

No.	Sub-Category	No	Evaluation Criterion
12	Subsidy application and management	12.1	<p>It is Very Important that Tenderers outline how they would manage the subsidy application. Issues to be addressed should include as a minimum:</p> <ul style="list-style-type: none"> (a) Ensuring entitlement to subsidy; (b) Managing returns that may affect the application of the subsidy. For example, ordered \$200 of corporate wardrobe, (\$100 subsidy applies) dissatisfied with some of the product delivered and return \$50 worth (subsidy no longer applies); (c) Ensuring entitlement applied only once per employee per financial year; and (d) Consolidated invoicing to Centrelink for the subsidy provided to staff over the previous month will be required.
Response:			
13	Debts	13.1	<p>It is Highly Desirable that Tenderers outline their position in regard to managing debts including time frames any proposed penalties and use of third party debt collection agencies.</p>
Response:			
14	Environmental impact	14.1	<p>It is Desirable that Tenderers identify any environmentally friendly aspects of the service provision.</p>
Response:			

15	Customer service/ complaints management	15.1	It is Highly Desirable that Tenderers describe how they would manage customer enquiries and complaints, identifying the preferred method of contact, availability, guaranteed response times and reporting/feedback options.
Response:			
16	Price strategy	16.1	It is Highly Desirable that Tenderers fully explain their proposed price strategy including scope for discounts, potential volume discounts, cost for the various processes from monogramming to manufacture of individual items and customized tailoring. Advice as to any penalty regime that may apply for cancelled orders should also be expressed.
		16.2	It is Very Important that Tenderers provide a corporate range which complies with current tax laws and enables tax deductibility by staff and Centrelink.
Response			
16.1			
16.2			
17	Tax compliance	17.1	It is Very Important that Tenderers include details of how they will ensure that the corporate wardrobe remains eligible for registration on the Register of Approved Occupational Clothing kept for the purposes of Division 34 of the Income Tax Assessment Act 1997.
Response:			

18	Reporting	18.1	It is Highly Desirable that Tenderers identify what management reporting options can be offered including the full range of reporting parameters and timelines.
Response:			
19	Key Performance Indicators (KPIs)	19.1	It is Highly Desirable that Tenderers indicate the levels of guaranteed service provision to which KPIs could be applied.
Response:			
20	Transition Plans	20.1	It is Highly Desirable that Tenderers identify transition issues that may need to be addressed including but not limited to lead times for: <ul style="list-style-type: none"> (a) Deed negotiation; (b) marketing strategy implementation; (c) national online ordering system availability; (d) implementation of fitting services; and (e) service delivery.
Response:			

21	Financial Viability	21.1	<p>It is Very Important that as part of their response Tenderers provide the following:</p> <ul style="list-style-type: none"> (a) Copies of audited trading and profit and loss accounts and balance sheets for the preceding three financial years; (b) The past three years' annual reports; (c) Particulars of any petition, claim, action, judgement or decision which is likely to affect the Tenderer's performance of service delivery; and (d) Any other information, which demonstrates the financial viability of the tenderer.
Response:			

Table 8 (Referees)

Tenderers should provide references from 2 referees to whom they have provided the Requirement or similar products and/or services to the Requirement. The relevant products and/or services should have been provided within the last 2 years if possible. If this is not possible, Tenderers should indicate when the relevant products or services were provided.

A Tenderer can provide internal Centrelink contacts as referees. However, if the Tenderer's referees are members of the Tender Evaluation Committee, comments from those persons will not be sought or taken into account in the evaluation process.

Centrelink reserves the right to contact persons other than those provided by Tenderers for supporting comments as required.

REFEREES	
Referee (Name, organisation and position)	Contact Details (Phone and email address)

Table 9 (Insurance)

Tenderers should confirm, in the table below, that they currently hold (or if they do not currently hold, that they will obtain before entering into any contractual arrangement as a result of this RFT):

- (a) workers' compensation insurance as required by law;
- (b) public liability insurance for an insured amount of \$10 million per occurrence and not less than \$10 million in aggregate;
- (c) product liability insurance for an insured amount of \$10 million per occurrence and not less than \$10 million in aggregate.

Insurance Type	Details	Tenderer's Response
Public Liability	Name of Insurer	[insert]
	Policy No.	[insert]
	Extent of Cover per Incident	[insert]
	Extent of Cover in Aggregate	[insert]
	Expiry Date	[insert]
	Amount and conditions of any deductible	[insert]
	Exclusions or limitations to the cover that apply specifically to the individual policy or that are not standard terms for the type of cover generally	[insert]
Product Liability	Name of Insurer	[insert]
	Policy No.	[insert]
	Extent of Cover per Incident	[insert]
	Extent of Cover in Aggregate	[insert]
	Expiry Date	[insert]
	Amount and conditions of any deductible	[insert]
	Exclusions or limitations to the cover that apply specifically to the individual policy or that are not standard terms for the type of cover generally	[insert]
Workers compensation	[Provide details of workers compensation insurance policy or confirm registration with relevant statutory authority]	
Other relevant insurance cover or other risk and liability management processes	[Provide details]	
Certificate of Currency for each policy is to be attached	YES / NO (Delete one)	

Table 10 (Personnel)

The Tenderer should, in the table below, provide details of the personnel who will be used for the supply of the Requirement including the name of the personnel, the proposed role of that person and relevant qualifications/experiences.

PERSONNEL		
Name of Personnel	Role in the provision of the Requirement	Qualifications/Experiences

Table 11 (Subcontractors)

The Tenderer should, in the table below, identify and provide details of any subcontractors they intend to utilise for the supply of major elements of the Requirement. The Tenderer should detail the major elements each proposed subcontractor will provide.

SUBCONTRACTORS	
Subcontractor Name and Details (including as applicable the ABN, ACN, RBN and address of each proposed Subcontractor)	Major elements of the Requirement which are to be provided by each Subcontractor

Table 12 (Confidential Information)

A Tenderer may specify any information which is contained in its Tender, or which may be provided by it during the RFT process, that it considers should be protected as confidential information by Centrelink in respect of any resulting contractual arrangement. The Tenderer should also provide appropriate reasons why any such information should be protected as confidential information.

Tenderers should review the information available from the Department of Finance and Deregulation's website for further detail about what information should be protected as confidential information (see <http://www.finance.gov.au/publications/fmg-series/03-guidance-on-confidentiality-in-procurement.html>).

REQUIREMENT	Proposed Confidential Information	Reason(s) why this information should be protected as confidential information*
Confidential Information: The Tenderer should specify any information that the tenderer proposes should be designated as confidential information. The Tenderer should outline the reason(s) why this information should be protected as confidential information and provide legally sustainable reasons why this information should be protected as confidential information.		

Table 13 (Statement of Compliance)

The Tenderer should, in the table below, indicate any provision of this RFT (including the Statement of Requirement and the Draft Contract) with which the Tenderer **does not comply**, or with which the Tenderer **partially complies**. Tenderers are not required to list provisions with which they **do** comply - where a clause, schedule, attachment or annexure of this RFT is not listed in the table below, the Tenderer will be deemed to have agreed to that clause, schedule, attachment or annexure in full. Centrelink does not intend to negotiate in relation to any matter which is not included in the table below.

RFT (including Statement of Requirement)	Relevant, clause, schedule, attachment or annexure	Does not Comply/Partially Complies*	Reasons for partial or non-compliance and any alternative proposal and/or drafting	Effect on Price
Draft Contract	Relevant, clause, schedule, attachment or annexure	Does not Comply/Partially Complies*	Reasons for partial or non-compliance and any alternative proposal and/or drafting	Effect on Price

*In the above table:

- 'Does not Comply' means that the contractual obligation, characteristic or performance requirement of the provision cannot or will not be met by the Tenderer; and
- 'Partially Complies' means that the contractual obligation, characteristic or performance requirement of the provision can be substantially met by the Tenderer, subject to specified qualifications.

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 trousers	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	\$	\$	\$