

<p style="text-align: center;">Australian Embassy in the Philippines</p> <p style="text-align: center;">Department of Foreign Affairs and Trade</p> <p style="text-align: center;">Request for Quote (RFQ)</p>		
1	RFQ Title	<i>Preventive Maintenance and Repair Services Residences</i>
2	RFQ Issue Date	15 July 2017
3	Requirement	Refer to attached Statement of Requirements
4	Specifications:	Refer to attached Statement of Requirements
5	Schedule	Refer to attached Statement of Requirements
6	Delivery Location	Makati City and Taguig City Philippines
7	Contractor Personnel	Refer to attached Statement of Requirements
8	Security	Security Clearances Refer to attached Statement of Requirements
9	Reimbursable Costs	N/A
10	Evaluation Methodology	<p>DFAT will conduct a technical assessment of suppliers' proposals based on the following criteria:</p> <p>A. Mandatory: (Failure to comply with this requirement may be a ground for disqualification).</p> <ul style="list-style-type: none"> • Respondent must have a valid DOLE certification. The relevant DOLE certification is an authority from Department of Labour and Employment for the respondent to undertake contracting jobs. The DOLE certification must be valid during the life of the agreement. • Acknowledgment that they read, understand and confirm compliance to the child protection policy provided with the Statement of Requirements. <p>B. Technical Criteria:</p> <ol style="list-style-type: none"> 1. <i>The Organisational Capacity of the Supplier to deliver the Services]</i> – maximum 20 points <ol style="list-style-type: none"> a. <i>Financial capacity/resources</i> b. <i>Transitional Arrangements</i>

		<ul style="list-style-type: none"> c. <i>Corporate Structure and Resources</i> d. <i>Confirmation of its capacity to provide required staffing complements</i> e. <i>Confirmation to provide tools, vehicle and equipment need to undertake the services.</i> <p>2. <i>The relevant expertise, qualifications and experience of the proposed Personnel to perform the Services to a satisfactory standard – maximum points 20</i></p> <ul style="list-style-type: none"> a. Details of experiences, qualifications and referrals of assigned key personnel. b. Experiences and familiarity of various Australian Standards and Building Code. c. Certificates of occupational health and safety compliance. <p>3. <i>The Supplier’s past experience in successfully providing services in the relevant category of Services – maximum 20 points</i></p> <ul style="list-style-type: none"> a. Details of experience in servicing expatriate clients in residential setting. b. Referrals of clients c. Feedback from clients d. Letter of commendations from expatriate clients <p>4. <i>Compliance to the requirements identified in the Statement of Requirements (SOR) maximum 30 points.</i></p> <ul style="list-style-type: none"> a. Methodology proposed to deliver the service fits the needs of DFAT. b. Tools and equipment provided c. Details of process applied to attend to customer requests including escalation processes and back-up arrangements. d. Established Information system to monitor and track services e. Innovative applications and procedures. f. Ease of access and sharing of information through sample reports and recording system. g. Child protection policy plan. <p>5. Insurance arrangements – complete insurance cover from third party damages, professional indemnity, property damages, health and accident insurance of staffing complement. Maximum 10 points</p> <p>C. Following the technical assessment of quotes, DFAT will undertake a price assessment of the quotes submitted by suppliers to determine the most cost effective proposal.</p> <p>D. DFAT will then undertake an overall value for money assessment to identify a preferred supplier</p>
11	Quote Format	<p>The Quote must be provided in the following format:</p> <p><u>Mandatory Requirement – Copy of DOLE Certificate of Registration and valid certificate to undertake contracting jobs.</u></p> <p><u>Technical Proposal</u></p>

		<ul style="list-style-type: none"> • A proposal must individually address each of the selection criteria detailed above; • A CV of no more than 10 A4 pages for all Contractor Personnel nominated in the Quote and including details of 4 expatriate referees corporate or individual; • Up to 5 pages of Past Experience Statements of no more than 1 A4 page each detailing relevant skills and experience of the Supplier to provide the services. • Copies of required documentations as follows: <ul style="list-style-type: none"> a. Certificate of Registration from the Department of Labor and Employment (DOLE) as an independent contractor (under Department Order No. 18-02 or Department Order No. 18-A) b. Articles of Incorporation c. Business Permit and Licenses d. Mayor's Permit e. Occupational Safety and Health Registration f. Bureau Internal Revenue (BIR) Registration g. Social Security Systems (SSS) Registration with 2017 remittance report h. PhilHealth Registration 2017 remittance report i. Pag-Ibig Registration 2017 remittance report j. Latest Audited Financial Statements k. Copy of Insurance Cover <p><u>Price Proposal</u></p> <p>Must be in the format detailed in the attached Statement of Requirements</p>
12	Closing Time	3:00pm 15 AUGUST 2017
13	Quote Lodgement	<p>Please submit Quotes to:</p> <p>Tender Box Preventive Maintenance and Repairs for Leased Residences</p> <p>23rd Floor Tower 2 RCBC Plaza Tower 6819 Ayala Avenue Makati City</p> <p>and any questions by email to:</p> <p>Contact Officer: Sharon Catalan – Property Services Manager</p> <p>Email Address: Sharon.casiple-catalan@dfat.gov.au</p>

1. Quote Conditions

Quotes are subject to the Conditions outlined below. Potential suppliers must submit offers on the form provided with all details provided in English and with prices quoted in a single currency.

2. Quote Lodgement

DFAT will grant extensions to the Closing Time only in exceptional circumstances and, if granted, will apply equally to all potential suppliers. DFAT will not consider any quotes received after the Closing Time specified in the RFQ unless DFAT determines in its sole discretion that it has caused or contributed to the failure to lodge by the Closing Time.

The quote must be lodged as set out in "Quote Lodgement" in the RFQ.

3. Validity

Quotes must remain open for acceptance for 60 calendar days from the Closing Time.

4. Alterations

DFAT may decline to consider a quote in which there are alterations, erasures, illegibility, ambiguity or incomplete details.

5. Inconsistencies

If there is inconsistency between any of the parts of the RFQ the following order of precedence shall apply:

- (a) RFQ;
- (b) Terms of Reference;
- (c) these Quote Conditions;

so that the provision in the higher ranked document will prevail to the extent of the inconsistency.

6. Amendments and Queries

DFAT may amend, or clarify any aspect of the RFQ prior to the RFQ Closing Time by issuing a formal amendment to the RFQ in the same manner as the original RFQ was distributed. Such amendments or clarifications will, as far as is practicable be issued simultaneously to all parties.

Any queries regarding this RFQ should be directed to the Contact Officer identified in the RFQ.

7. Clarification

DFAT may, at any time prior to execution of a contract, seek clarification or additional information from, and enter into discussions and negotiations with, any or all potential suppliers in relation to their quotes. In doing so, the DFAT will not allow any potential supplier to substantially tailor or amend their quote.

8. Confidentiality of Potential Supplier Information

In their quote, potential suppliers must identify any aspects of their quote that they consider should be kept confidential, with reasons.

Potential suppliers should note that DFAT will only agree to treat information as confidential in cases that it considers appropriate. In the absence of such an agreement, potential suppliers acknowledge that DFAT has the right to disclose the information contained in their quote.

9. Alternatives

Potential suppliers may submit quotes for alternative methods of addressing DFAT's requirement described in the RFO where the option to do so was stated in the RFQ or agreed in writing with DFAT prior to the RFQ Closing Time. Potential suppliers are responsible for providing a sufficient level of detail about the alternative solution to enable its evaluation.

10. Reference Material

If the RFQ references any other materials including, but not limited to, reports, plans, drawings, samples or other reference material, the potential supplier is responsible for obtaining the referenced material and considering it in framing their quote.

11. Price Basis

Prices quoted must be provided as a fixed maximum price and show the GST exclusive price, the GST component and the GST inclusive price.

The Contract Price must be inclusive of GST and all other taxes, duties (including any customs duties) and any government charges imposed or levied in Australia or overseas. The Contract Price, which must include any and all other charges and costs, will be the maximum price payable by the DFAT for the Goods and/or Services.

12. Evaluation

DFAT will evaluate quotes in accordance with the Commonwealth Procurement Rules and this RFQ to determine the best value for money outcome for DFAT. DFAT will notify unsuccessful suppliers of the final decision following award of a contract and suppliers may request a verbal debriefing following the award of a contract.

13. Financial information

If requested by DFAT, potential suppliers must be able to demonstrate their financial stability and ability to remain viable as a provider of the Goods and/or Services over the term of any agreement.

If requested by DFAT, the potential supplier must promptly provide DFAT with such information or documentation as DFAT reasonably requires in order to evaluate the potential supplier's financial stability.

14. Referees

DFAT reserves the right to contact the potential supplier's referees, or any other person, directly and without notifying the potential supplier.

15. Reporting Requirements

Potential suppliers acknowledge that DFAT is subject to legislative and administrative accountability and transparency requirements including disclosure to Parliament and its Committees.

Without limiting DFAT's right to disclose other information, for any contracts awarded, DFAT will publicly disclose the supplier's name, postal address and a range of details about the Contract, including contract value and the names of any subcontractors engaged in respect of the Contract.

Potential suppliers should also note the requirements of the *Freedom of Information Act 1982*.

16. Unpaid Employee Entitlements

Potential suppliers acknowledge that the DFAT will not contract with a potential supplier where it or a proposed subcontractor has a judicial decision against it (excluding decisions under appeal) relating to unpaid employee entitlements where the entitlements remain unpaid.

17. Conflict of interest

Potential suppliers must notify DFAT immediately if any actual, potential or perceived conflict of interest arises (a perceived conflict of interest is one in which a reasonable person would think that the person's judgement and/or actions are likely to be compromised).

18. Collusion and Unlawful Inducements

Potential suppliers and their officers, employees, agents and advisors must not engage in any collusive, anti-competitive conduct or any other similar conduct with any other potential supplier or person or quote any unlawful inducements in relation to their quote or the RFO process.

Potential suppliers must disclose where quotes have been compiled with the assistance of current or former DFAT employees (within the previous 9 months and who was substantially involved in the design, preparation, appraisal, review, and or daily management of this activity) and should note that this may exclude their quote from consideration.

19. DFAT's Rights

DFAT, at its discretion, may discontinue the RFQ; decline to accept any quote ; terminate, extend or vary its selection process; decline to issue any contract; seek information or negotiate with any potential supplier that has not been invited to submit a Quote; satisfy its requirement separately from the RFQ process;

terminate negotiations at any time and commence negotiations with any other potential supplier; evaluate quotes as DFAT sees appropriate; and negotiate with any one or more potential suppliers.

20. Indigenous Procurement Policy

Tenderers should note that the Indigenous Procurement Policy (www.dpmc.gov.au/ipp) applies to this procurement.

In particular, Tenderers should note the purpose of the Indigenous Procurement Policy is to stimulate Indigenous entrepreneurship and business development, providing Indigenous Australians with more opportunities to participate in the economy.

Purchases from an Indigenous enterprise may be in the form of engagement of an Indigenous enterprise as a subcontractor, and / or use of Indigenous suppliers in the Tenderer's supply chain.