



**GEELONG
CEMETERIES TRUST**
Caring for our Communities

TENDER FOR CLEANING SERVICES

DOCUMENT 1B - SCHEDULES

TO BE READ WITH TENDER DOCUMENT 1A

Tender No. 001/2023

Tender
Closes at 4.00pm on Monday 7/8/2023

Table of Contents

SCHEDULE 3	CUSTOMER CONTRACT INSURANCE REQUIREMENTS.....	3
SCHEDULE 4	AWARDS. ALLOWANCES AND CONDITIONS STAT DEC.....	4
SCHEDULE 5	COLLUSIVE TENDERING STAT DEC	5
SCHEDULE 6	STATEMENT OF CONFORMANCE.....	7
SCHEDULE 7	RECEIPT OF ADDENDA	8
SCHEDULE 8	SOCIAL PROCUREMENT OPPORTUNITY.....	9
SCHEDULE 9	QUALITY SYSTEM QUESTIONNAIRE	10
SCHEDULE 10	OCCUPATIONAL HEALTH & SAFETY MANAGEMENT QUESTIONNAIRE	11

Schedule 3 - Customer Contract Insurance Requirements

Tender For Cleaning Services No. 001/2023

The Tenderer must demonstrate that it has the insurances required under Appendix C – Principal Contract Details.

TENDERER TO COMPLETE

Does the Tenderer have the insurance requirements set out in Appendix C - Principal Contract Details?
(Yes / No)

If yes, the Tenderer must complete the following table:

	Insurer	ABN	Policy No	Insured Amount	Expiry Date	exclusions, if any
1. Public and Product Liability Insurance (Minimum \$20 Million)						
2. Professional Indemnity (Minimum \$5 Million)						
3. Workers' Compensation including common law liability of \$50 million						
4. Motor Vehicle Third Party Liability (Minimum \$50 Million)						

OR

If no, does the Tenderer confirm that if it is awarded a contract, then it will obtain the insurance policies set out in Appendix C - Principal Contract Details prior to the Commencement Date?

(Yes / No)

If no, the reasons why.

To be submitted with Tender

Schedule-4 – Awards, Allowances and Conditions - Statutory Declaration

Tender For Cleaning Services No. 001/2023

Statutory Declaration

I, make the following statutory declaration under the **Oaths and Affirmations Act 2018**:

I hold the position of and am duly authorised by (“the Tenderer”) to make this declaration on its behalf.

I declare that:

All allowances for the provisions of any relevant legislation including industrial awards and any certified agreements to which staff are covered will be paid.

This includes, but not limited to, enterprise flexibility agreements, superannuation entitlements, annual leave entitlements, and Long Service Leave entitlements, as stipulated by Fair Work Australia and we are registered with the Portable Long Service Benefits Authority, if applicable.

I declare that the contents of this statutory declaration are true and correct and I make it knowing that making a statutory declaration that I know to be untrue is an offence.

Declared at _____

in the state of

on _____

I am an authorised statutory declaration witness and I sign this document in the presence of the person making the declaration:

on _____

A person authorised under section 30(2) of the **Oaths and Affirmations Act 2018** to witness the signing of a statutory declaration.

(Delete if not required)

I certify that I read this statutory declaration to [name of the person making the statutory declaration] at the time the statutory declaration was made

I certify that I have assisted [name of the declarant] by [insert assistance provided, for example translating the document].

Signed _____ On: _____

Name and address of person providing assistance:

To be submitted with Tender

Schedule 5 - Collusive Tendering - Statutory Declaration

Tender For Cleaning Services No. 001/2023

Statutory Declaration

I, make the following statutory declaration under the **Oaths and Affirmations Act 2018:**

I hold the position of and am duly authorised by (“the Tenderer”) to make this declaration on its behalf.

1. *Neither the Tenderer nor any of its servants or agents has entered into any contract, arrangement or understanding to pay moneys or provide any benefits to any trade association, arising out of or in relation to any Contract resulting from the Tender except as stated herein and apart from the normal amount (annual subscription, turnover or contract fee) imposed by that trade association.

* and/or

* the Tenderer has agreed to pay a special fee(s) of to the following trade association(s)

.....

if it is successful in its Tender, for purposes of (details of contract):

.....

(* delete as may be appropriate)

2. Neither the Tenderer nor any of its servants or agents had any knowledge of the price or approximate price range of any other Tenderer prior to submitting its Tender nor has the Tenderer or any of its servants or agents disclosed to any rival Tenderer the Tenderer’s Tender price prior to the closing of Tenders.

3. The Tenderer submitted its Tender in good faith and has not deliberately set its Tender price in order to enhance the Tender price of other Tenderers.

4. As at the date of this declaration, the Tenderer intends to do the work set out in the Tender.

5. Neither the Tenderer nor any of its servants or agents has entered into any contract, arrangement or understanding for the purpose or one of the purposes being that, in the event that it is successful in its Tender, it will pay to or provide any unsuccessful Tenderer or any person any moneys or any benefits or fulfil any undertaking which is a consequence of any

collusive Tendering circumstance in respect of or in relation to the Tender or any Contract resulting therefrom.

I declare that the contents of this statutory declaration are true and correct and I make it knowing that making a statutory declaration that I know to be untrue is an offence.

Declared at _____

in the state of

on _____

I am an authorised statutory declaration witness and I sign this document in the presence of the person making the declaration:

on _____

A person authorised under section 30(2)
of the **Oaths and Affirmations Act 2018**
to witness the signing of a statutory declaration.

(Delete if not required)

I certify that I read this statutory declaration to *[name of the person making the statutory declaration]* at the time the statutory declaration was made

I certify that I have assisted *[name of the declarant]* by *[insert assistance provided, for example translating the document]*.

Signed _____

On: _____

Name and address of person providing assistance:

To be submitted with Tender

Schedule 6 - Statement of Conformance

Tender For Cleaning Services No. 001/2023

The Tenderer is to signify whether or not its Tender conforms to the requirements of the Tender Documents by striking out below ** that which is not applicable.

This Tender **** does / does not **** conform.

Should the Tender not conform with the requirements of the Tender Documents, the Tenderer shall list below all areas of non-conformance and the reasons for such non-conformance and shall value each such non-conformance so that in the event of the non-conformance being deemed unacceptable, the Contract sum can be adjusted accordingly. If the non-conformances are not priced and are deemed to be unacceptable, the tender may not be further considered.

Area of Non-Conformance and Reason	* Value of Non-Conformance (\$)

Signed:

For and on Behalf of:
(Tenderer)

Date:

To be submitted with Tender

Schedule 7 - Receipt of Addenda

Tender For Cleaning Services No. 001/20213

Only Tenderers who have registered their intent to tender by emailing procurement@gct.net.au with their contact details will receive Addenda, if required.

The Tenderer is to acknowledge that it received the addenda listed below during the tender period and that the tender has been prepared having regard to these addenda.

Addenda No.	Brief Description (Specification Page No., Clause No., Schedule No.)	Date Received

This Tender has been prepared having regard to the addenda listed above.

Signed:

For and on Behalf of:
(Tenderer)

Date:

To be submitted with Tender

Schedule 8 – Social Procurement Opportunity

Tender For Cleaning Services No. 001/2023

1) Overview

- a) The Trust is committed to social procurement. Victoria’s Social Procurement Framework aims to increase the value of procured goods, services and construction by delivering social and sustainable outcomes that benefit all Victorians. These outcomes broadly relate to:
 - (i) fair and inclusive employment;
 - (ii) supplier diversity; and
 - (iii) environmental sustainability.
- b) Value for money underpins the Trust’s procurement. It is the achievement of a desired procurement outcome at the best possible price — not necessarily the lowest price — based on a balanced judgement of financial and non-financial factors relevant to the procurement. The Trust recognises environmental, social and economic factors as a core component of value for money.
- c) The Social Procurement Framework applies to all procurement activities undertaken by, or on behalf of, Victorian Government departments and agencies from 1 September 2018.
- d) For the Bidder, the Social Procurement Framework is an opportunity to work with the Trust to deliver social and sustainable outcomes, while continuing to grow its business by participating in government procurement. The Trust considers that all Bidders can deliver one or more of these outcomes when doing business with the Trust.

The Tenderer is to advise if and how they meet the Victoria’s Social Procurement Framework on Social Procurement (or part thereof).

1. Social Benefits Supplier	YES	NO
1.1 Is your company a certified Social Benefit Supplier? https://www.socialtraders.com.au If yes, provide a copy of the certificate	<input type="checkbox"/>	<input type="checkbox"/>
1.2 Is your company a member of Kinaway? https://kinaway.com.au/members/ If yes, provide a copy of the certificate	<input type="checkbox"/>	<input type="checkbox"/>

2. Regardless if you answered yes or no to the above, please answer the following questions

- 2.1 Does your organisation have:
- a workforce diversity strategy that covers Victorians with disability; or
 - a disability action plan; or
 - an access and inclusion plan; or
 - other policies / procedures / initiatives that promote inclusive employment for Victorians with disability?
- 2.2 Does your organisation currently have policies / procedures / initiatives that promote job readiness activities and inclusive employment for Disadvantaged Victorians?
- 2.3 Does your organisation currently have policies / procedures / initiatives that promote inclusive employment for Victorian Aboriginal people?
- 2.4 Does your organisation currently have an environmental management system (EMS)?
- 2.5 Is your organisation's EMS accredited by ISO or a similar accrediting authority?
- 2.6 Does your organisation have:
- a gender equality strategy; or
 - other policies / procedures / initiatives that promote gender-inclusive employment??
- 2.7 Does your company support the local community?

To be submitted with Tender

Schedule 9 - Quality System Questionnaire

Tender For Cleaning Services No. 001/2023

Tenderers are required to demonstrate their capacity to undertake this service by providing the information on quality requested in this Schedule. The objective of the questionnaire is to provide an overview of the status of the tenderer's quality system.

1. Quality Policy and Management	YES	NO
1.1 Is there a written company quality policy? If yes, provide a copy of the index of the company quality policy.	<input type="checkbox"/>	<input type="checkbox"/>
1.2 Does your company currently have a quality system compliant with a National or International Standard? If yes, name Standard	<input type="checkbox"/>	<input type="checkbox"/>
2. Quality System Is there a company quality manual? If yes, provide a copy of table of contents page.	<input type="checkbox"/>	<input type="checkbox"/>
3. Document and Process Control Does the company have documented procedures available for all employees?	<input type="checkbox"/>	<input type="checkbox"/>
4. Inspection Does the quality manual include regular and period inspections and audits?	<input type="checkbox"/>	<input type="checkbox"/>
5. Non-Conformance and Corrective Action Does the policy outline corrective action for non-conformance? Detail how non-conformances are to be corrected. (please attach on a separate sheet)	<input type="checkbox"/>	<input type="checkbox"/>

Signed:

For and on Behalf of:
(Tenderer)

Date:

To be submitted with Tender

Schedule 10 - Occupational Health & Safety Management Questionnaire

Tender For Security Patrol and Alarm Response Services No. 001/2023

This questionnaire forms part of the Geelong Cemeteries Trust’s tender evaluation process and is to be completed by Tenderers and submitted with their tender offer. The objective of the questionnaire is to provide an overview of the status of the Tenderer’s OHS/WHS management system.

Tenderers are required to verify their responses noted in their questionnaire by providing evidence of their ability and capacity in relevant matters.

Certification	
The information provided in this questionnaire is an accurate summary of the company’s occupational health and safety management system.	
Company Name:	
Signed:	Name:
Position:	Date:

		Yes	No
1	OHS Policy and Management		
1.1	Is there a written company health and safety policy? <i>If yes provide a copy of policy.</i> <i>Comments.</i>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Does the company have an OHS/WHS Management System certified by a recognised independent authority (eg: SafetyMAP, CM3)?	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Does the Company employ or contract a Workplace Health and Safety Advisor?	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Is there a company OHS/WHS Management System manual or plan? <i>If yes provide a copy of contents page(s).</i> <i>Comments:.....</i>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Are health and safety responsibilities clearly identified for all levels of staff? <i>If Yes provide details:</i>	<input type="checkbox"/>	<input type="checkbox"/>

2	Safe Work Practices and Procedures	Yes	No
----------	---	------------	-----------

2.1	<p>Has the company prepared safe operating procedures or specific safety instructions relevant to its operations? <i>If yes, provide a summary listing of procedures or instructions.</i> <i>Comments.....</i> </p>	<input style="width: 80px; height: 20px;" type="text"/>	<input style="width: 80px; height: 20px;" type="text"/>
-----	---	---	---

2.2	<p>Does the company have any permit to work systems? <i>If Yes, provide a summary listing or permits:</i> </p>	<input style="width: 80px; height: 20px;" type="text"/>	<input style="width: 80px; height: 20px;" type="text"/>
-----	---	---	---

2.3	<p>Is there a documented incident investigation procedure?</p>	<input style="width: 80px; height: 20px;" type="text"/>	<input style="width: 80px; height: 20px;" type="text"/>
-----	--	---	---

2.4	<p>Are there procedures for maintaining, inspecting and assessing the hazards of equipment operated/owned by the company? <i>If Yes, provide details</i> </p>	<input style="width: 80px; height: 20px;" type="text"/>	<input style="width: 80px; height: 20px;" type="text"/>
-----	--	---	---

2.5	<p>Are there procedures for storing and handling hazardous substances? <i>If Yes, provide details</i> </p>	<input style="width: 80px; height: 20px;" type="text"/>	<input style="width: 80px; height: 20px;" type="text"/>
-----	---	---	---

2.6	<p>Are there procedures for identifying, assessing and controlling risks associated with manual handling? <i>If Yes, provide details.</i> </p>	<input style="width: 80px; height: 20px;" type="text"/>	<input style="width: 80px; height: 20px;" type="text"/>
-----	--	---	---

3 OHS Training

3.1	<p>Describe how health and safety training is conducted in your company. </p>		
-----	---	--	--

3.2	<p>Is a record maintained of all training and induction programs undertaken for employees in your company? <i>If Yes, provide examples of safety training records</i> </p>	<input style="width: 80px; height: 20px;" type="text"/>	<input style="width: 80px; height: 20px;" type="text"/>
-----	---	---	---

4	Health and Safety Workplace Inspection	Yes	No
4.1	Are regular health and safety inspections at worksites undertaken?	<input type="checkbox"/>	<input type="checkbox"/>
4.2	Are standard workplace inspection checklists used to conduct health and safety inspections? <i>If Yes, provide details or examples:.....</i>	<input type="checkbox"/>	<input type="checkbox"/>
4.3	Is there a procedure by which employees can report hazards at workplaces? <i>If Yes, provide details.....</i>	<input type="checkbox"/>	<input type="checkbox"/>
5	Health and Safety Consultation		
5.1	Is there a workplace health and safety committee?	<input type="checkbox"/>	<input type="checkbox"/>
5.2	Are employees involved in decision making over OHS/WHS matters? <i>If Yes, please provide details</i>	<input type="checkbox"/>	<input type="checkbox"/>
5.3	Are there employee elected health and safety representatives? <i>Comments.....</i>	<input type="checkbox"/>	<input type="checkbox"/>
6	OHS/WHS Performance Monitoring		
6.1	Is there a system for recording and analysing health and safety performance statistics? <i>If Yes provide details:</i>	<input type="checkbox"/>	<input type="checkbox"/>
6.2	Are employees regularly provided with information on company health and safety performance? <i>If Yes, provide details.</i>	<input type="checkbox"/>	<input type="checkbox"/>

6.3 Has the company ever been convicted of an occupational health and safety offence?
If Yes, provide details.
.....
.....

To be submitted with Tender