



# ANGLICAN SCHOOLS CORPORATION

## CONDITIONS OF TENDERING FOR CAPITAL WORKS PROJECTS

School Name  
Project Description  
Address

<Insert Image Here>

**School Name – Project Description**

**Month Year**

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File Reference: 3. MA1111 Conditions of Tender  
Tender Number: Year/No.

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## **1.0 CONDITIONS OF TENDERING**

### **1.1 PROJECT SCOPE**

The scope of works, the subject of this tender, generally includes:-

- **Outline of project in dot points**

### **1.2 PROJECT INFORMATION**

For enquires in relation to this tender contact **Architecture Company's** Project Manager, **Project Managers Name**, on **Ph 02** or **Fax 02** or **email**

### **1.3 INSPECTION OF THE PREMISES**

It is the responsibility of the tenderer to ensure that it is adequately informed on the prevailing conditions of the premises and *site*. A formal site inspection to be attended by all tenderers may be convened at the discretion of the Anglican Schools Corporation.

In the absence of a formal site inspection arrangements may be made to inspect the *site* at a time suitable to **School Name** by contacting the Principal, **Principal's Name** on **Ph 02**.

### **1.4 TENDERERS TO HAVE INFORMED THEMSELVES**

The tenderers will be deemed to have:

- (a) Examined carefully and to have acquired actual knowledge of the contents of the drawings, specifications, schedules, bill of quantities, conditions of tendering, the general conditions of contract and the special conditions and any other information made available in writing by the Principal to the Contractor for the purpose of tendering;
- (b) Examined all information relevant to the risks, contingencies and other circumstances having an effect on its tender and which are obtainable by the making of reasonable enquires;
- (c) Examined the site and its surroundings;
- (d) Satisfied itself as to the correctness and sufficiency of its tender for the work and that its price covers the cost of complying with all of its obligations under the Contract and of all matters and things necessary for the due and proper performance and completion of the Contract; and
- (e) Done all of the above things with the skill and expertise which can be expected of a contractor skilled in carrying out and completing the type of works proposed.

The National Code of Practice for the Construction Industry, in conjunction with the Australian Government Implementation Guidelines for the National Code of Practice for the Construction Industry, May 2012, apply to this project and tenders will be deemed to:

- (a) Be compliant with the Code and Guidelines at the time they lodge their expression of interest or tender (see Section 5.3.1 of the Guidelines)
- (b) Have understood that the compliance with the Code and Guidelines is to extend to all subcontractors and consultants who may be engaged by the tenderer on the Project (see Section 5.4.1 of the Guidelines)
- (c) Understood that compliance with the Code and Guidelines is to extend to their related entities and future privately funded construction projects in Australia (see Sections 3.4 and 3.5 of the Guidelines).

### **1.5 NATIONAL CODE OF PRACTICE FOR THE CONSTRUCTION INDUSTRY (CODE) AND THE AUSTRALIAN GOVERNMENT IMPLEMENTATION GUIDELINES FOR THE NATIONAL CODE OF PRACTICE FOR THE CONSTRUCTION INDUSTRY, MAY 2012 (GUIDELINES) (<https://www.fwbc.gov.au/building-code>)**

By submitting an expression of interest or tender to undertake the work/services the tenderer:

- a) Will be deemed to have read and agree that they must comply with the Code and Guidelines. Notwithstanding any other provisions of the Tender Documents, Tenderers hereby consent to the disclosure of information concerning compliance with the Code

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- and Guidelines, including details of whether or not a sanction (see Section 8.2 of the Guidelines) has been imposed. This consent extends to disclosure by the Commonwealth, its agencies and ministers, and disclosure to others for the purposes of facilitating compliance with the Code and Guidelines and the exercise of their statutory and portfolio responsibilities. Tenderers must ensure that their proposed subcontractors and consultants are also aware of, and agree to comply with, these rights of use and disclosure.
- b) Tenderers should be aware that the Code and Guidelines apply to the project which is the subject of these Tender Documents; and all construction and building work undertaken by the Tenderer and its related entities (see section 3.5 of the Guidelines) thereafter as defined in the Guidelines, including work on all new privately funded construction projects in Australia. For further information on the definition of privately funded construction projects, see section 3.4 of the Guidelines.
- c) Tenderers are required to comply with the Code and Guidelines. As part of their tender response, Tenderers must submit a signed "Declaration of Compliance" in accordance with the Declaration of Compliance which is attached to this document.
- d) Each Tenderer must indicate in its Tender response:
- i) whether the Tenderer or a related entity of the Tender has ever been subject to a sanction imposed under the Code and Guidelines;
  - ii) whether the Tenderer has had an adverse Court or Tribunal decision (not including decisions under appeal) for a breach of workplace relations law, work health and safety law, or workers' compensation law and the tenderer has not fully complied, or is not fully complying, with the order;
  - iii) whether the Tenderer has had any adverse court, tribunal, industrial relations commission or Fair work Australia finding, order or penalty awarded against them in the last two years (and if so provide details);
  - iv) how the Tenderer and its related entities have complied with the Code and Guidelines in the past (if the Tenderer has undertaken Australian Government funded construction work in the past);
  - v) how the Tenderer intends to comply with the Code and Guidelines in performing the Contract, should it be the successful Tenderer; and
  - vi) where the Tenderer proposes to subcontract an element of the project, either:
    - i) the information detailed in the above subclauses (i) and (ii) in relation to each subcontractor, or
    - ii) how the Tenderer intends to ensure each subcontractor complies with the Code and Guidelines.
  - vii) where the tenderer has an enterprise agreement made under the Fair Work Act on or after 1 May 2012, Australian Government agencies must require the tenderer to confirm, in their submission, that the agreement includes genuine dispute resolution procedures.
- e) While acknowledging that value for money is the core principle underpinning decisions on Government procurement, tenderers should note that when assessing tenders, preference may be given to Tenders that demonstrate a commitment to:
- i) adding and/or retaining trainees and apprentices;
  - ii) increasing the participation of women in all aspects of the industry; or
  - iii) promoting employment and training opportunities for Indigenous Australians in regions where significant indigenous populations exist.

## 1.6 TENDER DOCUMENTS

The tender documents comprise:

- a) These Conditions of Tendering
- b) Schedule A - Tender Form
- c) Schedule B – Declaration of Compliance
- d) Schedule C - Schedule of Trade Prices
- e) Schedule D - Schedule of Trade Rates

- f) Schedule E - Schedule of Services Tender Return Forms
- g) Schedule F - Schedule of Financial Referees
- h) Schedule G - Schedule of Proposed Sub-Contractors
- i) Schedule H - Schedule of Current and Anticipated Commitments
- j) Separate 'Conditions of Contract for Capital Works Projects' (including annexures)
- k) AS 4000 General Conditions of Contract (available from Standards Australia).
- l) The contract shall be evidenced by a Formal Instrument of Agreement in the form provided.

**1.7 DISCREPANCIES, ERRORS OR OMISSIONS IN THE TENDER DOCUMENTS**

A tenderer who finds any discrepancy, error or omission in the tender documents shall promptly notify **Architecture Company's** Project Manager, **Project Managers Name**, in writing to \_\_\_\_\_ seek \_\_\_\_\_ clarification.

**1.8 ADDENDA**

Written addenda, issued by **Architecture Company** are the only recognised explanations of, or amendments to, the tender documents.

Confirmation of receipt of addenda and incorporation of their requirements shall be made on the Tender Form.

**1.9 FORM OF TENDER**

The form of tender shall be a lump sum.

**1.10 CONSTRUCTION PERIOD**

Submit with the tender, a construction period in calendar days and include a summary program indicating the key activities against time and the proposed work days/hours. For the purpose of projecting a completion date, based on the tendered construction period, assume a date for possession of the site of **Day, Date**.

**1.11 SUBMISSION OF TENDERS**

Tenders shall be submitted on the Tender Form provided and shall be accompanied by the completed schedules 'A' to 'H'.

Tenders shall be submitted electronically to [tender@sasc.nsw.edu.au](mailto:tender@sasc.nsw.edu.au) with the tender number and project name clearly indicated in the subject field, by the date and time advised in the letter of invitation.

Facsimile submissions **will not** be accepted.

Tenderers should note that the tender box only accepts standard tender envelope size and if larger submissions are to be made the tender offer must be in a properly marked envelope which can be placed in the tender box and the tenderer should make arrangements with the Anglican Schools Corporation Capital Works Manager to have the bulk material signed in.

**1.12 LATE TENDERS**

Prepaid post: Late tenders submitted by prepaid post may be considered, if the Principal is satisfied that in the ordinary course of post they would have been received by the date and time for closing of tenders.

Hand delivery: Late tenders delivered by hand may be considered if the Principal is satisfied that under normal circumstances they would have been received by the date and time for closing of tenders and that the delay was beyond the control of the tenderer.

Other: Late tenders sent by other forms of delivery or transmission will not be considered.

**1.13 EVALUATION OF TENDERS**

Please note, a conforming tender **must be** submitted. If a conforming tender is not submitted the tender will not be considered.

Tenders containing qualifications or failing to provide all the information required may not be considered, at the Principal's absolute discretion. In evaluating tender offers, the Principal

may take into account any such matters as may be considered relevant which may include, but are not limited to, to following:

- Sum of tender offered;
- Conformity with the tender documents;
- Tender offer compared to estimated cost;
- Construction program and working hours;
- Tenderer's financial and commercial viability;

**1.14 SUPPLEMENTARY INFORMATION**

In addition to the mandatory information to be provided with the tender the following information is also requested and may be taken into consideration in the tender evaluation.

- Experience in the last 5 years with similar building types;
- Proposed staff and their experience;
- Experience working within restricted sites;
- Previous experience in the Schools sector;
- Past performance completing projects on time;
- Site safety record;
- Industrial relations record;
- Quality Assurance procedures;
- Quality and performance record;
- Financial stability.

**1.15 VALIDITY OF TENDER**

The tender offer shall remain open to the Principal to accept for a period of **90** days from the date of closing of tenders.

**1.16 ADDITIONAL INFORMATION**

The Principal may request the tenderer to submit additional information after the tender has been submitted to allow further consideration by the Principal before any tender is accepted. This information is to be provided by the stipulated date and time. Failure to meet this requirement may result in the tender being rejected.

**1.17 TENDER INTERVIEW**

The Principal may request the tenderer to attend an interview after the tender has been submitted to allow further consideration by the Principal before any tender is accepted. This interview, if requested, will be compulsory and failure to meet this requirement may result in the tender being rejected.

**1.18 ALTERNATIVES**

Alternative proposals may be submitted with the tender for consideration, however:

- a conforming tender must be submitted, which complies with the tender documents; and
- a detailed description of the alternative must be submitted, stating clearly the manner in which it differs from the requirements of the tender documents whilst complying with the commercial and technical objectives of the tender documents.

Alternative time for practical completion: Consideration may be given to alternative tenders who offer different times for practical completion.

Alternative working hours and working days: If the tender includes an allowance for work at times other than the working hours or working days prescribed in the tender documents, submit the working hours and days proposed.

**1.19 ACCEPTANCE OF TENDER**

The Principal is not bound to accept the lowest or any tender, nor give reasons why any tender offer is not accepted.

A tender is not accepted until notice in writing is handed to the tenderer, sent by pre-paid post or courier service to the tenderer's registered address or transmitted by facsimile to the tenderer's facsimile number on the tender form.

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A Formal Instrument of Agreement is required in the form indicated.

**1.20 CONFIDENTIALITY**

The Tenderer and the Principal shall treat any information provided in the course of this tendering process as confidential and shall not release details of the same without the written consent of the other party. The Anglican Schools Corporation reserves the right to publish the successful tenderer's company name and the bid value of each tenderer's offer for the works. Such publication may take the form of an attachment to tender result notifications and/or placed on a public notice board at the offices of the Anglican Schools Corporation.

## **2.0 TENDER SCHEDULES**

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**SCHEDULE A - TENDER FORM**

**TO: ANGLICAN SCHOOLS CORPORATION**  
**SCHOOL NAME – PROJECT TITLE**

**I/WE** .....

Registered Address .....

ABN .....

Phone .....

Facsimile .....

have informed myself / ourselves of the conditions under which the work will be carried out and **hereby tender** to carry out the works in connection with the supply of materials, erection and completion of, the above mentioned project, in accordance with:

- a) The letter of invitation to tender;
- b) This tender form;
- c) The Conditions of Tendering and tender documents listed therein;
- d) Tender Addendum No ..... received during the tender period.

for the Fixed Lump Sum, not subject to rise and fall, of :-

\$ ..... (Excluding GST)  
(amount in words)

\$ ..... (Excluding GST)  
(amount in figures)

The contract duration will be .....working days from the date of site possession. Assuming a date of site possession of **date** the projected date of completion will be .....

The attached schedules, references and program, as required by the Conditions of Tendering, form part of this tender offer.

I / WE the under signed, understand that the Principal reserves the right to reject any or all parts of any tender. I/WE acknowledge that this tender is valid for Ninety (90) days and will not be withdrawn during that period.

**Execution where the tenderer is an individual or unincorporated body**

<b>Tenderer</b>	<b>Witness</b>
Signature .....	.....
Print Name .....	.....

**Execution where the tenderer is company and the common seal is affixed in accordance with the Articles of Association.**

<b>Tenderer</b>	<b>Witness</b>
Signature .....	.....
Print Name .....	.....
Position .....	.....

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**SCHEDULE B - DECLARATION OF COMPLIANCE**

**with the National Code of Practice for the Construction Industry and the Australian Government Implementation Guidelines, May 2012.**

**Name of Australian Government project tendered for:**

.....

**Name of Tenderer, ABN and ACN:**

.....

1. The Tenderer confirms that it has complied with the National Code of Practice for the Construction Industry (Code) and the Australian Government Implementation Guidelines for the National Code of Practice for the Construction Industry, May 2012 (Guidelines), in preparing this Tender.
2. The Tenderer undertakes that it complies with Code and Guidelines, and has complied with the Code and Guidelines from the time of lodgement of this tender, and that it will require compliance by its related entities (see section 3.5 of the Guidelines).
3. The Tenderer undertakes to ensure compliance from all subcontractors and consultants engaged on this project, should it be the successful Tenderer. All contracts must expressly require compliance with the Code and Guidelines.
4. The Tenderer agrees that it and its subcontractors and its related entities will provide the Commonwealth or any person authorised by the Commonwealth, including a person occupying a position in the Office of the Australian Building and Construction Commissioner, with access to:
  - a) inspect any work, material, machinery, appliance, article or facility;
  - b) inspect and copy any record relevant to the Project and Works the subject of this Contract;
  - c) interview any person; and
  - d) any document requested under this contract. The document must be provided within the period specified either in person, by fax or by post,as is necessary to demonstrate its compliance with the Code and Guidelines.
5. The Tenderer acknowledges that it is aware the Commonwealth or Minister for Employment and Workplace Relations may impose a sanction on a Tenderer or Contractor that does not comply with the Code and Guidelines.

The sanction imposed may include but is not limited to:

  - a) the reporting of the breach to an appropriate statutory body or law enforcement agency (if there is evidence that the breach may also be a breach of a Commonwealth or State law), or industry association;
  - b) issuing of a formal warning that future breaches may lead to more significant sanctions;
  - c) preclusion from Tendering for any Commonwealth funded building and construction work for a specified period;
  - d) communication of sanction details to all Commonwealth agencies to ensure a 'whole-of-Government' approach;
  - e) publication of details of the breach and identification of the party committing the breach; and
  - f) a reduction in the number of tendering opportunities that are given (see Section 8.2.2 of the Guidelines).

6. The Tenderer is to select which of the following clauses in italics is appropriate and delete the remaining clause:
- a) *The Tenderer hereby gives its consent, and confirms that its related entities give their consent, to disclosure by the Commonwealth, its agencies and ministers, of information concerning the Tenderer's and its related entities' compliance with the Code and Guidelines and whether or not a sanction has been imposed on the Tenderer and/or related entity of the Tenderer, for the exercise of their statutory and portfolio responsibilities (the Purposes).*
- OR
- b) *The Tenderer has previously given its consent, and confirms that its related entities have previously given their consent, to disclosure by the Commonwealth, its agencies and ministers, of information concerning the Tenderer's and its related entities' compliance with the Code and Guidelines and whether or not a sanction has been imposed on the Tenderer and/or a related entity of the Tenderer for the exercise of their statutory and portfolio responsibilities (the Purposes), and confirms that the Tenderer and its related entities have not revoked that consent.*
7. The Tenderer has obtained or will obtain the consent of each subcontractor and consultant proposed in its Tender to disclosure by the Commonwealth, its agencies and ministers, of information concerning the proposed subcontractors, compliance with the Code and Guidelines and whether or not a sanction has been imposed on any proposed subcontractor, for the Purposes.
8. The Tenderer acknowledges that the consents provided in clause 6 are not limited to this Tender process as the Tenderer is expected to comply with the Code in future projects.
9. The Tenderer will:
- a) Describe how the Tenderer has complied with the Code and Guidelines in the past (if the Tenderer has undertaken Australian Government funded construction work in the past) and how it will comply if successful. For example, the tenderer will:
- i) comply with the Code and Guidelines;
  - ii) require compliance with the Code and Guidelines from all subcontractors before doing business with them;
  - iii) apply the Code and Guidelines to privately funded projects that commence after they first lodge an expression of interest or tender for Australian Government projects if the expression of interest or tender occurs on or after 1 November 2005;
  - iv) ensure that contractual documents allow for a person occupying a position in the Office of the Australian Building and Construction Commissioner to access sites, documents and personnel to monitor compliance with the Code and Guidelines, including privately funded construction sites;
  - v) ensure project managers or head contractors establish appropriate processes to ensure freedom of association;
  - vi) ensure there is a work health safety and rehabilitation (WHS&R) plan for the Project;
  - vii) respond to requests for information concerning Code-related matters made on behalf of Code Monitoring Group (CMG);
  - viii) where practicable, ensure contractors or subcontractors initiate voluntary remedial action aimed at rectifying non-compliant behaviour when it is drawn to their attention;
  - ix) ensure that CMG secretariat is notified of any alleged breaches, voluntary remedial action taken or other Code-related matters within 21 days of the party becoming aware of the alleged breach; and

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- x) be aware that and ensure that sanctions applied under the Code are enforced including the exclusion of identified parties from work opportunities in accordance with decisions advised by CMG.
  - b) Where the Tenderer proposes to subcontract an element of the work, the Tenderer is either to:
    - i) provide the information detailed at (a) in relation to each subcontractor; or
    - ii) detail how the Tenderer intends to ensure compliance with the Code and Guidelines by each subcontractor.
  - c) Ensure that where threatened or actual industrial action occurs on a project, contractors, subcontractors, consultants or project managers report such action to the Funding Agency.
10. Where the tenderer has a Fair Work Act 2009 enterprise agreement that was approved on or after 1 May 2012 that enterprise agreement includes a genuine dispute resolution procedure that includes the following:
- the ability for employees to appoint a representative in relation to the dispute;
  - in the first instance procedures to resolve the dispute at the workplace level;
  - if a dispute is not resolved at the workplace level, the capacity for a party to the dispute to refer the matter to an independent third party for mediation or conciliation; and
  - if the dispute is still not resolved, the capacity for an independent third party to settle the dispute via a decision binding on the parties.

**Privately Funded Projects:**

11. The Tenderer declares that, in respect to privately funded projects:
- a) The Tenderer and its related entities will comply with the Code and Guidelines on all the Tenderer's and its related entities' future privately funded projects.
  - b) The Tenderer must maintain adequate records of compliance with the Code and Guidelines by the Tenderer, its subcontractors and related entities.
  - c) The Tenderer agrees that it and any of its related entities will provide the Commonwealth or any person authorised by the Commonwealth, including a person occupying a position in the Office of the Australian Building and Construction Commissioner, with access to:
    - i) inspect any work, material, machinery, appliance, article or facility;
    - ii) inspect and copy any record relevant to the Project the subject of this Contract; and
    - iii) interview any person,as is necessary to allow validation of its compliance with the Code and Guidelines.
  - d) The Tenderer agrees that the Tenderer and its related entities will agree to a request from the Commonwealth or any person authorised by the Commonwealth, including a person occupying a position in the Office of the Australian Building and Construction Commissioner, to produce a specified document within a specified period, in person, by fax or by post.
  - e) The Tenderer will ensure that the Tenderer and its related entities permit the Commonwealth or any person authorised by the Commonwealth, including a person occupying a position in the Office of the Australian Building and Construction Commissioner, to have access to records and to the related entities' and subcontractors' premises (to inspect and copy records), as is necessary to ensure that the subcontractors and related entities are complying with the Code and Guidelines.

Tenderer's name: .....

Signature: .....

Date: .....

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**SCHEDULE C - SCHEDULE OF TRADE PRICES (TRADE BREAKUP)**

Complete the schedule by:

- inserting under "Amount" the tendered trade price for each trade; (Insert 'NIL' if this trade is not relevant);
- inserting any provisional sum amounts;
- indicating the total representing the tender sum;
- ensuring the sum of the individual amounts totals the tendered price;
- signing the schedule where designated.

Item	Description	Amount (excl. GST)
1.	Preliminaries	\$
2.	Termite Control	\$
3.	Site Preparation	\$
4.	Earthwork	\$
5.	Service Trenching	\$
6.	Concrete	\$
7.	Light Steel Framing	\$
8.	Structural Steel	\$
9.	Brick and Block Construction	\$
10.	Timber Flooring	\$
11.	Waterproofing	\$
12.	Roofing	\$
13.	Shade Sails	\$
14.	Claddings and Linings	\$
15.	Doors and Hatches, including glazing and hardware	\$
16.	Windows, including glazing and hardware	\$
17.	Operable Walls	\$
18.	Suspended Ceilings	\$
19.	Tactile Ground Surface Indicators	\$
20.	Resilient finishes	\$
21.	Carpets	\$
22.	Painting	\$

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23.	Metal Fixtures	\$
24.	Timber Fixtures	\$
25.	Miscellaneous Furniture	\$
26.	Cubicle Systems	\$
27.	External Screens	\$
28.	Signs and Display	\$
29.	Extinguishers and Blankets	\$
30.	Fences and External Walls	\$
31.	Landscaping	\$
32.	Paving	\$
33.	Electrical Services	\$
34.	Mechanical Services	\$
35.	Hydraulic Services	\$
36.	PC Sums	\$ 50,000.00
<b>TENDER SUM</b>		<b>\$</b>

Tenderer's name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**SCHEDULE D - SCHEDULE OF TRADE RATES - DIRECT LABOUR ONLY**

Complete the Schedule by:

- inserting under "Amount" the tendered trade rates which rates are to include for all on-costs including, but not limited to, direct labour costs, transport, accommodation, penalty rates, site allowances, redundancy payments, superannuation schemes and the like.
- signing the schedule where designated.

<b>Item</b>	<b>Description</b>	<b>Amount \$/hr (incl. GST)</b>
1.	General Labourer	\$
2.	Tradesperson	\$
3.	Leading Hand	\$
4.	Bricklayer	\$
5.	Ceiling fixer	\$
6.	Carpenter/ joiner	\$
7.	Painter	\$
8.	Plumber	\$
9.	Steel fixer	\$
10.	Plasterer	\$
11.	Electrician	\$
12.	Fire Technician	\$
13.	TGSI Specialist	\$
14.	Foreperson	\$
15.	Project Manager	\$
16.	Nominated Standard Working Hours	
17.	Nominated Penalty Rates	\$

The above Schedule of Trade Rates are provided for the purposes of the valuation of variations and are the specific rates or prices referred to in clause 40.5 (a) of the General Conditions of Contract.

Tenderer's name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**SCHEDULE E - SCHEDULE OF SERVICES TENDER RETURN FORMS**

Services Tender Return Forms are located in the services specification chapters.

Forms to be completed and attached as Schedule 'E' are:

- 1) Mechanical services
- 2) Electrical services
- 3) Hydraulic services

Tenderer's name: .....

Signature: ..... Date: .....

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**PROJECT TITLE**

**MECHANICAL SERVICES**

**SCHEDULE OF PRICES**

The following schedules are to be completed and returned with the Tender Form and will be used in the assessment of tenderers and administration of the Contract.

<b>ITEMISED LUMP SUM PRICE</b>	<b>FIXED PRICE</b>
1. Air conditioning systems	\$
2. Ventilation systems	\$
3. Roof ventilators	\$
4. Relocation and modification works to existing ventilation system and all associated.	\$
5. Decommissioning and recommissioning of existing air conditioning systems and all associated.	\$
6. Commissioning and testing	\$
7. Painting	\$
8. Operating and maintenance manuals	\$
9. Twelve months service and maintenance	\$
10. Items not included in the above	\$
<hr/>	
TOTAL OF ITEMS 1-10 ABOVE	\$
GST	\$
<hr/>	
<b>TOTAL (Incl GST)</b>	<b>\$</b>
<hr/> <hr/>	

Company: .....

Signature: .....

Witness: ..... Date: .....

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File Reference: 3. MA1111 Conditions of Tender  
Tender Number: Year/No.



**ANGLICAN SCHOOLS CORPORATION**  
**CONDITIONS OF TENDERING FOR CAPITAL WORKS PROJECTS**

**SCHEDULE OF PRICES**

**SCHOOL NAME**

**PROJECT TITLE**

**ELECTRICAL SERVICES**

The following schedule is to be completed and returned with the Tender Form and will be used in the assessment of tenders and administration of the Contract.

	ITEM	FIXED PRICE
1	Modifications to existing distribution board	\$
2	Luminaires, lamps, and tubes (supply only)	\$
3	Security alarm system alterations	\$
4	Voice and Data Cabling System alterations	\$
5	Modifications to existing C-Bus Automation System	\$
6	Provisional quantity of power outlets and lighting fittings	\$
7	PA system alterations	\$
8	Provision of 'as installed' drawings	\$
9	General installation	\$ _____
	<b>SUBTOTAL</b>	<b>\$</b>
	<b>GST</b>	<b>\$</b> _____
	<b>TOTAL VALUE OF ELECTRICAL SERVICES WORKS (Including GST) \$</b>	<b>\$</b> _____ =====

Note: A GST nett figure is to be shown against each item except for Item 9 which all include all mark up and profit margins.

Company: .....

Signature: .....

Witness: ..... Date: .....

**School Name – Project Description**

**Month Year**

**ANGLICAN SCHOOLS CORPORATION**  
**CONDITIONS OF TENDERING FOR CAPITAL WORKS PROJECTS**

**SCHEDULE OF RATES**

**SCHOOL NAME**

**PROJECT TITLE**

**ELECTRICAL SERVICES**

The following schedule is to be completed and returned with the Tender Form and will be used in the assessment of variations to the value of the contract.

		ADDITION	DELETION
1	Supply and installation of wiring for one (1) only lighting outlet wired in TPS cabling on an existing circuit within five (5) metres of an existing outlet.	\$	\$
2	Erection of one (1) only lighting fitting (excluding supply of lighting fitting).	\$	\$
3	Supply and installation of one (1) only double general purpose outlet on cabling duct on an existing circuit within five (5) metres of an existing outlet.	\$	\$
4	Supply and installation of one (1) only wall mounted GPO wired in concealed conduit and looped in from an existing outlet within ten (10) metres run. Cost to include building in of conduit to concrete structure and masonry wall.	\$	\$
5	Installation of one (1) only circuit breaker within an existing spare space (excluding supply of circuit breaker).	\$	\$
6	Supply and installation of one (1) security system motion detector connected on an existing alarm group within twenty (20) metres run.	\$	\$
7	Percentage mark-up on materials cost to be used in calculating variation costs.	.....%	
8	Labour rate to be used in calculating variation cost	\$.....	per hour

Company: .....

Signature: .....

Witness: ..... Date: .....

**School Name – Project Description**

**Month Year**

File Reference: 3. MA1111 Conditions of Tender

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**ANGLICAN SCHOOLS CORPORATION**  

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**CONDITIONS OF TENDERING FOR CAPITAL WORKS PROJECTS**

**SCHEDULE OF TECHNICAL DATA**

**SCHOOL NAME**

**PROJECT TITLE**

**ELECTRICAL SERVICES**

The following schedule is to be completed and returned with the Tender Form and will be used in the assessment of tenders.

**1 ELECTRICAL SUBCONTRACTOR**

Name:

**2 DISTRIBUTION BOARD**

Manufacturer:

**3 CIRCUIT BREAKERS**

Manufacturer:

Moulded Case:

Miniature:

**4 VOICE AND DATA CABLING SYSTEM**

Specialist Subcontractor:

**5 SECURITY ALARM SYSTEM**

Specialist Subcontractor:

Company: .....

Signature: .....

Witness: ..... Date: .....

**School Name – Project Description**

**Month Year**

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**ANGLICAN SCHOOLS CORPORATION**  
**CONDITIONS OF TENDERING FOR CAPITAL WORKS PROJECTS**

**ANNEXURE 1**

**Hydraulic Services – Schedule of Rates**

Tenderers shall complete this schedule of rates as part of their tender submission. These rates will apply to approved variation works for the duration of the contract, as a basis for fair compensation for works found to be required or not required.

Rates quoted shall apply to additions and deletions and shall include all fittings, fixings, supports, excavation, backfill, restoration, on-costs, overheads, supervision, estimating, drafting, commissioning, margins, etc.

<b><u>Service/Item</u></b>	<b><u>Size</u></b> mm	<b><u>Addition</u></b> \$/m	<b><u>Deletion</u></b> \$/m
Sewer Drainage grade PVC laid in trench ave. 1m deep	100 150		
Sewer Drainage grade PVC laid in trench ave. 1.5m deep	100 150		
Sewer Drainage grade PVC laid in trench ave. 2.0m deep	100 150		
Stormwater Drainage PVC laid in trench Ave 1.5m	100 150 225		
Gas Service Type B copper tube ave 1.0m deep	25 50		
Sewer Drainage grade PVC suspended from soffit	100 80 65		
Type B Copper cold water pipework. Fixed to soffit.	15 20 25		
Type B Copper pre-insulated hot water pipework fixed to soffit.	15		
Type B Copper hot water pipework fixed to soffit with 20mm Thermotec insulation.	20 25 32		
Provide and connect 50 Chrome Plated Cu trap and tail to a fixture (by others)	Item		
Connect 20 cold water to a fixture (by others)	Item		
Provide and connect 100x50 Chrome plated tundish trap and tail to drainage within 1m.	Item		

Company: .....

Signature: .....

Witness: ..... Date: .....

**School Name – Project Description**

**Month Year**

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**SCHEDULE F - SCHEDULE OF FINANCIAL REFERENCES**

**COMMERCIAL REFERENCES**

Provide the names, addresses, telephone numbers and name of contact person of three (3) suppliers of goods or services who can provide references for the tenderer.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**CONTRACT SECURITIES (BANK GUARANTEES)**

Provide the name, branch and contact persons name for the bank that is proposed to provide the contract securities (bank guarantees)

Name: \_\_\_\_\_

Branch: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Tenderer's name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SCHEDULE G - SCHEDULE OF PROPOSED SUB-CONTRACTORS**

List the names of the major sub-contractors proposed to be utilised if successful with this tender offer. Up to three names may be proposed for each sub-contract package. Proposals for coring and drilling, mechanical services, electrical services, hydraulic services, carpenter and joiner, etc. should be included.

Sub-Contract package: \_\_\_\_\_

Company name: \_\_\_\_\_

**ANGLICAN SCHOOLS CORPORATION**  
**CONDITIONS OF TENDERING FOR CAPITAL WORKS PROJECTS**

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Sub-Contract package: \_\_\_\_\_

Company name: \_\_\_\_\_

Tenderer's name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**School Name – Project Description**

**Month Year**

File Reference: 3. MA1111 Conditions of Tender

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**CONDITIONS OF TENDERING FOR CAPITAL WORKS PROJECTS**

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**SCHEDULE H - SCHEDULE OF CURRENT AND ANTICIPATED  
COMMITMENTS**

List all current and anticipated projects with a value greater than 10% of gross annual turnover of the tenderer.

Project: \_\_\_\_\_

Value: \_\_\_\_\_

Completion date: \_\_\_\_\_

**School Name – Project Description**

**Month Year**

**ANGLICAN SCHOOLS CORPORATION**  
**CONDITIONS OF TENDERING FOR CAPITAL WORKS PROJECTS**

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Project: \_\_\_\_\_

Value: \_\_\_\_\_

Completion date: \_\_\_\_\_

Tenderer's name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**School Name – Project Description**

**Month Year**

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