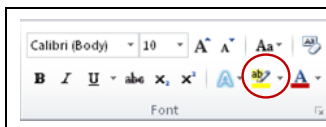


Template: RFT Response Form

Suggested instructions for Respondents (amend this to suit)

- Please use this Response Form in responding to our RFT. 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 that you have read the Request for Tender (RFT) in full and understand our Requirements (RFT Section 2), our Evaluation Approach (RFT Section 3) and the RFT Process, Terms and Conditions (shortened to RFT-Terms detailed in Section 6). If anything is unclear or you have any questions please get in touch with our Point of Contact (RFT Section 1 paragraph 1.3) before the Deadline for Questions (RFT Section 1 paragraph 1.2).
- We have included supplier tip boxes to help you understand what is required. The areas highlighted in yellow indicate where you are to write your response.
- Remember to delete the supplier tip boxes and remove the highlight from your answers before sending us your response – they are for your use only!



To remove highlight from text: select the text you want to remove the highlight from. In the 'Home' tab in the 'Font' group select the arrow at the right of the 'Text highlight colour' and select 'no colour'.

Check list for Respondents

Task	✓
1. Complete all sections of the Response Form.	
2. Delete all 'supplier tip' boxes from the Response Form. 3. Remove all yellow highlight from the Response Form.	
4. Make sure that you have complied with the following instructions: <ul style="list-style-type: none">• mailbox size: ensure that your email attachment/s is no greater than 10MB.	
5. Arrange for the declaration to be signed.	
6. Include copy of public liability insurance.	
7. Prepare your Tender for electronic submission by creating a final soft copy file.	
8. Arrange for the Tender to be delivered by email before the Deadline for Tenders.	

[insert your organisation name and logo or branding]

Response Form

In response to Request for Tender

by: Airports Fiji Pte Limited trading as Fiji Airports

for: Outer Islands Strip and Pavement Maintenance - Engineering Services

Date of this Tender: [insert date of this document]



Supplier tips

Words and phrases that have a special meaning are shown by the use of capitals e.g. Respondent, which means *'a person, organisation, business or other entity that submits a Tender in response to the RFT. The term Respondent includes its officers, employees, contractors, consultants, agents and representatives. The term Respondent differs from a supplier, which is any other business in the market place that does not submit a Tender.'* Definitions are at the end of RFT Section 6.

1. About the Respondent



Supplier tips

- The section gives the Buyer basic information about your organisation and identifies your Point of Contact for the duration of the RFT process.
- If an item is not applicable e.g. you do not have a registered office, complete the box by stating 'not applicable'.
- If you are submitting a joint or consortium Tender complete an 'Our profile' table for each Respondent. Cut and paste the table as appropriate. Provide only one Point of Contact for your joint/consortium Tender.

Our profile

Choose one of these statements to complete, and delete the others

This is a Tender by [insert the name of your organisation] alone to supply the Requirements.

OR This is a [joint/consortium] Tender by [insert the name of your organisation] and [insert the name of the other organisation/s] (together the Respondents) to supply the Requirements.

Item	Detail
Trading name:	[insert the name that you do business under]
Full legal name (if different):	[if applicable]
Fiji Registered Business:	(Yes or No)
Physical address:	[if more than one office – put the address of your head office]
Postal address:	[e.g. P.O Box address]
Registered office:	[if you have a registered office insert the address here]
Business website:	[url address]
Type of entity (legal status):	[sole trader / partnership / limited liability company or other entity / other please specify]
Registration number:	[if your organisation has a registration number insert it here e.g. company registration number]
Country of residence:	[insert country where you (if you are a sole trader) or your organisation is resident for tax purposes]
TIN registration number:	[Tax Identification Number / if overseas please state]

Our Point of Contact

Item	Detail
Contact person:	[name of the person responsible for communicating with the Buyer]
Position:	[job title or position]

Phone number:	[landline]
Mobile number:	[mobile]
Email address:	[work email]

2. Pre-condition

Agree to adhere to the Fiji Airports Ethical Procurement Statement (Appendix A of the RFT)	Yes/No
For those firm's registered in Fiji – Have current FRCS and FNPF compliance certificates	Yes/No
To hold a minimum \$5 million dollars FJD in Public Liability Insurance. Attach copy of insurance.	Yes/No
To hold a minimum \$10 million dollars FJD in Professional Indemnity Insurance. Attach copy of insurance.	Yes/No

3. Response to the Requirements



Supplier tips

- In this section you are asked to provide your response to our Requirements (RFT Section 2) by demonstrating your organisation's ability to meet our criteria (RFT Section 3: Our Evaluation Approach). Carefully read RFT Sections 2 and 3 before completing this part.
- If there is anything that you do not understand ask our Point of Contact to clarify.
- If any information you provide is commercially sensitive to your organisation you must let the Buyer know. Please mark the information 'commercially sensitive' or 'Confidential Information'. It is not acceptable to render this whole document confidential unless this is truly the case. The Buyer has a duty to protect Confidential Information subject to the exceptions in the RFT-Terms (Section 6).
- If some of an answer is in another document e.g. a marketing brochure, copy and paste the relevant extract into the Tender. Do not submit the whole brochure. Please do not include any advertising brochures or similar material in your Tender.
- You may include information not specifically requested by us in your Tender. But only if it adds value and is relevant to the Requirements.

Overview of our solution

Please provide an overview of your solution. For example, describe the technical aspects of the product and/or elements of the service offering.

Questions relating to the evaluation criteria



Respondent tips

- Here you are asked to answer questions relating to the evaluation criteria. Your Tender will be scored against your answers to these criteria. Aim to give answers that are relevant, concise and comprehensive.
- Consider the % weighting for each criterion. The higher the weighting the more important it is. Take the weightings into account in deciding how much detail to include.
- If you have made any assumption about the Requirements or delivery, clearly state the assumption.
- There may be several questions that relate to one criterion. If these questions are not individually weighted assume that they are of equal importance.

1. Proposed Resources, Workload and Local Support

30%

1.1 Key People

To assist the Respondent to demonstrate its ability to satisfy the evaluation criterion described under RFT Tender Conditions and to assist Fiji Airports in evaluating its Tender, the Respondent is requested to provide details of its proposed key people for the Services, including:

- (a) the Consultant's Representative;
- (b) the Quality Manager; and
- (c) the key people for the roles described in the Tender Particulars.

Such details include the key person's:

- (d) current and proposed future location (including identifying whether the key person is located within the general geographical location/s of the Works). The Respondent is also requested to provide:
 - (i) details of how the key person will perform the relevant part of the Services in the location/s of the Works; and
 - (ii) a statement confirming that the key person has the availability, capacity, ability and qualifications / licences / accreditations / certifications / memberships of professional bodies / associations (or similar) to perform the relevant part of the Services in the location/s of the Works;
- (e) current and potential future workload, capacity and availability and the extent to which the key person is proposed to perform the relevant part of the Services;
- (f) involvement in the current and potential future projects; and
- (g) qualifications / licences / accreditations / certifications / memberships of professional bodies / associations (or similar).

Such details should be provided in table format as set out below.

ROLE	NAME	LOCATION	DETAILS	STATE- MENT	CURRENT AND POTENTIAL FUTURE WORKLOAD, CAPACITY, AVAILABILITY AND PROPOSED INVOLVE-MENT	INVOLVEMENT IN PREVIOUS PERFORMANCE PROJECTS AND OTHER RELEVANT EXPERIENCE	QUALIFIC-ATIONS ETC
CONSULTANT'S REPRESENTATIVE							
QUALITY MANAGER							
[OTHER ROLES DESCRIBED IN THE TENDER PARTICULARS]							

[RESPONDENT TO PROPOSE ADDITIONAL KEY PEOPLE]								
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1.2 Organizational Chart and CV's

The Respondent is requested to provide:

- (i) a proposed organisational chart; and
- (j) curriculum vitae for each of the Consultant's Representative, the Quality Manager, and each key person for the roles specified in the Tender Particulars, which should provide details of all relevant projects in the last 5 years and the name and telephone number of a client referee. The Respondent is requested not to exceed 3 pages for each curriculum vitae.

[Insert Org Chart Here]

[Insert CV's of Key people Here]

a. Detail the resource allocations to the project of the key people over the design and construction phases

	Functional Requirements Brief – 15% HOURS	Concept Design – 30% HOURS	Design Development - 50% HOURS	Tender documentation – 90% HOURS	For Construction documentation HOURS	Construction Phase Supervision HOURS	Defects Liability Support HOURS
CONSULTANT'S REPRESENTATIVE							
QUALITY MANAGER							
[OTHER ROLES DESCRIBED IN THE TENDER PARTICULARS]							
[RESPONDENT TO PROPOSE ADDITIONAL KEY PEOPLE]							

1.4 Describe the direct applicable specific experience of the key people and how this will benefit Fiji Airports (keep response to below 300 words dot point responses are acceptable).

[insert your answer here]

2. Detailed Consultant's Activities Proposal (DCAP) [and] project plans [and preliminary design solution]

Weighting 20%

2.1 Design Stage DCAP

[insert your answer here]

2.2 Construction, Completion and Defects Liability Period

In this section, the Respondent is requested to provide its specific approach to and strategies for works-related Services, including the specific roles and responsibilities of its team in:

- (a) carrying out all inspections and tests in respect of the Works and any other related Services; and
- (b) providing all Project Documents in accordance with the Construction Stage Scope of Services.

[insert your answer here]

e.g. Describe the track record of the named personnel in delivering similar goods/services.

[insert your answer here]

3. Broader Outcomes – Community Benefits

Weighting 10%

Describe the extent to which the shortlisted Applicant has demonstrated project staffing and support who are Fiji based (and ideally established long term).

[insert your answer here]

Describe your organization's track record in increasing access to skills and training for Fiji based staff? How will this be progressed and enhanced as a part of this engagement?

[insert your answer here]

Assumptions

Please state any assumptions you have made in relation to the Requirements. Where you have made assumptions in relation to the costs and pricing information please state these in the next section.

5. Price



Supplier Tips

- In the RFT Section 4 we have outlined the pricing information that we are seeking. This should inform you how to present your proposed price. Where we have provided a template you must use this for your pricing information.
- In preparing your pricing information you must consider all risks, contingencies and other circumstances relating to the delivery of our Requirements and include adequate provision for them. You must also document any assumptions that you have made in costing the full delivery of the Requirements.

Price as a weighted criterion

Please submit your financial information and pricing using the following pricing schedule. The schedule may be used for the purpose of progress claim assessment and as a basis for negotiations for variations under the contract. The Respondent shall be responsible for the completion of all contract activities and this schedule shall not restrict completion. Line items against which no amounts are stated, whether quantities or rates are given or not, shall be regarded as covered by other line items in this schedule. This schedule shall be read in conjunction with all other parts of the contract.

4. Value for money	Weighting 20%
4.1 Detail the lump price for the engagement inclusive of all disbursements for travel to site for the site investigations and airport condition reports (VAT exclusive).	[\$ X]

Pricing schedule

The Respondent must state the basis of its Offered Price in Fiji Dollars and any price variation provision, arrangement, or mechanism applicable to the Offered Price.

The Offered Price will be deemed to include the cost of complying with the full scope as described and inferred by this complete document including the relevant documents as referenced under Section 2.8 of the RFT, RFT Section 5 and Appendix C our Proposed Contract and the cost of complying with all matters and things necessary or relevant for the due and proper performance of the Contract.

Any charge not stated as being additional to the Offered Price will not be payable by Fiji Airports.

Item	Sub-total excluding VAT
Site investigation Trip – 2 days	[\$ X]

Item	Sub-total excluding VAT
Airport Condition assessment reports	[\$ X]
DCAP	[\$ X]
Subtotal Excluding VAT	
Design stage fees subject to confirmation	
<i>Return Brief/ Concept Design (30% Design)</i>	[\$ X]
<i>Design development (50% Design)</i>	[\$ X]
<i>Design documentation (90% Design)</i>	[\$ X]
<i>For Construction documentation</i>	[\$ X]
<i>Construction Stage Supervision (10 months)</i>	[\$ X]
<i>Defects Liability Supervision (12 months)</i>	[\$ X]
Total excluding VAT	[\$ X]

Assumptions

Please state any assumptions that you have made in relation to the cost and pricing information.

Variation Price Schedule

In addition to the above fixed lump sum fee, the consultant shall all confirm hourly rate[s] as applicable for specifically requested additional works.

RESPONDENT TO COMPLETE Hourly rate for Personnel	GST Exclusive per hour
Senior Engineer	[\$ X]
Junior Engineer	[\$ X]
Draftsman	[\$ X]
Office Administration	[\$ X]
Other-	
	[\$ X]

6. Proposed Contract



Supplier tips

- In the RFT Section 5 we have detailed the terms and conditions of our Proposed Contract. We need to know whether or not you are prepared to do business based on the Proposed Contract.
- If you have any points that you wish to make about the Proposed Contract this is where you tell us. Note below any suggestions or changes you wish to propose.
- It is important that, if asked, you are able to explain why your changes are important to you.
- In deciding which Respondent/s to shortlist the Buyer will take into account each Respondent's willingness to meet the Proposed Contract terms and conditions.

Choose one and delete the other:

Having read and understood the Proposed Contract, in the RFT Section 5, I confirm that these terms and conditions are acceptable. If successful, I agree to sign a Contract based on the Proposed Contract, or such amended terms and conditions of Contract as are agreed with the Buyer following negotiations. OR

Having read and understood the Proposed Contract, in the RFT Section 5, I have the following suggestions to make. If successful, I agree to sign a Contract based on the Proposed Contract subject to negotiating the following clauses:

Clause	Concern	Proposed solution
[insert number]	[briefly describe your concern about this clause]	[describe your suggested alternative wording for the clause or your solution]
[insert number]	[briefly describe your concern about this clause]	[describe your suggested alternative wording for the clause or your solution]

7. Referees



Supplier tips

- Here you are asked to provide the names and contact details of your referees. These must be work related referees i.e. not a friend or family member.
- The best referees are those for whom you have recently delivered similar goods or services.
- Before including their details check with them to make sure that they consent to acting as referee on behalf of your organisation.

Please supply the details of two referees for your organisation. Include a brief description of the goods or services that your organisation provided and when.

Please note: 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 Tender. You also agree that all information provided by the referee to us will be confidential to us.

First referee	
Name of referee:	[insert name of the referee]
Name of organisation:	[insert name of their organisation]
Goods/services provided:	[brief description of the goods/services you provided to this referee]
Date of provision:	[insert the date when you provided the goods/services]
Address:	[insert street address]
Telephone:	[insert mobile or landline]
Email:	[insert email address]

Second referee	
Name of referee:	[insert name of the referee]
Name of organisation:	[insert name of their organisation]
Goods/services provided:	[brief description of the goods/services you provided to this referee]
Date of provision:	[insert the date when you provided the goods/services]
Address:	[insert street address]
Telephone:	[insert mobile or landline]
Email:	[insert email address]

Please contact me before you approach a referee for a reference	Yes/Not required
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8. Our declaration



Supplier tips

- Here you are asked to answer questions and make a formal declaration.
- Remember to select 'agree' or 'disagree' at the end of each row. If you don't you will be deemed to have agreed.
- Remember to get 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 Tender each Respondent (supplier involved in the joint or consortium Tender) must complete a separate declaration.

Respondent's declaration		
Topic	Declaration	Respondent's declaration
RFT Process, Terms and Conditions:	I/WE have read and fully understand the RFT, including the RFT Process, Terms and Conditions (shortened to RFT-Terms detailed in Section 6, as amended by Section 1, paragraph 1.6. if applicable). I/we confirm that the Respondent/s agree to be bound by them.	[agree / disagree]
Collection of further information:	<p>The Respondent/s authorises the Buyer to:</p> <ul style="list-style-type: none"> a. collect any information about the Respondent, 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 Tender. <p>The Respondent/s agrees that all such information will be confidential to the Buyer.</p>	[agree / disagree]
Requirements:	I/we have read and fully understand the nature and extent of the Buyer's Requirements as described in Section 2. I/we confirm that the Respondent/s has/have the necessary capacity and capability to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.	[agree / disagree]
Ethics:	<p>In submitting this Tender the Respondent/s warrants that it:</p> <ul style="list-style-type: none"> a. has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor b. has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFT c. has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer. 	[agree / disagree]
Offer Validity Period:	I/we confirm that this Tender, including the price, remains open for acceptance for the Offer Validity Period stated in Section 1, paragraph 1.6.	[agree / disagree]
Conflict of Interest declaration:	The Respondent warrants that it has no actual, potential or perceived Conflict of Interest in submitting this Tender, or entering into a Contract to	[agree / disagree]

deliver the Requirements. Where a Conflict of Interest arises during the RFT process the Respondent/s will report it immediately to the Buyer's Point of Contact.

Details of Conflict of Interest: [if you think you may have a Conflict of Interest briefly describe the conflict and how you propose to manage it or write 'not applicable'].

DECLARATION

I/we declare that in submitting the Tender and this declaration:

- a. the information provided is true, accurate and complete and not misleading in any material respect
- b. the Tender does not contain Intellectual Property that will breach a third party's rights
- c. I/we have secured all appropriate authorisations to submit this Tender, to make the statements and to provide the information in the Tender and I/we am/are not aware of any impediments to enter into a formal Contract to deliver the Requirements.

I/we understand that the falsification of information, supplying misleading information or the suppression of material information in this declaration and Tender may result in the Tender being eliminated from further participation in the RFT process and may be grounds for termination of any Contract awarded as a result of the RFT process.

By signing this declaration the signatory below represents, warrants and agrees that he/she has been authorised by the Respondent/s to make this declaration on its/their behalf.

Signature:

Full name:

Title / position:

**Name of
organisation:**

Date:
