*; and

(F) *Equal Opportunity for Women in the Workplace Act 1999 (Cth)*;

- (iii) it is not currently named as not complying with the *Equal Opportunity for Women in the Workplace Act 1999 (Cth)* and none of its proposed subcontractors are so named;
- (iv) it is not currently listed, and none of its proposed subcontractors are currently listed, on the list of persons and entities designated as terrorists under the *Charter of United Nations (Terrorism and Dealing with Assets) Regulations 2002 (Cth)*;
- (v) neither the Tenderer nor any of its officers, employees, agents, and subcontractors has attempted to, or will attempt to, improperly influence any Commonwealth officer in connection with the preparation or assessment of the Tender submitted in response to the RFT or has approached any Minister or Commonwealth officer (other than the Contact Officer) in connection with the RFT process;
- (vi) the Tender has not been prepared with the improper assistance of employees or former employees of Centrelink or with improperly obtained information;
- (vii) its personnel and subcontractors will abide by the provisions of the *Privacy Act 1988 (Cth)* and the *Privacy Amendment (Private Sector) Act 2000 (Cth)*; and
- (viii) it does not have any unsettled judgements (being an unpaid claim resulting from a judicial decision which is not under appeal) relating to employee entitlements.

4 The Tenderer acknowledges receipt of the following addenda to the RFT:

Addenda Number	Title

5 I acknowledge that providing false or misleading information to the Commonwealth is a serious offence.

Capitalised terms in this declaration have the same meaning as in the RFT.

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the *Statutory Declarations Act 1959*, and I believe that the statements in this declaration are true in every particular.

.....
[Signature of person making the declaration]

Declared at [place] on [date]

Before me:

.....

[Signature of person before whom a statutory declaration may be made]

.....

.....

.....

[full name, qualification and address of person before whom the declaration is made (in printed letters). Note: the address may be a non-residential or forwarding address but must not be an email address]

Note 1: A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years – see section 11 of the *Statutory Declarations Act 1959*.

Note 2: Chapter 2 of the Criminal Code applies to all offences against the *Statutory Declarations Act 1959* – see section 5A of the *Statutory Declarations Act 1959*.

ATTACHMENT B (RESPONSE SCHEDULES)

The Tenderer should complete and provide all tables in this Attachment B (Response Schedules) to **Error! Reference source not found.** in its Tender response.

Table 1 (Executive Summary)

The Tenderer should provide an executive summary summarising how it will meet the Statement of Requirement and satisfy the Evaluation Criteria.

EXECUTIVE SUMMARY

Table 2 (Conditions for Participation)

REQUIREMENT	TENDER RESPONSE
The Tenderer must be able to provide to Centrelink a quality corporate wardrobe product on a national basis.	Complies/Does not Comply
The Tenderer must agree to allow other DHS Agencies to join any resulting Contract.	Complies/Does not Comply

Table 3 (Minimum Content and Format Requirements)

REQUIREMENT	TENDER RESPONSE
The Tenderer must ensure that its Tender contains completed RFT Annexures without modification to the format.	Complies/Does not Comply
The Tenderer must ensure that its Tender meets the following requirements: (a) all language, including in all attachments and supporting technical data, must be written in English; (b) unless otherwise specified in the Statement of Requirement, all measurement must be expressed in Australian legal units of measurement; and (c) all prices must be stated in Australian dollars.	Complies/Does not Comply

Table 4 (Tenderer Details)

REQUIREMENT	TENDER RESPONSE
<p>Tenderer's Full Name: Tenderers should provide the Tenderer's full name, which would be the legal entity which would enter into a contractual arrangement with Centrelink.</p>	
<p>Tenderer's legal entity type: Tenderers should supply the Tenderer's type of legal entity (such as individual/sole trader, partnership or company).</p>	
<p>Registration for GST: Tenderers should advise whether or not they are registered for GST (by responding 'Yes' or 'No').</p>	
<p>Tenderer's Australian Business Number (ABN): Tenderers should indicate if they are registered on the Australian Business Register and if so, provide their Australian Business Number (ABN).</p>	
<p>Tenderer's Registered Business Name: If the Tenderer's business is registered on a business name register kept under a law of a State or Territory of Australia, Tenderers should provide their registered business name and registered business number (RBN). Tenderers should provide each registered name and RBN for each State and Territory in which they are registered.</p>	
<p>Name of any Trust: If the Tenderer is tendering in respect of a business carried on by it as a trustee, the Tenderer should provide the name of the relevant trust (should Centrelink decide to accept such a Tender, the Draft Contract will contain additional clauses to protect Centrelink's interests).</p>	
<p>Tenderer's enterprise profile: Tenderers should provide details of their enterprise profile including the size, location of its major sites and principal locations for the provision of Requirement.</p>	
<p>Partners/company principals and public office bearers: Tenderers should provide the names of its partners/company principals and office bearers.</p>	
<p>Electronic Trading: Tenderers should confirm that they are willing and able to trade using electronic funds transfer where payments would be made by Centrelink to a bank account nominated by the Tenderer.</p>	

REQUIREMENT	TENDER RESPONSE
<p>Small to Medium Enterprises (SME): <i>[Note to Tenderers: An SME is an entity employing fewer than 200 full time equivalents, including employees of all other associated businesses. The Australian Government is committed to agencies which are subject to the Financial Management and Accountability Act 1997 (Cth) sourcing at least 10% of their purchases by value from SMEs.]</i> Tenderers should indicate if they are an Australian or New Zealand SME.</p>	
<p>Contract Details - Registered Business Address: Tenderers should provide their registered business address. This should be the official registered address for the legal entity of the Tenderer OR the registered business address for the Tenderer's business.</p>	
<p>Contact Details - Contact Officer: Tenderers should specify the name, position/title, telephone, mailing address and email address of a contact officer within the Tenderer's organisation.</p>	
<p>Changes: Tenderers should confirm that they will promptly notify Centrelink of any change in the details in this table during the Tender validity period.</p>	

Table 5 (Tenderer Viability)

REQUIREMENT	TENDER RESPONSE
<p>Financial Viability: The Tenderer should provide a summary of their financial viability to provide the Requirement. This could include data from or for a financial analysis of its operations including profitability; liquidity; insolvency; bankruptcy actions; working capital management efficiency; financial structure; debt coverage and return on investment. Note that Centrelink may also undertake its own independent enquiries in relation to the Tenderer's financial viability.</p>	
<p>Actions against Tenderer: The Tenderer should provide particulars of any petition, claim, action, judgement or decision that is likely to adversely affect its capacity to provide the Requirement.</p>	
<p>Investigations: Tenderers should provide details of whether or not they are aware that they are under investigation, or the subject of court proceedings, in relation to a possible or actual breach of any relevant legislation, and if applicable, provide details of the same.</p>	

REQUIREMENT	TENDER RESPONSE
Changes: Tenderers should confirm that they will promptly notify Centrelink of any change in the details in this table during the Tender validity period.	

Table 6 (Conflicts of interest)

REQUIREMENT	TENDER RESPONSE
Conflict of Interest: The Tenderer should specify any actual or potential conflicts of interest. If a conflict of interest exists, the Tender should specify how it proposes to manage that conflict of interest.	
Changes: Tenderers should confirm that they will promptly notify Centrelink of any change in the details in this table during the Tender validity period.	

Table 7 (Response to Evaluation Criteria)

The Tenderer should detail how it will satisfy each of the listed Evaluation Criteria set out in clause **Error! Reference source not found.** of **Error! Reference source not found.**

No.	Sub-Category	No	Evaluation Criterion
1	Quality	1.1	It is Very Important that Tenderers outline the Australian Standards rating of products and quality assurance measures in place.
Response:			
2	Range	2.1	<p>It is Very Important that the successful Tenderer provides the following when providing the Services:</p> <p>(a) Corporate Wardrobe designers who understand the needs of our workforce and climate and will develop a collection range which is durable and maintains a professional image which is both comfortable and practical to wear;</p> <p>(b) A corporate wardrobe range that can be refreshed every 12 months and includes consultation with Centrelink management and staff to ensure continuous improvement of the range; and</p> <p>(c) a Corporate Wardrobe range that caters to diverse climate requirements, staff medical conditions and fabric durability.</p>

No.	Sub-Category	No	Evaluation Criterion
Response:			
3	Performance Requirements	3.1	<p>It is Highly Desirable that all corporate wardrobe garments:</p> <ul style="list-style-type: none"> (a) are machine washable (except belts); (b) include care instructions; (c) maintain a professional look at all times; and (d) are designed to enable the following factors: <ul style="list-style-type: none"> (i) Drip dry; (ii) No pilling; (iii) No stretching out of shape; (iv) Colour fast; (v) Fade resistant; (vi) Easy iron – no fabrics which are not crush resistant; (vii) Durability –long life; and (viii) Hems, buttons, seams, zippers manufactured to a high standard.
Response:			
4	Fitting service	4.1	A national fitting service accessible to all staff is Very Important . Tenderers should indicate the availability and extent of a fitting service they are able to provide.
Response:			
5	Garments and Sizing	5.1	It is Very Important that the Corporate wardrobe range offered maintains consistent sizing, allowing employees to select the correct size of garment.
		5.2	It is Very Important that within the size range, the overall professional image is maintained with design elements changing to accommodate size variations.
		5.3	It is Very Important that Tenderers provide price lists for all garments in preferred fabrics referred to in Clause 8, in the table provided at Attachment C.

No.	Sub-Category	No	Evaluation Criterion
Response:			
5.1			
5.2			
5.3			
6	Special Requirements	6.1	It is Highly Desirable that the successful Tenderer has the ability to make arrangements for staff who do not fall within the indicated size ranges to place individual orders.
		6.2	It is Desirable that Tenderers also offer suitable garments for staff working in specific circumstances eg. Indigenous Access Field Officers who may be required to travel to remote Indigenous communities.
		6.3	It is Very Important that Tenderers provide price lists for the requirements detailed in Clause 9 in the table provided at Attachment C.
Response:			
6.1			
6.2			
6.3			
7	Online Ordering	7.1	It is Very Important that Tenderers provide a secure electronic solution to enable national ordering of the corporate wardrobe. The tendered online ordering service must meet, and continue to meet, Centrelink's information technology security requirements. Tenderers systems that may impact on Centrelink's IT 'fire wall' must include the technical specification of the proposed system.
Response:			
8	Delivery	8.1	It is Highly Desirable that Tenderers describe how they would manage the delivery process nationally including tracking and time frames for metropolitan, rural and remote sites
Response:			

No.	Sub-Category	No	Evaluation Criterion
9	Payment options	9.1	It is Highly Desirable that Tenderers outline what methods of payment are available. If credit card is an option the range of cards accepted should be identified. Options in relation to payment terms should be included in the response such as but not limited too, discounts for early payment and instalment time frame for direct bank debits.
Response:			
10	Returns	10.1	It is Highly Desirable that Tenderers outline their returns policy and how it would be managed in particular the time frames for metropolitan, rural and remote locations.
Response:			
11	Marketing	11.1	It is Highly Desirable that Tenderers identify what marketing practices/tools it would like to employ to promote the corporate wardrobe. Innovative marketing solutions that lead to an increased take up rate of Corporate Wardrobe will be considered within the bounds of Commonwealth policy and practice.
Response:			