

**Request for Tender
Tenderer's Response**

Provision of Internal Audit Services

Contract number:

Issue Date: 28 September 2018

Aspire Support Services Limited
220 Borella Road, Albury NSW 2640

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Chief Finance Officer

1 Form of Tender	
Name of registered business:	
Address of registered business:	
Australian Company Number:	
Australian Business Number:	
Telephone Numbers:	
Email:	
Signature, name and title and of authorised representative of the Tenderer:	Signed Date
	Name Title

2 Compliance with the Contract

The Tenderer must provide a tabulated statement showing clearly, and in order of the relevant sections, its level of compliance with Part C (Contract).

Note: No response is required in respect of a particular section of the Specification where a Tenderer will fully Comply with that section.

Section	Non Compliance Explanation / Comment
<p>Alternative Tender</p> <p>Where a Tenderer also submits an Alternative Tender, it must include any supplementary material, together with associated prices, which demonstrates in detail that such an alternative will fully achieve and/or exceed all the specified outputs or functional and performance requirements together with references as to why the additional features may be advantageous. The details should be cross referenced to the appropriate clause number in the Specification.</p> <p>Word limit – 250 words</p>	
<p>Signature and name of authorised representative of the Tenderer:</p>	
	<p style="text-align: center;">.....</p> <p style="text-align: center;">Signed Date</p> <p style="text-align: center;">.....</p> <p style="text-align: center;">Name</p>

3 Insurance		
Schedule of insurance information Provide details of all relevant insurances maintained by the Tenderer.	Name of insurance companies:	
	Policy type:	Professional Indemnity
	Policy number(s):	
	Expiry dates:	
	Limit of liability:	
Signature and name of authorised representative of the Tenderer::		
	Signed	Date
	Name	

4 Conflict of interest					
<p>Provide details of any interests, relationships or clients which may or do give rise to a conflict of interest and the area of expertise in which that conflict or potential conflict does or may arise and details of any strategy for preventing conflicts of interest.</p>					
<p>Outline the processes you have in place to handle any future conflict of interest (actual or perceived).</p>					
<p>Signature and name of authorised representative of the Tenderer:</p>	<table style="width: 100%; border: none;"> <tr> <td style="border-top: 1px dotted black; width: 60%; text-align: center;">Signed</td> <td style="border-top: 1px dotted black; width: 40%; text-align: center;">Date</td> </tr> <tr> <td style="border-top: 1px dotted black; text-align: center;">Name</td> <td></td> </tr> </table>	Signed	Date	Name	
Signed	Date				
Name					

5 Schedule of Relevant Experience

Please provide details of experience on similar projects, including the contact details of at least three current or former clients (who may be contacted to allow assessment of previous performance to be made).

Client Organisation	Approximate Contract Value/ Contract Type	Contact Name	Contact Telephone Number

Tendering Entity means the legal entity (individual or company) that would (if successful) enter into a contract with the State at the end of the Tendering Process. Partnerships, unincorporated joint ventures or consortia planning to enter into a contract with the State will need to complete an Ethical Employment Statement for each entity forming part of the bidding team.