**Section A: Request For Quotation**

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| **Project Name:** | Nangak Tamboree Wildlife Sanctuary BioShack Mural | **Project Number:** | N/A |
| **Project Manager (PM):** | Ally Borgelt | **LTU PM Contact Number:**  | 0447182311 |
| **Project Start Date:** | Early 2022 | **Completion Date:** | First quarter 2022 |
| **Site – Building Code & Name:** | Nangak Tamboree Wildlife Sanctuary -Bioshack | **Site – Campus:** | Melbourne (Bundoora) |
| **Site – Level** | N/A | **Site – Room:** | N/A |
| **Form of Contract****(attached)** | LTU Standard Terms and Conditions |
| **Project Description** | La Trobe University is seeking interest from suitable qualified artist to create a mural artwork that tells a story relevant to the history or ecology of the Nangak Tamboree Wildlife Sanctuary. |
| **Scope of Works** | Mural to cover three sides of an existing off-white brick building. Wall aspect and dimensions as outlined in the attached brief. The exact story or message will be negotiated with the successful artist, but some ideas include: * Relationship between local species
* Waterways and the hidden life within
* Seasonal changes that occur in the environment
* Landscape of the Wildlife Sanctuary and changes over time
* Backyard biodiversity – creating habitat in urban areas; nesting boxes, lizard lounge etc
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| **Attachments**  | * Project brief
* La Trobe University Standard Terms and Conditions
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| **Mandatory Requirements Prior to Commencement** |
| **Contractors OH&S Management System**La Trobe University recognizes its obligations under the Occupational Health and Safety Act and is committed promoting a healthy and safe working environment. All contractors must be accredited in accordance with La Trobe University’s RapidInduct system before commencing work on sitet. All contractors requested to perform works will be invited by Infrastructure and Operations to register with RapidInduct. **Access (all areas)**Must be arranged with the Project’s nominated I&O Contact with a minimum of 48 hours’ notice. Keys and Swipe Access cards to be obtained and signed for at the Wildlife Sanctuary office.All contractors must daily sign in and out at the Infrastructure and Operations Service Desk.  |

# Responding to the RFQ – Supplier Instructions

To respond to this RFQ the company must follow the instructions as set out below:

1. The supplier must respond to each of the listed **Requirements of the RFQ**, in the **RFQ Supplier Response Document – THIS DOCUMENT**
2. The supplier must not make any changes to the formatting or text styles in the overall document.
3. The supplier’s response must be in the prescribed format. The supplier’s response will form part of the evaluation process.
4. Suppliers should provide clear, concise and reasonable responses. **Unnecessarily elaborate responses containing details beyond what is sufficient to complete the EOI Response Document are not desired or required.**
5. If a supplier cannot to respond to a question, the not applicable checkbox can be selected accompanied by a brief reason as to why the requirement cannot be met.

**Company Response**

Please respond to each requirement/question as set out below (yellow section)

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| GENERAL COMPANY INFORMATION | SUPPLIER RESPONSE |
| a | Company Name and Trading Name (if applicable). | *[Supplier to enter a response here]* |
| b | Address of head office. | *[Supplier to enter a response here]* |
| c | Address of principal office in Victoria (if applicable). | *[Supplier to enter a response here]* |
| d | ABN or ACN. | *[Supplier to enter a response here]* |
| e | Name and title of company’s contact personnel for the purpose of this RFQ. | *[Supplier to enter a response here]* |
| f | Contact phone number. | *[Supplier to enter a response here]* |
| h | Contact email address | *[Supplier to enter a response here]* |

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| CAPABILITY STATEMENT  | SUPPLIER RESPONSE |
| a | Provide a short, written concept for the mural and how it engages with the site and the Sanctuary (300 words max) | *[ ]  -* ***No Response*** *(Provide reason below)**[Supplier to enter a response here]* |
| b | Provide a drawing, sketch or other image of the mural and other indicative information about how it might be produced (paint or other materials and method including any special equipment or access requirements) | *[ ]  -* ***No Response*** *(Provide reason below)**[Supplier to enter a response here]* |
| c | Provide details and three examples of your ability to design and produce a mural | *[ ]  -* ***No Response*** *(Provide reason below)**[Supplier to enter a response here]* |

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| REFERENCES | SUPPLIER RESPONSE |
| a | Provide details of three referees that La Trobe could contact with regards to the services you provided within the last three years. Please include:1. Client Name
2. Contact details
3. Description of services
4. Period
5. Any examples of the design work (include any web links, portfolios or other attachments)

NOTE – La Trobe reserves the right to contact any of the referees provided | *[ ]  -* ***No Response*** *(Provide reason below)**[Supplier to insert response here...****Referee 1****1) Client Name2) Contact details3) Description of Services4) Period5 Examples****Referee 2****1) Client Name2) Contact details 3) Description of Services4) Period5 Examples****Referee 3****1) Client Name2) Contact details3) Description of Services 4) Period5 Examples*  |

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| QUALITY | SUPPLIER RESPONSE |
| a | Outline any systems and/or procedures you have in place to ensure the delivery of quality services to your clients. Please provide specific examples and/or testimonials. | *[ ]  -* ***No Response*** *(Provide reason below)* *[Supplier to enter a response here]* |
| b | Provide details of any industry specific accreditation, or membership to industry associations your company currently holds. | *[ ]  -* ***No Response*** *(Provide reason below)* *[Supplier to enter a response here]* |

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| INNOVATION | SUPPLIER RESPONSE |
| a | Providers are requested to describe any new technology or innovation that could add value for La Trobe University | *[ ]  -* ***No Response*** *(Provide reason below)*  *[Supplier to enter a response here]*  |

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| RISK AND INSURANCE | SUPPLIER RESPONSE |
| a | In order to be shortlisted, LTU requires all bidders have appropriate insurance provisions for the supply of the requested services. * Public Liability
* Workcover (if applicable)
 | *[ ]  -* ***No Response*** *(Provide reason below).**[Supplier to enter a response here****Public Liability****1) Type2) Amount3 Policy Number4) Expiry Date5) Provider]* |
| *[ ]  -* ***No Response*** *(Provide reason below).* *[Supplier to enter a response here****WorkCover****1) Type2) Amount3 Policy Number4) Expiry Date5) Provider]* |

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| LA TROBE UNIVERSITY TERMS AND CONDITIONS | SUPPLIER RESPONSE |
| a | A copy of the University’s Terms and Conditions is included with this RFQ. Provide a tabulated statement showing clearly, and in order of relevant clauses, any departures/issues with the terms of the included. If you have no departures, please state “There are no departures from these contract terms”. | ***[ ]  - No Departures / Issues Identified******[ ]  - Yes Departures / Issues Identified (****Provide details below)**[Supplier to enter a response here]* |

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| CONFLICT OF INTEREST | SUPPLIER RESPONSE |
| a | Provide details of any interests, relationships or clients that may or do give rise to a conflict of interest.  | ***[ ]  - No Conflicts of Interest Identified******[ ]  - Yes Conflicts of Interest Identified (****Provide details below)**[Supplier to enter a response here]* |

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|  ANY OTHER MATTERS | SUPPLIER RESPONSE |
| a | Does your company have an Occupational Health & Safety policy or statement? If so provide full details. | *[ ]  -* ***No Response****[Supplier to enter a response here]*  |

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|  ENVIRONMENTAL SUSTAINABILITY | SUPPLIER RESPONSE |
| a | Does your company have an Environmental Management policy or statement? If so provide full details. | *[ ]  -* ***No Response****[Supplier to enter a response here]*  |
| b | Does your company have any sustainability accreditation and/or practices? If so provide full details. | *[ ]  -* ***No Response****[Supplier to enter a response here]*  |

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|  ANY OTHER MATTERS | SUPPLIER RESPONSE |
| a | Please detail any matters which have not been covered in previous sections, and which you believe need to be taken into consideration when your RFQ response is evaluated.  | *[ ]  -* ***No Response****[Supplier to enter a response here]*  |

**Section B: Further Information**

**Response Requirements**

Any enquiries relating to this RFQ should be directed to the Project Manager, Ally Borgelt, at a.borgelt@latrobe.edu.au or 0447 182 311. Submissions must be received in writing and returned via email to a.borgelt@latrobe.edu.au.

LTU reserves the right to alter, suspend or abandon any aspect of the RFQ process.

To be considered, responses should include:

* Written responses to the RFQ above, including examples of past work and initial concept design
* Itemised quote detailing labour and materials

Responses need to be received by 5.00pm on Friday 21 January 2022.

General

The following general provisions relate to this RFQ:

1. The RFQ is, and shall remain, the property of La Trobe University. It may only be used for the purpose of preparing a response.
2. La Trobe University retains the right to change any details in the RFQ.
3. La Trobe does not warrant the accuracy of the content of the RFQ and La Trobe shall not be liable for any omission from the RFQ.
4. No representation made by or on behalf of La Trobe in relation to the response or the RFQ (or their subject matter) shall be binding on La Trobe unless that representation is in writing and is incorporated into the contracts to be formed on the basis of the RFQ and the successful proposal.
5. The participant acknowledges that it has relied solely upon its own enquires in submitting the proposal.
6. By submitting a proposal, a participant agrees to release and indemnify La Trobe and its personnel from any claim the participant has, or but for this provision, would have had, against La Trobe or its personnel in relation to or in connection with this RFQ, the RFQ documents, the consideration of the proposal or the letting of the contract (including any claim by reason of any breach of these terms and conditions of participation, negligence, default or lack of care).
7. Without limiting point 6) (above), La Trobe shall not be liable to any participant for any direct, indirect, special, incidental, consequential or punitive damages of any nature, for any reason, including, without limitation, a breach of these terms and conditions of participation whether such liability is asserted on the basis of contract, tort (including negligence) or otherwise, even if La Trobe has been warned of the possibility of such damage.
8. Without limiting points 6) and 7) (above), La Trobe’s total cumulative liability under or in any way connected with these terms and conditions of participation, the consideration of the proposal or the letting of the contract (including liability arising as a result of the negligence or breach of La Trobe or any third party) is limited to $1,000.

Proposal Documents

The following terms and conditions apply to all respondents Proposals:

1. The Supplier’s Proposal shall contain the documents, information and details required by the RFQ.
2. All Proposals and any accompanying documents become the property of La Trobe University.
3. The Supplier’s licenses La Trobe to reproduce the whole or any portion of the proposal documents for the purposes of evaluation, notwithstanding any copyright or other intellectual property right that may subsist in those documents.
4. Subject to point 3) (above) all documents provided by the Supplier will be held in confidence so far as the law permits.
5. A Proposal shall be lodged by being properly submitted via email not later than the specified Closing Time & Date.
6. Proposals submitted by hand, post or facsimile WILL NOT BE ACCEPTED.

By electronically submitting a proposal, participants accept these terms and conditions of participation. La Trobe University may, in its absolute discretion, decline to consider for acceptance proposals that do not satisfy these terms and conditions of participation or that cannot be effectively evaluated because they are incomplete or corrupt.

Late Proposals will NOT be considered.

Reservation

La Trobe University reserves the right and at its absolute discretion to:

1. vary the Services and/or Goods at any time;
2. vary the terms and conditions of participation at any time;
3. vary the evaluation criteria or the evaluation process at any time;
4. exclude a participant or its proposal from further consideration at any time;
5. terminate the process at any time;
6. invite further Proposals at any time;
7. consult any persons, as it sees fit, in relation to a participant or a Proposal;
8. disclose personal information about individuals, who would be involved in the provision of the Services, in the course of enquiries regarding the participant’s performance, and
9. negotiate with any participant in relation to any aspect of its Proposal.