# EOI Submission Form

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| **PROJECT DETAILS** | | | | | | | | | | | | | | | | | |
| **Project:** | | | | Terrestrial Centre Upgrade | | | | | | | | | | | | | |
| **Project Number:** | | | | GRP001 | | | | | | | | | | | | | |
| **CLIENT’S CONTACT INFORMATION** | | | | | | | | | | | | | | | | | |
| **Client’s Contact Officer:** | | | | Anna Kralj | | | | | | | | | **Phone:** | | 0416 100 028 | | |
| **Email:** | | | | projects@etheridge.qld.gov.au | | | | | | | | | | | | | |
| **SUBMISSION DETAILS** | | | | | | | | | | | | | | | | | |
| **Lodgement Address:** | | | | projects@etheridge.qld.gov.au | | | | | | | | | | | | | |
| **Time for Submission:** | | | | 5:00 pm on 02/04/2025 (2nd April 2025) | | | | | | | | | | | | | |
| **SUBMISSION** | | | | | | | | | | | | | | | | | |
| **To (Client):** | **Etheridge Shire Council** | | | | | | | | | | | | | | | | |
| I / We |  | | | | | | | | | | | | | | | | |
| Legal name in BLOCK LETTERS of the Respondent (Individual, Partners, Company or Trustee) (also include trading name or registered business name if applicable) | | | | | | | | | | | | | | | | |
| being a public\* / private\* company incorporated in  (\*delete one) | | | | | | | | |  | | | | | | | |
| ACN: |  | | | | | | | ABN: | | |  | | | | | | |
| Registered Office Address(es): | |  | | | | | | | | | | | | | | | |
| QBCC License No. (if applicable): | |  | | | | | | | QBCC License Category (if applicable): | | | | |  | | | |
| PQC Registration No. (if applicable): | |  | | | | | | | Restrictions / Conditions (if any): | | | | |  | | | |
| Other Licence/ Registration/ Qualifications: | | |  | | | | | | | | | | | | | | |
| Phone: |  | | | | | | | Fax: | | |  | | | | | | |
| Email: |  | | | | | | | | | | | | | | | | |
| State or Territory in which Business/ Corporation/ Individual is registered: | | | | | |  | | | | | Registered for GST: | | | | | **Yes**  **No** |
| Name of Holding Company/ Corporate Group: (if applicable) | | | | | | |  | | | | | | | | | | |
| hereby make this EOI Submission for the above Project in accordance with the terms, conditions and requirements contained in the Expression of Interest Requirements. | | | | | | | | | | | | | | | | | |
| **Conflict of Interest Declaration**  Does the Respondent have a declaration to make in relation to matters referred to in clause 11 of the Conditions?  *(If the Respondent has answered “yes”, the Respondent must provide details to the Client’s Contact Officer in accordance with clause 11 of the Conditions.)* | | | | | | | | | | | | | | | | *(tick one)*  **Yes**  **No** | |
| **Ethical Supplier Threshold**  (The Respondent must respond to the Ethical Supplier Threshold criteria included below. Responses should only include matters from the previous 5 years, starting from 1 August 2019) | | | | | | | | | | | | | | | | | |
| Since 1 August 2019, has the Respondent: | | | | | | | | | | | | | | | | (tick one) | |
| 1. contravened a civil remedy provision of Chapter 2 or Chapter 3 of the *Fair Work Act 2009* (Cth), or committed an offence against the *Fair Work Act*? | | | | | | | | | | | | | | | | **Yes**  **No** | |
| 1. contravened a civil remedy provision of Chapter 2, 3, 4, 5, or 7 of the *Industrial Relations Act 2016* (Qld), or committed an offence against the *Industrial Relations Act*, or failed to pay employment related levies, or other payments, established under Queensland legislation? | | | | | | | | | | | | | | | | **Yes**  **No** | |
| 1. failed to make superannuation contributions on behalf of employees in accordance with law? | | | | | | | | | | | | | | | | **Yes**  **No** | |
| 1. purported to treat employees as independent contractors, where they are not? | | | | | | | | | | | | | | | | **Yes**  **No** | |
| 1. required persons who would otherwise be employees to provide an Australian Business Number so that they could be treated as independent contractors? | | | | | | | | | | | | | | | | **Yes**  **No** | |
| 1. engaged persons on unpaid work trials or as unpaid interns, where they should be treated as employees? | | | | | | | | | | | | | | | | **Yes**  **No** | |
| 1. entered into an arrangement for the provision of labour hire services with a person who is not licensed under the *Labour Hire Licensing Act 2017* (Qld), or a supplier who is an unlicensed provider under the *Labour Hire Licensing Act*? | | | | | | | | | | | | | | | | **Yes**  **No** | |
| 1. paid employees’ wages below those provided for in an applicable modern award (including for people with disability, ‘suppliers’ must provide award-based wages (using the Supported Wage System where appropriate))? | | | | | | | | | | | | | | | | **Yes**  **No** | |
| **Warranty to comply with Ethical Supplier Threshold**  By its signature on this Submission Form, the Respondent warrants that:   1. the Respondent’s responses to the Ethical Supplier Threshold criteria are true and correct; and 2. if, at any time after the Respondent makes an EOI Submission, the Respondent’s responses to the Ethical Supplier Threshold criteria are no longer true and correct for any reason, the Respondent will promptly notify the Client’s Contact Officer of the change to the Respondent’s response. | | | | | | | | | | | | | | | | | |
| **Warranty to comply with the Etheridge Shire Council Code of Conduct for Contractors – Supplier Expectations**  By its signature on this Submission Form, the Respondent:   1. acknowledges that:    * 1. Etheridge Shire Council wants to work with ethically, environmentally and socially responsible suppliers;      2. the Code of Conduct for Contractors sets out the standards and expectations council has of suppliers who want to work with it;      3. the standards and expectations set out in the Code of Conduct for Contractors do not limit, alter or supersede any obligations of the Respondent under a subsequent contract or at law;      4. to ensure that the Code of Conduct for Contractors remains current and relevant, it may be amended or updated by Etheridge Shire Council; and      5. the Respondent is responsible for checking for updates and amendments to the Code of Conduct for Contractors. 2. confirms that:    * 1. the Respondent understands the Etheridge Shire Council standards and expectations of suppliers as set out in the Code of Conduct for Contractors;      2. the Respondent meets and will continue to meet Etheridge Shire Council standards and expectations as set out in the Code of Conduct for Contractors, including as may be updated or amended;      3. the Respondent will raise concerns or otherwise seek clarification in relation to any aspects of the Code of Conduct for Contractors, including any updates or amendments to the Code of Conduct for Contractors; and      4. the Respondent will make all reasonable efforts to ensure its supply chain is ethical, compliant with the Code of Conduct for Contractors and not complicit in practices that may exploit human rights or constitute modern slavery, including taking appropriate measures to assess and address supply chain risks. | | | | | | | | | | | | | | | | | |
| **Signed by:**  (Must be completed if Respondent is a sole trader, individuals in a partnership or persons trading under a business name. Witness to sign and print name.) | | | | |  | | | | | | |  | | | | | |
| Name of Respondent | | | | | | | Signature of Respondent | | | | | |
| on the …… day of …………… 20…… | | | | | | | | | | | | |
| In the presence of: | | | | |  | | | | | | |  | | | | | |
| Name of Witness | | | | | | | Signature of Witness | | | | | |
| **OR** | | | | | | | | | | | | | | | | | |
| **Signed by:**  (Must be completed if Respondent is a company, including companies offering under a business name. Company to sign in accordance with its Constitution.  Where signature is that of an agent, written authority from Respondent is to be included with the Submission Form.) | | | | |  | | | | | | |  | | | | | |
| Name of Company | | | | | | | ACN | | | | | |
| In accordance with section 127 of the *Corporations Act 2001* (Cth) by: | | | | | | | | | | | | |
|  | | | | | | |  | | | | | |
| Signature of Director/Secretary | | | | | | | Signature of Director | | | | | |
|  | | | | | | |  | | | | | |
| Name of Director/Secretary | | | | | | | Name of Director | | | | | |
| on the …… day of …………… 20…… | | | | | | | | | | | | |
| **Privacy Statement:** The Client is collecting the personal information on this Submission Form for the purposes of EOI Submission evaluation and any subsequent invitation to offer that may arise. The information may be used in accordance with the provisions of the EOI Requirements. Any personal information included on this Submission Form may be disclosed to the evaluation panel and their advisors but will not be disclosed to any other third party without the Respondent’s consent unless authorised or required by law or stipulated in the EOI Requirements. Personal information will be handled in accordance with the *Information Privacy Act 2009* (Qld). | | | | | | | | | | | | | | | | | |

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| **EC1 -** *Capability and Experience* | |
| This criterion evaluates the respondent’s experience and capacity to deliver similar projects. Respondents should provide examples of past projects demonstrating their expertise in designing and constructing cultural or visitor centres, particularly those with exhibition components. The ability to manage complex, multi-phase projects is critical. | |
| **1.1 Company Profile and Relevant Project Experience**  Overview of the organisation, including years of operation, core services, and areas of expertise.  Case studies or descriptions of similar projects completed, particularly those involving visitor or cultural centres, exhibition spaces, or community-focused facilities.    Examples should include project size, scope, budget, timelines, and outcomes. | ***Required:***  *Write summary response here (no more than 500 words)*  ***Optional:***  *Relevant website links can be included here*  *Upload one supporting attachment (maximum four A4 pages) named “Relevant Project Experience” (maximum file size for upload is 2MB)* |
| **1.2 Key Personnel**  Profiles of team members who would be involved in the project, highlighting their relevant qualifications and experience.  Roles and responsibilities of key personnel in similar projects. | ***Required:***  *Write summary response here (no more than 250 words)*  *Upload one supporting attachment (maximum four A4 pages) named “Key Personnel” (maximum file size for upload is 2MB)*  ***Optional:***  *Relevant website links can be included here* |
| **1.3 References**  Contact information for clients or stakeholders from previous projects who can verify the respondent’s performance and capabilities. | ***Required:***  *Write summary response here (no more than 100 words)*  *Upload one supporting attachment (maximum one A4 page) named “References”*  *Maximum file size for upload is 2MB*  ***Optional:***  *Relevant website links can be included here* |

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| **EC2 -** *Financial Capacity and Quality Assurance* | |
| This criterion assesses the respondent’s financial stability and capacity to undertake a project of this scale. It evaluates whether the respondent has the necessary financial resources, systems, and risk management processes to successfully deliver the project within the required timelines and budget. The ability to demonstrate sound financial health and accountability will ensure the project is not delayed or disrupted due to financial constraints. | |
| **2.1 Evidence of Financial Stability and Project-specific Capacity**  Confirmation of current financial position, including access to sufficient working capital or credit lines to support project execution.  Demonstration of the respondent's ability to allocate adequate financial resources for this project without impacting other commitments | ***Required:***  *Write summary response here (no more than 100 words)*  *Upload one attachment (maximum two A4 pages) named “Evidence of Financial Stability and Capacity” (maximum file size for upload is 2MB)*  ***Optional:***  *Relevant website links can be included here* |
| **2.2 Insurance Coverage**  Proof of relevant insurances, including public liability, professional indemnity, and worker's compensation, at levels appropriate to the project. | ***Required:***  *Write summary response here (no more than 100 words)*  *Upload one attachment (maximum two A4 pages) named “Insurance Coverage” (maximum file size for upload is 2MB)*  ***Optional:***  *Relevant website links can be included here* |
| **2.3 Risk Management**  Outline of financial risk management strategies to address potential cost over-runs or unforeseen financial challenges during the project | ***Required:***  *Write summary response here (no more than 500 words)*  ***Optional:***  *Relevant website links can be included here*  *Upload one attachment (maximum two A4 pages) named “Financial Risk Management” (maximum file size for upload is 2MB)* |

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| **EC3 -** *Methodology and Approach* | |
| This assesses the respondent’s proposed approach to the project, including their understanding of the project’s objectives, the design and construction process, and how they would manage collaboration with stakeholders and integrate feedback. Respondents should outline their approach to achieving accessibility, sustainability, and community involvement during the design and construction phases. | |
| **3.1 Project Understanding**  A statement demonstrating the respondent’s understanding of the project’s objectives, scope, and challenges. | ***Required:***  *Write response here (no more than 500 words)* |
| **3.2 Proposed Approach**  A high-level outline of how the respondent plans to approach the design, stakeholder engagement, and construction phases.  Specific strategies for collaborating with the Council, community members, and other stakeholders. | ***Required:***  *Write summary response here (no more than 500 words)*  ***Optional:***  *Relevant website links can be included here*  *Upload one attachment (maximum two A4 pages) named “Proposed Approach” (maximum file size for upload is 2MB)* |
| **3.3 Risk Management Plan**  Identification of potential risks (e.g., logistical, environmental, or community-related) and proposed strategies to mitigate them. | ***Required:***  *Write summary response here (no more than 250 words)*  *Upload one attachment (maximum two A4 pages) named “Risk Management Plan” (maximum file size for upload is 2MB)*  ***Optional:***  *Relevant website links can be included here* |
| **3.4 Project Timeline**  A proposed timeline for completing key phases of the project, including design development, costing, and construction. | ***Required:***  *Write summary response here (no more than 100 words)*  *Upload one attachment (maximum two A4 pages) named “Project Timeline” (maximum file size for upload is 2MB)* |

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| **EC4 -** *Sustainability* | |
| This assesses the respondent’s proposed approach to the project, including their understanding of the project’s objectives, the design and construction process, and how they would manage collaboration with stakeholders and integrate feedback. Respondents should outline their approach to achieving accessibility, sustainability, and community involvement during the design and construction phases. | |
| **4.1 Sustainability Approach**  A description of how the respondent plans to integrate environmentally responsible practices, including the use of sustainable materials, energy-efficient systems, and water-sensitive landscaping.  Examples of sustainability measures implemented in previous projects.  Any innovative practices or technologies the respondent would introduce to achieve sustainability goals | ***Required:***  *Write summary response here (no more than 250 words)*  ***Optional:***  *Relevant website links can be included here*  *Upload one attachment (maximum one A4 page) named “Sustainability Approach” (maximum file size for upload is 2MB)* |

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| **EC5 –** *Indicative Pricing and Value Proposition* | |
| While detailed cost estimates are not required at this stage, respondents should provide a high-level overview of their approach to pricing and cost management. This includes how they ensure value for money while maintaining quality and delivering on project objectives. | |
| **5.1 Pricing Philosophy**  A high-level explanation of the respondent’s approach to cost estimation and budget management. | ***Required:***  *Write response here (no more than 250 words)* |
| **5.2 Indicative Budgeting**  Broad indicative costs for the project (without detailed breakdowns), including how the respondent ensures value for money while delivering quality outcomes. | ***Required:***  *Write summary response here (no more than 250 words)*  *Upload one attachment (maximum three A4 pages) named “Indicative Budgeting” (maximum file size for upload is 2MB)*  ***Optional:***  *Relevant website links can be included here* |
| **5.3 Cost Control Strategies**  Details on how the respondent manages cost risks and maintains financial accountability throughout project delivery. | ***Required:***  *Write summary response here (no more than 250 words)*  ***Optional:***  *Relevant website links can be included here*  *Upload one attachment (maximum one A4 page) named “Cost Control Strategies” (maximum file size for upload is 2MB)* |
| **5.4 Added Value**  Description of any additional value or unique benefits the respondent can bring to the project beyond the standard scope (e.g., additional community programs, enhanced design elements, or long-term sustainability benefits). | ***Required:***  *Write summary response here (no more than 250 words)*  ***Optional:***  *Relevant website links can be included here* |