

Government
of South Australia

Invitation to Supply

<Insert Procurement Title>

Part D: Supplier Response Form

Public Authority:	
Invitation Reference Number:	
Offer submitted by:	
Date of Offer:	

Further information: Procurement SA
Contact Email: procurement@sa.gov.au

Effective: 17.05.2023
Next review: 01.07.2025
Version: 1.4

Instructions to Suppliers for completing this Response Form:

Amend this section to suit

- Please use this Supplier Response Form in responding to the Public Authority's Invitation to Supply ('Invitation'). It is important that You do not change the structure (section headings and sequence). Changing this structure will make it harder for the evaluators to find relevant information quickly.
- Before starting to complete this form please make sure that You have read the Invitation in full and understand the applicable Invitation process, Invitation Conditions detailed in Part A: Invitation Procurement Process Guidelines, and the Public Authority's Requirements set out in Part B: Specification.
- The areas highlighted in <grey angle brackets> provide instructions and indicate where You are to write Your response.
- Where necessary, any supporting material (e.g. spreadsheets) should be attached to the back of this Response Form and referred to in the relevant field. Make sure all attachments are clearly named/numbered for the Public Authority.
- If anything is unclear about the Invitation or You have any questions, please get in touch with the Contact Officer identified in Section 1.3 of Part A before the last queries date and time set in Section 1.4 of Part A.

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SECTION 1 - SUPPLIER GENERAL INFORMATION (PRE-REGISTRATION DETAILS)

SUPPLIER IDENTIFICATION

Trading Name	
Registered Name	
ACN	
ABN	
Address of registered office	
Place of business in South Australia (if relevant)	
Type of entity (e.g. company, trust, partnership, sole trader, other)	
Website URL	

SUPPLIER LOCATION AND CONTACT

Contact Person	
Position	
Address	
Postal address (if different to above)	
E-mail	
Phone Number	

SUPPLIER STRUCTURE, RELATIONSHIPS AND FINANCIAL ROLES

Provide details of company ownership and Your executive personnel (e.g. Chief Executive Officer, Director/s, Senior Executive management). You can attach any necessary diagrams.

Executive Position	
Executive Name	

<insert additional table/s for additional executive personnel>

ACCREDITATION AND CERTIFICATION

Provide details of current accreditation and certifications relevant to the conduct of Your business (e.g. quality assurance certification).

Accreditation/Certification	
Regulating Authority	
Accreditation/Certification #	
Date Valid to	
Scope of Accreditation/Certification	

<insert additional table/s for additional accreditations/certifications>

SUPPLIER SERVICES AND KEY PROJECTS

Provide details of the main goods or services You provide and any key projects that You have delivered which may be relevant to a range of goods/services requested by a Public Authority.

Note: The Public Authority will often ask for more specific examples that are relevant to the individual Invitation in Your response to the evaluation criteria.

Key Goods / Services You Provide	
Industry You align with	
Case Study Project description	
Customer organisation	
Number of personnel involved	
Date of commencement and period of association	
Scope / Project details	
Total cost to buyer	

<insert additional table/s for additional projects>

INSURANCE

Provide details of Your current insurance policies (e.g. public liability insurance, professional indemnity insurance).

Policy Type	
Policy Number	
Policy Issuer Name	
Policy Cover (\$)	
Expiry Date	

<insert additional table/s for additional insurance policies>

SECTION 2 - SUPPLIER SUPPLEMENTARY DETAILS

Identify if You are one or more of the following: (You can attach any necessary evidence).

Not-for-Profit Organisation	☐ Yes	☐ No
Aboriginal Business Enterprise	☐ Yes	☐ No
Aboriginal Community Controlled Organisation	☐ Yes	☐ No
Australian Disability Enterprise	☐ Yes	☐ No
Social Enterprise	☐ Yes	☐ No
Small-Medium Enterprise	☐ Yes	☐ No
Women-Owned Business	☐ Yes	☐ No

SECTION 3 - EXTERNAL RESOURCES

3.1 JOINT/CONSORTIUM OFFERS

Is this Offer a joint or consortium Offer?	
☐ Yes	☐ No

If You are submitting a joint or consortium Offer, then You must detail which parts of the Public Authority's Requirement that each entity comprising the consortium or partnership will provide and how the entities relate to each other.

Partner 1:	
Trading Name	
Registered Name	
ACN/ABN	
Address of registered office	
Contact Person: Name & Title	
Phone Number	
Type of Relationship	
Period of association	
Goods/Services to be provided	
Estimated \$ value of Goods/Services	

<insert additional table/s for additional Partners>

Lead Entity of the Consortia/Partnership:	
Trading Name	
Registered Name	
ACN/ABN	

3.2 Subcontractors

Do you intend to engage a sub-contractor/s to deliver any part of the Public Authority's Requirement?	
☐ Yes	☐ No

Subcontractor 1:	
Trading Name	
Registered Name	
ACN/ABN	
Address of registered office	
Contact Person: Name & Title	
Phone Number	

Period of association	
Goods/Services to be provided	
Estimated \$ value of Goods/Services	

<insert additional tables for additional subcontractors>

SECTION 4 - SUPPLIER RESPONSE TO EVALUATION CRITERIA

4.1 MANDATORY CRITERIA

Delete this question if there are no mandatory criteria

Does Your Offer comply with the following mandatory criteria? Provide details or attach supporting documents as evidence of Your compliance with each of the mandatory criteria listed below.

<Insert Mandatory Criteria 1>	
☐ Yes	☐ No
<Insert Mandatory Criteria 2>	
☐ Yes	☐ No
<Insert Mandatory Criteria 3>	
☐ Yes	☐ No

<insert or delete rows as required>

4.2 WEIGHTED CRITERIA

The weighted criteria and questions below must be tailored to reflect the Public Authority's approved evaluation criteria and sub-weighted criteria. The ITS – Part D: Evaluation Criteria Questions Bank (available on the PSSA website) provides a selection of **example** questions that can be adapted to assist in tailoring this section.

Remember: You should only ask suppliers to provide information necessary to fairly evaluate their Offer. Do not ask for information that will not form part of the evaluation.

<INSERT WEIGHTED EVALUATION CRITERIA 1>

<Insert question for supplier response to weighted evaluation criteria 1>
<Insert question for supplier response to weighted evaluation criteria 1>

<insert or delete rows as required>

INSERT WEIGHTED EVALUATION CRITERIA 2>

<Insert question for supplier response to weighted evaluation criteria 2>
<Insert question for supplier response to weighted evaluation criteria 2>

<insert or delete rows as required>

<INSERT WEIGHTED EVALUATION CRITERIA 3>

<Insert question for supplier response to weighted evaluation criteria 3>

<Insert question for supplier response to weighted evaluation criteria 3>

<insert or delete rows as required>

INDUSTRY PARTICIPATION POLICY

The Public Authority must specify the relevant IPP requirements to be completed online. If a Tailored IPP Plan is to be used, attach the plan template in this section, and update this section to reflect lodgement requirements. Delete this section if IPP is not applicable.

Public Authorities and private parties contracting to the Government of South Australia are required to comply with the South Australian Industry Participation Policy (SAIPP) and the supporting procedural and reporting requirements.

You must complete an Industry Participation Plan online at: <https://industryadvocate.sa.gov.au/policy-and-resources/>

Guidelines and templates are also available to assist You to understand the detail and information required to meet Industry Participation Policy requirements.

You must submit a copy of Your completed Industry Participation Plan with Your Offer.

Under the functions of the *Industry Advocate Act 2017* the Industry Advocate has the discretion to review and assist in the negotiations for Industry Participation Plans to ensure that they comply with the SAIPP prior to the finalisation of contract conditions.

Have You completed an Industry Participation Plan online and submitted a copy with Your Offer?	
☐ Yes	☐ No

4.3 NON-WEIGHTED CRITERIA

<INSERT NON-WEIGHTED EVALUATION CRITERIA 1>

<Insert question for supplier response to non-weighted evaluation criteria 1>

<Insert question for supplier response to non-weighted evaluation criteria 1>

<insert or delete rows as required>

INSERT NON-WEIGHTED EVALUATION CRITERIA 2>

<Insert question for supplier response to non-weighted evaluation criteria 2>

<Insert question for supplier response to non-weighted evaluation criteria 2>

<insert or delete rows as required>

ACCEPTANCE OF PROPOSED CONTRACT

Part C of this Invitation details the terms and conditions of the Public Authority's Proposed Contract. The Public Authority needs to know whether or not You are prepared to do business based on the Proposed Contract.

Please note: In deciding which Supplier/s to shortlist the Public Authority will take into account each Supplier's willingness to comply with the Proposed Contract terms and conditions.

Select the statement below that best describes Your acceptance of the Proposed Contract:		
☐ Having read and understood the Proposed Contract, in Part C of this Invitation, I confirm that these terms and conditions are acceptable. If successful, I agree to sign a Contract based on the Proposed Contract.		
☐ Having read and understood the Proposed Contract, in Part C of this Invitation, I have proposed the following departures. If successful, I agree to sign a Contract based on the Proposed Contract including such departures or such amended terms and conditions of contract as may be agreed with the Public Authority following negotiations.		
Clause	Concern	Proposed solution
<insert number>	<briefly describe Your concern about this clause>	<describe Your proposed alternative wording for the clause or Your solution>
<insert number>	<briefly describe Your concern about this clause>	<describe Your proposed alternative wording for the clause or Your solution>
<insert or remove rows as required>		
Do You agree with the Liability position in the proposed Contract?		
☐ Yes ☐ No		
If You answered 'No', You must provide an explanation and details of Your preferred position:		
Please indicate which Contract Execution clause should be used when executing a contract or deed		
☐ Company (Sect. 126 Corp Act) ☐ Company (Sect. 127 Corp Act) ☐ Incorporated Association ☐ Sole Director Company (Sec. 127 Corp Act) ☐ Partnership ☐ Sole Trader ☐ Trustee ☐ Other - Please Specify _____		

REFERENCES

Please supply the details of up to three referees to support Your ability to provide the Public Authority's Requirement. Include a brief description of the goods and/or services that Your organisation provided and when.

Please Note: In providing these referees You authorise us to collect any information about Your organisation, except commercially sensitive pricing information, from the referees, and use such information in the evaluation of Your Offer. You also agree that all information provided to us by the referee will be confidential to us.

Referee 1:	
Name of referee	
Name of organisation	
Title of referee	
Address	
Phone Number	
Email Address	
Nature of Business with Supplier – Goods and/or Services provided and when delivered	

Referee 2:	
Name of referee	
Name of organisation	
Title of referee	
Address	
Phone Number	
Email Address	
Nature of Business with Supplier – Goods and/or Services provided and when delivered	

Referee 3:	
Name of referee	
Name of organisation	
Title of referee	
Address	
Phone Number	
Email Address	
Nature of Business with Supplier – Goods and/or Services provided and when delivered	

SECTION 5 - SUPPLIER DECLARATION

You must submit with your Offer a signed declaration, in the form set out below.

Remember to select 'Agree' or 'Disagree' at the end of each row. If you don't you will be deemed to have agreed.

You must have the declaration signed by someone who is authorised to sign and able to verify each of the elements of the declaration e.g. Chief Executive or a Senior Manager.

If you are submitting a joint or consortium Offer, each entity comprising the consortium or partnership must complete a separate declaration.

Topic	Declaration	Supplier's declaration
Invitation Process, Terms and Conditions	I/we have read and fully understand the Invitation, including the applicable Invitation Process and Invitation conditions detailed in Part A: Invitation Procurement Process Guidelines. I/we confirm that the Supplier/s agree to be bound by them.	☐ Agree ☐ Disagree
Collection of further information	The Supplier/s authorises the Public Authority to: - collect any information about the Supplier, except commercially sensitive pricing information, from any relevant third party, including a referee, or previous or existing client - use such information in the evaluation of this Offer. The Supplier/s agrees that all such information will be confidential to the Public Authority.	☐ Agree ☐ Disagree
Public Authority Requirements	I/we have read and fully understand the nature and extent of the Public Authority's Requirements as described in Part B: Specification. I/we confirm that the Supplier/s has the necessary capacity and capability to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.	☐ Agree ☐ Disagree
Ethics and Unlawful Collusion	In submitting this Offer, the Supplier/s warrants that: - it is independent and that there has not been any unlawful collusion or anti-competitive conduct with any other Supplier or party in connection with this Invitation Process. This clause does not apply to any formal joint venture contractual arrangement entered into between the Supplier and any other person(s), the details of which have been provided to the Public Authority as part of the Offer submitted by the Supplier. - the total value of the goods and/or services to be provided by sub-contractors, to the extent known at the time of making this declaration, is \$<insert value>. - it has not directly or indirectly approached any employee or representative of the Public Authority (other than the Contact Officer) to lobby or solicit information in relation to the Invitation. - it has not offered any incentive, or otherwise attempted to influence or provide any form of personal inducement, reward or benefit to any employee or representative of the Public Authority.	☐ Agree ☐ Disagree
Offer Validity Period	I/we confirm that this Offer, including the price, remains open for acceptance for the Offer Validity Period stated in Section 1 Sub-section 1.6 of Part A to this Invitation.	☐ Agree ☐ Disagree

Electronic Files	I/we confirm that I/we have checked any electronic files contained in the Offer and that these are free from viruses.	☐ Agree ☐ Disagree
Conflict of Interest declaration	The Supplier warrants that it has no actual, potential or perceived Conflict of Interest in submitting this Offer. Where a Conflict of Interest arises during the Invitation process the Supplier/s will report it immediately to the Public Authority's Contact Officer.	☐ Agree ☐ Disagree
Details of Conflict of Interest: <Suppliers must give details of any possible Conflict of Interest that exists or may arise in relation to the making and/or acceptance of their Response. If You think you may have a Conflict of Interest briefly describe the conflict and how you propose to manage it or write "not applicable">.		
DECLARATION I/we declare that in submitting the Offer and this declaration: a. the Offer is made under seal and is enforceable by the Public Authority b. the information provided is true, accurate and complete and not misleading in any material respect c. the Offer does not contain Intellectual Property that will breach a third party's rights d. I/we have secured all appropriate authorisations to submit this Offer, to make the statements and to provide the information in the Offer and I/we am/are not aware of any impediments to enter into a formal Contract to deliver the Public Authority's Requirements I/we understand that the falsification of information, supplying misleading information or the suppression of material information in this declaration and Offer may result in the Offer being excluded from further consideration in the Invitation process and may be grounds for termination of any Contract awarded as a result of the Invitation process. By signing this declaration, the signatory below represents, warrants and agrees that they have been authorised by the Supplier/s to make this declaration on its/their behalf.		
Authorised Person Signature:		
Authorised Person Name:		
Title/Position:		
Name of organisation		
Date:		
Witness Signature:		
Witness Name:		
Date:		