



Template

Invitation to Supply

Part D: Supplier Response Form

Agency instructions

- This template is suitable for procurements that have been assessed as routine, complex or strategic.
- It is designed to meet the requirements of the Procurement Planning Policy and Sourcing Policy, and provides suggestions about the minimum details to be included in an Invitation to Supply - Part D: Supplier Response Form.
- Additional guidance can be found in other instructional resources provided by Procurement SA.

Drafting instructions

- All guidance notes for using this template and suggested considerations are provided within the <brackets> and written in yellow-highlighted italics. This indicates where you are required to insert details relevant to the specific procurement. An example of this is shown below:

WEIGHTED CRITERIA 1

<Public Authority insert name of weighted evaluation criterion>.

- Specific guidance for each Section is provided below:

Section	Guidance
Section 1 - Supplier General Information	These sections are mandated. DO NOT alter the structure (i.e. add, remove or adjust the wording) in any of the fields .
Section 2 – Supplier Supplementary Details	
Section 3 – External Resources	n/a
Section 4 – Supplier Response to Evaluation Criteria	Complete sections based on the corresponding information in the approved <i>Procurement Plan</i>
Section 5 – Acceptance of Proposed Contract	Supply a copy as Part C to the Invitation
Section 6 – Supplier Declaration	DO NOT AMEND WITHOUT CROWN SOLICITOR'S OFFICE ADVICE

- The amount of detail you include and request from suppliers in the ITS Part D: Supplier Response Form should be commensurate to the scope, value and risk level of the procurement.
- Your agency may tailor some sections of this template to ensure it is fit-for-purpose and meets the requirements of your internal procurement framework.
- If you are including attachments, ensure you name and number all the attachments, so they are easily identifiable by suppliers.
- If you would like assistance in preparing market approach documents, or a constructive peer review of your draft, please contact your agency's Head of Procurement, procurement team, or contact Procurement SA at procurement@sa.gov.au

All guidance notes including these instructions should be deleted before the Invitation is released to the market.



[Insert name of Public Authority]

Invitation to Supply

[Insert Procurement Title]

Part D: Supplier Response Form

Instructions to Suppliers for completing this Part D: Supplier Response Form

- Please use this Part D: 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 you have read the Invitation in full and understand the applicable Invitation process and Invitation Conditions detailed in the Part A: Invitation Procurement Process Guidelines, as well as the Public Authority's Requirements set out in the Part B: Specification.
- Where necessary, any supporting material (e.g. spreadsheets) should be attached to this Part D: Supplier Response Form and referenced accordingly. 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 contact the Contact Officer before the last queries date and time set in the Part A: Invitation Procurement Process Guidelines.



SECTION 1 – SUPPLIER GENERAL INFORMATION

SUPPLIER IDENTIFICATION

Supplier Hub ID	<Enter ID> and skip to 'Supplier contact' section
If no Supplier Hub ID:	
Supplier registered name	
Supplier trading name	
Supplier ABN / ACN	
Address of registered office	
Place of business in SA	
Type of entity	Choose an item.

SUPPLIER CONTACT

Name of contact person	
Job title	
Email address	
Telephone number	

SUPPLIER STRUCTURE, RELATIONSHIPS AND FINANCIAL ROLES

Provide details of company ownership and your executive personnel.
You can add more rows and/or attach any necessary organisational chart etc as required.

Executive Position	
Executive Name	

ACCREDITATION AND CERTIFICATION

Provide details of current accreditation and certifications relevant to the conduct of your business.
You can add more rows as required.

Name of Accreditation/Certification	
Scope of Accreditation/Certification	
Regulating authority	
Date valid to	

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 the Public Authority.

Main Goods / Services provided	
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Industry you align with	
Case study/project description of recent work relevant to the Public Authority's requirements	<i><Supplier to describe:</i> ▪ <i>Scope/project details</i> ▪ <i>Number of personnel involved</i> ▪ <i>Date and period of association</i> ▪ <i>Total cost to buyer</i>

INSURANCE

Provide details of your current insurance policies. Insert additional tables as required.

Policy Type	
Policy Number	
Policy Insurer	
Policy Cover (\$ value)	
Expiry Date	

SECTION 2 – SUPPLIER SUPPLEMENTARY DETAILS

IDENTIFY IF YOU ARE ONE OR MORE OF THE FOLLOWING

Attach any necessary evidence.

Aboriginal Business	Choose an item.
Aboriginal Community Controlled Organisation	Choose an item.
Aboriginal Community Controlled Health Organisation	Choose an item.
Australian Disability Enterprise	Choose an item.
Not-for-Profit organisation	Choose an item.
South Australian business	Choose an item.
Social Enterprise	Choose an item.
Small-Medium Enterprise	Choose an item.
Women-Owned Business	Choose an item.

SECTION 3 – EXTERNAL RESOURCES

JOINT/CONSORTIUM OFFERS

Is this offer a joint (partnership) or consortium offer?	☐ Yes ☐ No
If yes, name the lead entity of the partnership/consortia	<i><Supplier to Enter Response></i>
If yes, provide details of the other parties to the partnership/consortium in the table below <i><Insert additional tables for additional partners as required></i>	



INVITATION TO SUPPLY – PART D: SUPPLIER RESPONSE FORM

PARTNER 1	
Supplier registered name	
Supplier trading name	
Supplier ABN / ACN	
Address of registered office	
Place of business in SA	
Name of the contact person	
Job title of the contact person	
Email address	
Telephone number	
Type of relationship	
Period of association	
Goods/Services to be provided by Partner	
Estimated value of those Goods/Services by Partner	

SUBCONTRACTORS	
Do you intend to engage sub-contractor(s) to deliver any part of the Public Authority's Requirements?	☐ Yes ☐ No
If yes, provide details of the proposed sub-contractors in the table below <Insert additional tables for additional partners as required>	

SUBCONTRACTOR 1	
Supplier registered name	
Supplier trading name	
Supplier ABN / ACN	
Address of registered office	
Place of business in SA	
Name of the contact person	
Job title of the contact person	
Email address	
Telephone number	
Period of association	
Goods/Services to be provided by sub-contractor	
Estimated value of those Goods/Services from sub-contractor	



SECTION 4 – SUPPLIER RESPONSE TO EVALUATION CRITERIA

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.

<Public Authority to Insert mandatory criteria>	☐ Yes ☐ No
<Public Authority to Insert mandatory criteria>	☐ Yes ☐ No
<Public Authority to Insert mandatory criteria>	☐ Yes ☐ No

WEIGHTED CRITERIA 1

<Public Authority insert name of weighted evaluation criterion>.

<Public Authority insert first question related to the above weighted evaluation criterion>

<Supplier to Enter Response>

<Public Authority to insert the above for each criterion and corresponding questions as required>

INDUSTRY PARTICIPATION POLICY

<Public Authority to specify if a Standard IPP or Tailored IPP is required and update this section to reflect lodgement requirements>

You must complete an Industry Participation Plan online at:

<https://industryadvocate.sa.gov.au/policy-and-resources/> and submit a copy of your completed Industry Participation Plan with your offer.

Industry Participation Plan has been submitted online and a copy is attached?	☐ Yes ☐ No
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Note for Supplier: Guidelines are available to assist you to understand the detail and information required to meet Industry Participation Policy requirements. Under the functions of the *Industry Advocate Act 2017* the Industry Advocate has the discretion to review and assist in the negotiations of Industry Participation Plans to ensure they comply with the South Australian Industry Participation Policy prior to the finalisation of contract conditions.

NON-WEIGHTED CRITERIA 1

<Public Authority insert name of non-weighted evaluation criterion>.

<Public Authority insert first question related to the above non-weighted evaluation criterion>

<Supplier to Enter Response>

<Public Authority to insert the above for each non-weighted criterion and corresponding questions as required>



INVITATION TO SUPPLY – PART D: SUPPLIER RESPONSE FORM

RISK MANAGEMENT

<Public Authority insert first question related to risk management>

<Supplier to Enter Response>

<Public Authority to insert the above for each question relating to Risk Management as required>

PRICE

<Public Authority to insert table here (or in an appendix) for the supplier to provide their pricing information. Provide instructions for how the supplier should submit their pricing.>

<Supplier to Enter Response>

REFERENCES

Provide up to three references that may be contacted in relation to your offer.

REFEREE 1

Name of referee	
Name of organisation	
Job title of referee	
Email address	
Phone number	
Nature of business with this referee i.e. goods/services provided	

REFEREE 2

Name of referee	
Name of organisation	
Job title of referee	
Email address	
Phone number	
Nature of business with this referee i.e. goods/services provided	

REFEREE 3

Name of referee	
Name of organisation	
Job title of referee	
Email address	
Phone number	
Nature of business with this referee i.e. goods/services provided	

Note for Supplier: 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.



SECTION 5 – 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.

Note for Supplier: 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 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, I have the following proposed 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 alternate solution>
<insert additional rows as required>		

SECTION 6 - SUPPLIER DECLARATION

You must submit with your quote 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 quote, 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 procurement process and Invitation process and Invitation conditions detailed in the Part A: Invitation Procurement Process Guidelines. I/we confirm that the Supplier/s agree to be bound by them.	Choose an item.
Collection of further information	The Supplier/s authorises the Public Authority to: a. collect any information about the Supplier, except commercially sensitive pricing information, from any relevant third party, including a referee, or previous or existing client b. use such information in the evaluation of this offer. The Supplier/s agrees that all such information will be confidential to the Public Authority.	Choose an item.



INVITATION TO SUPPLY – PART D: SUPPLIER RESPONSE FORM

Public Authority Requirements	I/we have read and fully understand the nature and extent of the Public Authority's requirements as described in this Invitation. 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 term.	Choose an item.
Ethics and Unlawful Collusion	In submitting this offer the Supplier/s warrants that: a. 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. b. 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 \$<i><enter value></i>. c. it has not directly or indirectly approached any employee or representative of the Public Authority (other than the Public Authority Contact Officer) to lobby or solicit information in relation to the Invitation. d. 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.	Choose an item.
Use of Artificial Intelligence (AI)	I/we advise that Artificial Intelligence (AI) has been used in the preparation of this offer. If yes, please provide details of how AI was used. <i><Enter details about the use of AI in the preparation of this offer></i>	Choose an item.
Electronic Files	I/we confirm that I/we have checked any electronic files contained in the offer and that these are free from viruses.	Choose an item.
Validity Period	I/we confirm that this offer, including the price, remains open for acceptance for the Validity Period stated in the Part A: Invitation Procurement Process Guidelines.	Choose an item.
Insurance	The Supplier agrees to comply with the Insurance requirements, or is willing to obtain the insurance, as specified the Part A: Invitation Procurement Process Guidelines.	Choose an item.
Liability cap	The Supplier agrees with the Liability Cap as specified the Part A: Invitation Procurement Process Guidelines.	Choose an item.
Conflict of Interest declaration	The Supplier warrants that it has no actual, potential or perceived Conflict of Interest in submitting this offer, or entering into a contract to deliver the Public Authority's requirements. <i><Enter details of any conflicts of interest></i>	Choose an item.
	Where a Conflict of Interest arises during the Invitation process the Supplier/s will report it immediately to the Public Authority's Contact Officer.	Choose an item.

**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	
Job title	
Name of organisation	
Date	
Signature of Witness	
Witness name	
Date:	

ATTACHMENTS

<Public Authority to List>

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