



## **REQUEST FOR QUOTATION**

**Internal Audit Services**

**SECTION 6 – QUOTE SCHEDULES & FORMS**

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**6.1 QUOTE FORM FOR CONTRACT**

Complete the Schedule by inserting the hourly rate for each individual that will participate in the provision of the services under AMOUNT. Also please provide any other costs that may relate to the provision of the service.

| <b>Item No.</b> | <b>Description</b>       | <b>Amount (Hourly Rate (GST Inclusive))</b> |
|-----------------|--------------------------|---|
| 1               | Director                 | \$0.00                                      |
| 2               | Partner                  | \$0.00                                      |
| 3               | Manager                  | \$0.00                                      |
| 4               | Senior Auditor           | \$0.00                                      |
| 5               | Auditor                  | \$0.00                                      |
| 6               | Junior Auditor           | \$0.00                                      |
| 7               | Administration           | \$0.00                                      |
| 8               | Audit Committee Meetings | \$0.00                                      |
| 9               | Out of Pocket Expenses   | \$0.00                                      |

If required please provide explanations on additional paper.

## 6.2 VENDOR DECLARATION

I, **name** as the authorised representative of **company**, declare that the following quote has been completed in full and in accordance with the terms and conditions of the RFQ.

In submitting a quote the Vendor declares compliance with the following conditions:

- The quote constitutes a formal offer by the Vendor to provide the goods specified in this RFQ.
- The goods specified in the RFQ will be supplied to Council at the price Quoted inclusive of GST.
- The Vendor has made proper allowance for all matters contained in or capable of inference from the Quote Information.
- The Vendor has performed a complete and careful inspection of the Site and its surrounds and has made proper allowance for all matters which might impact upon the Vendor's ability to perform the Works
- The Vendor has made proper allowance for all matters that might impact upon the Vendor's ability to perform the work under the Contract or to perform the work under the Contract within any particular time, cost or quality constraints.
- The Vendor has, and will maintain, the necessary skill, qualification and experience to enable it to perform the work under the Contract in accordance with the Contract
- The Vendor has taken into consideration the addenda issued during the Quotation period in preparing and submitting its quotation.
- Subject to the terms of the contract the Vendor will obtain all the necessary consents, permits or authorities necessary in order for the Vendor to perform the work under the Contract
- The Vendor will not alter the identity or roles of the identified key consultants without the permission of Riverina Water County Council, (the Client).
- The Vendor is not insolvent within the meaning of s.95A of the Corporations Law or otherwise and there is no unfulfilled or unsatisfied judgment or Court order outstanding against the Vendor
- The Vendor represents and warrants that having made diligent enquiry at the time of submitting the quote, an actual or potential conflict of interest **does / does not (Vendor to delete whichever applicable)** exist.
- This quote has been compiled without the improper assistance of Council Officers (including Council Officers previously employed by Council within the last five years) and without the use of illegally or improperly obtained information that may provide an unfair advantage.
- No Council Officer or Councillor of the Council has been canvassed by the Vendor before or during the quote process with a view to influencing the acceptance of any Quote made by it or any other Vendor.
- The vendor (including its agents or employees) has not participated in any unethical or inappropriate conduct during the RFQ process.

- All information provided by the Vendor as part of this Quote is true and correct at the time of the Quote being lodged.
- All terms and conditions pertaining to this Quote have been read and understood and where applicable, the vendor has obtained the necessary legal advice prior to lodgement of the quotation.
- The Vendor understands that Council will undertake the Quote assessment based on the information, representations, warranties, undertakings, acknowledgements and other statements provided as part of this quotation.
- The Vendor acknowledges that it will not engage the services of illegal workers.
- The submission of this Quote constitutes acceptance and understanding of all Contract conditions including Council Policies identified in the RFQ.
- For more information on identifying and handling a potential or actual Conflict of Interest, please refer to the document 'The Model Code of Conduct for Local Councils NSW, a copy of which may be obtained from Council's website under the public policy register or by contacting the nominated Quote Coordinator.

### **RELEASE AND INDEMNITY**

The Vendor hereby releases Council and Council's agents from any claim which the Vendor has or, but for this provision, might have had against Council or Council's agents in relation to or in connection with:

- The Conditions of Quote and the further Quote Information,
- The issuing of the invitation, the consideration of the quotes or the letting of the Contract (including any claim by reason of any negligence, default or lack of care).
- any loss, damage, or expense incurred by another person by reason of any act or default of neglect of the vendor in the performance of their obligations under the Contract;
- any delay by the vendor in executing or failing to complete the Services under the Contract; and
- any costs and expenses that may be incurred by the vendor in connection with any such claim, demand, action, suit or proceeding.

Subject to the terms of the Contract the Vendor indemnifies Council and Council's agents against any claim that is the subject of the release provided for in this paragraph.

### **INTERPRETATION**

Words and phrases defined in the Conditions of Quote or the Conditions of Contract have the same meanings in this Quote as they have in those documents.

In signing this declaration, the Vendor's authorised representative acknowledges that all information submitted as part of this Quote is true and correct and all terms and conditions applicable to this RFQ have been read and understood.

**AUTHORISED REPRESENTATIVE <sup>1</sup>.**

**AUTHORISED WITNESS <sup>2</sup>.**

|   |
|---|
|   |
| <b>Signature of Authorised Representative</b> |

|                             |
|-----------------------------|
|                             |
| <b>Signature of Witness</b> |

|  |
|--|
|  |
| <b>Name of Authorised Representative</b> |

|                        |
|------------------------|
|                        |
| <b>Name of Witness</b> |

|                       |
|-----------------------|
|                       |
| <b>Position Title</b> |

|                       |
|-----------------------|
|                       |
| <b>Position Title</b> |

|             |
|-------------|
|             |
| <b>Date</b> |

|             |
|-------------|
|             |
| <b>Date</b> |

- 1. The authorised representative must have the necessary delegated authority to authorise quotations on behalf of the Vendor.
- 2. The authorised witness must be a recognised employee of the Vendor.

### 6.3 SCHEDULE OF INSURANCE

In order to assess the insurance coverage of the vendor, the following schedule must be completed in full and submitted.

| <b>Name of Insurer</b><br>(ABC Company Pty Ltd<br>etc.) | <b>Policy Type</b><br>(Workers Compensation, Public<br>Liability etc.) | <b>Policy Expiry<br/>Date</b><br>(30 June 2017) | <b>Total Claim Limit<br/>of Liability<sup>2</sup></b> | <b>Total Limit of<br/>Liability<sup>3</sup></b> | <b>Policy Exclusions</b><br>(Hazardous chemicals, asbestos<br>etc.) |
|---|--|---|---|---|---|
|   | Public Liability   |   |   |   |   |
|   | Professional Indemnity   |   |   |   |   |
|   | Product Liability  |   |   |   |   |
|   | Workers Compensation   |   |   |   |   |
|   | Motor Vehicle  |   |   |   |   |
|   |  |   |   |   |   |

1. A copy of each applicable insurance certificate showing currency must be attached to the vendors submission.
2. Total Claim Limit of Liability must reflect the total per claim limit in any one loss.
3. Total limit of liability must reflect the total aggregate limit in any one period of insurance.

**6.4 SCHEUDLE OF EXPERIENCE**

The Vendor must provide a minimum of two (2) examples where the Vendor has completed projects, delivered goods or provided services of the same or similar nature to that specified in this quotation. Please note the nominated contact person will be contacted by Council for the purposes of conducting a referee check.

| <b>Name of Client</b><br>(ABC Company Pty Ltd etc.) | <b>Description of Services</b> | <b>Contract Term</b><br>(January 2010 – June 2010) | <b>Contact Person</b> <sup>1.</sup><br>(Mr. John Smith) | <b>Contact Telephone</b> |
|---|--------------------------------|--|---|--------------------------|
|   |                                |  |   |                          |
|   |                                |  |   |                          |
|   |                                |  |   |                          |
|   |                                |  |   |                          |
|   |                                |  |   |                          |
|   |                                |  |   |                          |
|   |                                |  |   |                          |



**6.5 SCHEDULE OF RESOURCES**

The Vendor is to detail the key personnel and labour which will be made available in the delivery of this Contract.

| <b>Key Personnel:</b> | <b>Name Of Employee</b> | <b>Relevant Qualification</b> | <b>Relevant Experience</b> | <b>Currently Employed</b><br>(Yes or No) |
|-----------------------|-------------------------|-------------------------------|----------------------------|--|
| Managing Director     |                         |                               |                            |  |
| Project Director      |                         |                               |                            |  |
| Auditor               |                         |                               |                            |  |
| Other (specify)       |                         |                               |                            |  |
| Other (specify)       |                         |                               |                            |  |
| Other (specify)       |                         |                               |                            |  |