

**INVITATION**

**[insert contract number and tender name]**

**PANEL AGREEMENT**

|  |  |
| --- | --- |
| **FURTHER INFORMATION:** | Enquiries are to be directed to:  [insert Contact 1]  Telephone: [insert number]  E-mail: [insert address]  If the above person is unavailable, the enquiry may be directed to:  [insert Contact 2]  Telephone: [insert number]  E-mail: [insert address] |
|  |  |
| **CALL DATE:** | [insert date of advertisement] |
|  |  |
|  |  |
| **TENDERS CLOSE AT:** | 2.00 pm on [insert closing date] (Adelaide time) |
| **SEND SUBMISSIONS TO:** | The SA Government Tender Website [www.tenders.sa.gov.au](http://www.tenders.sa.gov.au/) |

**INTRODUCTION AND INVITATION**

The Department for Infrastructure and Transport (DIT or the Department) works as part of our community to deliver effective planning policy, efficient transport and social and economic infrastructure. Its responsibilities include the delivery of major road, rail, marine and building projects for the South Australian Government.

[DESCRIBE REQUIREMENT]

[DESCRIBE PANEL AIMS]

[DESCRIBE TYPICAL TASKS EXPECTED OF CONTRACTOR]

[BRIEFLY DESCRIBE PANEL ENGAGEMENT PROCESS]

This will be an “open panel”. Unless there is a substantial change in the anticipated workload, the Department will consider new applications during the term of this panel

This will be a “closed panel”. Unless there is a substantial change in anticipated workload or some panel members withdraw from the panel, the Department will not consider new applications during the term of this panel.

\_\_\_\_\_\_\_\_\_\_\_\_

**CONTENTS**

1. Conditions of Submission (with Annexures)
2. Schedule of Agreement Documents
3. Statement of Requirements / Specification
4. Application Form
5. Schedules

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**CONDITIONS FOR SUBMISSION**

**OF AN APPLICATION FOR A PANEL CONTRACT**

The Department’s Conditions of Submission for a Panel Agreement apply to this invitation and are available from the following website:

<http://www.dpti.sa.gov.au/contractor_documents/request_for_tender_templates2>

The Annexures to the Conditions of Submission, which are included in this document, are to be read in conjunction with the Conditions of Submission from the above website.

\_\_\_\_\_\_\_\_\_\_\_\_

**CONDITIONS OF SUBMISSION ANNEXURE A**

**APPLICATION DETAILS**

APPLICANTS MUST SUBMIT THE FOLLOWING IN THEIR SUBMISSION:

* Application Form
* The following Schedules [add or subtract schedules as required]:

1. Fee Schedule.
2. Disbursement Schedule.
3. Certificate of Currency of Public Liability Insurance and Professional Indemnity Insurance.
4. Statement of company experience relevant to this Application and track record of company (including referees).
5. Schedule of nominated personnel and back-up personnel, including:
   1. Qualifications and relevant experience (including Curriculum Vitae’s).
   2. Expected availability, accessibility, level of input and their usual location.
   3. Ability to provide the service levels specified in the “Scope of Services” of the Statement of Requirements.
6. Statement of Intent: Industry Participation Policy

\_\_\_\_\_\_\_\_\_\_\_\_

**CONDITIONS OF SUBMISSION ANNEXURE B**

**ASSESSMENT OF SUBMISSIONS**

Submissions will be evaluated in accordance with the following process:

1. Assessment for Completeness and Compliance.
2. Non-price Assessment.

[insert criteria, weightings (where applicable) and process details]

1. Finalisation of Agreement.

Following any clarification and negotiation necessary, the preferred Tenderer(s) will be requested to enter into a formal agreement for the provision of the services.

The above is only a summary of the evaluation process and other factors may be taken into account in the selection of the successful Tenderer.

\_\_\_\_\_\_\_\_\_\_

**SCHEDULE OF AGREEMENT DOCUMENTS**

The agreement between the parties will comprise of the following documents:

1. Statement of Requirements / Specification [choose as required].
2. The Department’s Panel Agreement - Professional Services / Minor Construction and Services / Plant Hire [choose as appropriate and give hyperlink].
3. The Annexure to the Department’s Panel Agreement.
4. Application Form and Schedules.

\_\_\_\_\_\_\_\_\_\_\_\_

**STATEMENT OF REQUIREMENTS/SPECIFICATION**

**CONTENTS**

1. Introduction
2. Scope of Services
3. [add clauses as appropriate]
4. [add clauses as appropriate]
5. Invoicing
6. **INTRODUCTION**

On behalf of the Government of South Australia, the Department is responsible for the delivery and operation of public infrastructure, including buildings, roads, passenger railways and marine facilities.

[Add as required]

1. **SCOPE OF SERVICES**

Specific requirements for each work assignment will be provided.

The Contractor may be required to undertake some or all of the following activities:

[Add as required]

1. **[ADD AS REQUIRED]**

[Add as required]

1. **[ADD AS REQUIRED]**

[Add as required]

1. **INVOICING**

The Contractor’s invoices must clearly identify:

1. clear, itemised details of all work requiring payment;
2. the Purchase Order provided by the Department;
3. Contract No. 17Cxxxx The Supply / Provision of xxxxx; and
4. the name of the Department’s xxxx Section, attention Mr / Ms xxxxx.

Invoices shall be submitted via one of the following methods:

Post: PO Box 11027, Adelaide, 5001, or

Email (attached as a PDF) to: [APinvoices@sharedservices.sa.gov.au](mailto:APinvoices@sharedservices.sa.gov.au).

Refer to: [hyperlink to current agreement and annexure]

**APPLICATION FORM**

TO THE DIRECTOR:

**20Cxxx THE xxxxxxxx**

**(PANEL AGREEMENT)**

I/We the undersigned, do hereby apply to perform the above mentioned services in accordance with the Invitation Documents.

Company Name...................................................................................................................................................

(BLOCK LETTERS)

ACN............................................................................. ABN................................................................................

Address................................................................................................................................................................

Telephone No. ............................................................... Mobile No. ..................................................................

Email Address......................................................................................................................................................

Signature of Applicant.................................................... Name...........................................................................

Position in Company............................................................................................................................................

Signature of Witness.................................................... Name of Witness...........................................................

Dated the............................................................  day of.................................................................  20..............

FOR OFFICE USE ONLY

|  |
| --- |
| Application opened on ............./............/..............  By: .................................................................... ...........................................................  (Signature of Authorised Officer) (Printed Name of Authorised Officer)  And: .................................................................... ...........................................................  (Signature of Authorised Officer) (Printed Name of Authorised Officer) |

**SCHEDULE 1 [add or delete as required]**

**FEE SCHEDULE**

RATES AND AMOUNTS SHALL BE EXCLUSIVE OF GST

|  |  |  |
| --- | --- | --- |
| **Nominated Persons\*** | **Title / Position** | **Hourly Rate**  **($/hr)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

*The Applicant may insert as many lines as are appropriate. Applicants may also provide daily rates and rates for the provision of long term services.*

**SCHEDULE 2 [add or delete as required]**

**DISBURSEMENTS**

ALL ITEMS SHALL BE LISTED AND SHALL BE EXCLUSIVE OF GST

|  |  |  |
| --- | --- | --- |
| **Item**  **No.** | **Description** | **Amount**  **($)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**SCHEDULE 3 [add or delete as required]**

**CERTIFICATE OF CURRENCY OF INSURANCE**

*The Applicant is to insert copies of relevant certificates of currency for Public Liability Insurance and Professional Indemnity Insurance*

**SCHEDULE 4 [add or delete as required]**

**COMPANY EXPERIENCE**

*The Applicant is to provide a statement of company experience relevant to this Application and track record of company (including referees).*

**SCHEDULE 5 [add or delete as required]**

**NOMINATED PERSONNEL**

*The Applicant is to provide a Schedule of nominated personnel and back-up personnel, including:*

* 1. *Qualifications and relevant experience (including Curriculum Vitae’s).*
  2. *Expected availability, accessibility, level of input and their usual location.*
  3. *Ability to provide the services specified in Statement of Requirements (for roads and/or rail and/or buildings and/or marine).*

*The Applicant should indicate whether the personnel are nominated for Project Management Services, Contract Management Services or both.*

**SCHEDULE 6 [add or delete as required]**

# sOUTH AUSTRALIAN INDUSTRY PARTICIPATION POLICY

# declaration of intent TEMPLATE

# *MEASURING Economic Contribution FROM Employment,*

# *investment & SUPPLY INPUTS*

This template is designed for:

* Businesses tendering to gain a position on a panel, and
* Businesses responding to an EOI or early market approach for an opportunity that will likely require the submission of an Industry Participation Plan at a later stage.

Completing this IPP Declaration of Intent is a mandatory requirement when specified in Panel and EOI/Early Approach to Market tender documents. The tender will be classed as non-compliant if this requirement is not met.

Guiding documents including the South Australian Industry Participation Policy, Procedural Guidelines and Frequently Asked Questions are available at <https://innovationandskills.sa.gov.au/>

The Office of the Industry Advocate is available to assist with requests for information on IPP requirements:

Telephone (08) 8226 8956

Email: [OIA@sa.gov.au](mailto:OIA@sa.gov.au)

# business details

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Business Name** |  | | | | |
| **Project Manager** |  | | | | |
| **Telephone** |  | | **Email** |  | |
| **What is your physical presence in South Australia?**  *(you can tick more than one)* | Head Office  ☐ | Branch Office  ☐ | | Warehouse  ☐ | Other  (please specify  ☐ |
| **Location of physical presence** |  |  | |  |  |

|  |  |
| --- | --- |
| **Industry Capability Network (ICN) Gateway**  *You are encouraged to be registered on the Industry Capability Network (ICN) Gateway* [*http://gateway.icn.org.au*](http://gateway.icn.org.au) | |
| **Please indicate your ICN Gateway Company Reference Number** |  |

|  |  |  |
| --- | --- | --- |
| **Panel / EOI Title** |  | |
| **Reference Number (if available)** |  | |
| **Will this contract deliver mainly to:** | ☐ Metropolitan Adelaide | ☐ Regional South Australia |

# DECLARATION

|  |  |  |  |
| --- | --- | --- | --- |
| Declaration | | | |
| As a duly authorised officer of the Business, I am familiar with the [South Australian Industry Participation Policy](https://innovationandskills.sa.gov.au/) , and the Business’s responsibilities under this policy.  If awarded a contract for which this Declaration of Intent has been prepared that falls within the scope of the IPP, the Business will:   * Complete an Industry Participation Plan (IPP) at RFT stage or at contract negotiation (as indicated by the Responsible Government Agency) and meet the commitments given in the Plan, and * Commit to promoting economic contribution to the State including for employment outcomes and economic growth | | | |
| **Signature:** |  | **Date:** |  |
| **Name (print):** |  | **Position:** |  |