Part D – The offer

### (Example only – low complexity)

[This document is an example only and must be tailored to the requirements of your procurement.]

|  |  |
| --- | --- |
| Offer submitted by: | [Invitee name] |

Instructions to Invitees for completing this Offer template.

1. All responses must be provided within the specified fields of Part D and must respond to the Specification (Part A.2) and Proposed contract (Part C) in accordance with the conditions as set out in About this invitation (Part A.1 and the Conditions of participation (Part B).
2. Invitees must respond to all sections of this template and include their trading name, the invitation title and reference number in the footer of the template.
3. Invitees may provide supplementary material to support their offer. All supplementary material must be cross referenced to the relevant section of this template.

|  |  |
| --- | --- |
| Invitation title: | [Invitation title] |
| Reference number: | [Invitation reference number] |
| Date of issue: | [Insert date of issue] |

Table of contents

[Executive summary 4](#_Toc405995432)

[Capability 4](#_Toc405995433)

[Insurance 4](#_Toc405995434)

[Compliance statement 5](#_Toc405995435)

[Conflict of interest 5](#_Toc405995436)

[Pricing schedule 5](#_Toc405995437)

|  |  |
| --- | --- |
| Invitee information |  |
| Trading name: |  |
| Registered name: |  |
| Australian Company Number\*:\*or international equivalent | Date of issue: |  |
| Australian Business Number\*:\*or international equivalent | Date of issue: |  |
| Address of registered office: |  |
| Principal office in Victoria(if applicable): |  |

|  |  |
| --- | --- |
| Contact details |  |
| Name of contact person: |  |
| Position title: |  |
| Address: |  |
| Postal address (if different to above): |  |
| Email: |  |
| Website: |  |
| Telephone number: | Mobile: |  |

## Signed for and on behalf of the invitee

I warrant that in submitting this offer, I have read and accept the conditions of the Invitation.

|  |  |
| --- | --- |
| Invitee: |  |
| Name: |  |
| Position: |  |
| Address: |  |
| Email: |  |
| Signature of invitee’s authorised officer: |  |
| Date of execution: |  |

# Executive summary

Provide an overview of the offer.

|  |  |
| --- | --- |
|  |  |

# Capability

Detail your knowledge and experience relevant to the required procurement including previous experience and any further information which supports your Offer.

|  |  |
| --- | --- |
|  |  |

Detail your business’s resources and systems to support the delivery of the required procurement.

|  |  |
| --- | --- |
|  |  |

Detail any value adding factors, e.g. environmental or social benefit, innovation.

|  |  |
| --- | --- |
|  |  |

Detail your financial capability to deliver the goods or services.

|  |  |
| --- | --- |
|  |  |

# Insurance

[Delete the forms of insurance that are not applicable]

|  |  |  |
| --- | --- | --- |
| Public liability |  |  |
| Insurance company: |  | Policy number: |  |
| Amount $: |  | Expiry date: |  |

|  |  |  |
| --- | --- | --- |
| Product liability |  |  |
| Insurance company: |  | Policy number: |  |
| Amount $: |  | Expiry date: |  |

|  |  |  |
| --- | --- | --- |
| Professional indemnity |  |  |
| Insurance company: |  | Policy number: |  |
| Amount $: |  | Expiry date: |  |

|  |  |  |
| --- | --- | --- |
| Work cover |  |  |
| Insurance company: |  | Policy number: |  |
| Amount $: |  | Expiry date: |  |

# Compliance statement

As part of the Invitee’s response to this Invitation, the Invitee is required to demonstrate their compliance with Part A.2 – Specification and Part C – Proposed Contract. Where the Invitee ‘will not comply’ or ‘will only partially comply’, the Invitee must cross reference the specific clause and state either ‘will not comply’ or ‘will only partially comply’ in their Offer. Where the Invitee complies with all requirements, the Invitee is to provide a statement affirming that they understand and comply with Part A.2 – Specifications and/or Part C‑ Proposed Contract the in full.

|  |
| --- |
| Compliance with Part A.2 – Specification |
| [Invitee is to only use this table for instances of non‑compliance or partial compliance] |

|  |
| --- |
| Compliance with Part C – Proposed Contract |
| [Invitee is to only use this table for instances of non‑compliance or partial compliance] |

# Conflict of interest

Provide details of any actual or perceived interests, relationships or clients which may cause a conflict of interest and actions to prevent or manage the conflicts of interest.

|  |  |
| --- | --- |
|  |  |

# Optional question - Supplier Code of Conduct

### [Procurement practitioners may consider asking Invitees for details of previous unethical conduct]

Provide details on previous conduct of the Invitee that has not met the minimum standards set by the Supplier Code of Conduct or an obligation to a similar effect.

|  |  |
| --- | --- |
|  |  |

# Pricing schedule

[This section needs to be tailored according to the price structure required. The following tables are examples only.]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Goods |  |  |  |  |  |
| Item no.: | Description | Qty | Rate (excl. GST) | GST | Total |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Services |  |  |  |  |  |
| Milestone | Description | Units/hrs | Rate(excl. GST) | GST | Total |
| Stage 1 [if required] |  |  |  |  |  |
| Stage 2 [if required] |  |  |  |  |  |
|  |  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Other expense |  |  |  |  |
| Item | Description of expense | Rate(excl. GST) | GST | Total |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

© State of Victoria 2018



This work is licensed under a [Creative Commons Attribution 4.0 Australia licence](http://creativecommons.org/licenses/by/3.0/au/). You are free to re‑use the work under that licence, on the condition that you credit the State of Victoria as author. The licence does not apply to any images, photographs or branding, including the Victorian Coat of Arms, the Victorian Government logo and the Department of Treasury and Finance logo.

Copyright queries may be directed to IPpolicy@dtf.vic.gov.au