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# Part D – The Offer

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| Offer submitted by: | [Invitee name] |

Instructions to Invitees for completing this Offer template.

All responses must be provided within the specified fields of Part D and must respond to the Specification (Part A.2) and Proposed contract (Part C) in accordance with the conditions as set out in About this invitation (Part A.1 and the Conditions of participation (Part B).

1. Invitees must respond to all sections of this template and include their trading name, the invitation title and reference number in the footer of the template.
2. Invitees may provide supplementary material to support their offer. All supplementary material must be cross referenced to the relevant section of this template.

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| Invitation title: | Local Flood Guide Enhancement Project |
| Reference number: | 38128 |
| Date of issue: | 07/07/2023 |

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| **Invitee information** |  | |
| Trading name: |  | |
| Registered name: |  | |
| Australian Company Number\*: \*or international equivalent | Date of issue: |  |
| Australian Business Number\*: \*or international equivalent | Date of issue: |  |
| Address of registered office: |  | |
| Principal office in Victoria (if applicable): |  | |

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| **Contact details** |  | |
| Name of contact person: |  | |
| Position title: |  | |
| Address: |  | |
| Postal address  (if different to above): |  | |
| Email: |  | |
| Website: |  | |
| Telephone number: | Mobile: |  |

Signed for and on behalf of the invitee

I warrant that in submitting this offer, I have read and accept the conditions of the Invitation.

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| Invitee: |  |
| Name: |  |
| Position: |  |
| Address: |  |
| Email: |  |
| Signature of invitee’s authorised officer: |  |
| Date of execution: |  |

# Executive summary

Provide an overview of the offer.

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# Capability

Detail your knowledge and experience relevant to the required procurement including previous experience and any further information which supports your Offer.

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Detail your business’s resources and systems to support the delivery of the required procurement.

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Detail any value adding factors, e.g. environmental or social benefit, innovation.

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Detail your financial capability to deliver the goods or services.

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Detail your methodology or delivery framework to meet the deliverables.

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Detail the proposed strategy for the sample size, composition, and geographical locations for consultation.  
Specify whether the same sample group will be used for both rounds, including the rationale behind this decision.   
Additionally, outline how a trauma-informed approach will be applied when consulting with community members who may have been affected by flood events.

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# Insurance

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| **Public liability** |  |  | |
| Insurance company: |  | Policy number: |  |
| Amount $: |  | Expiry date: |  |

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| **Product liability** |  |  | |
| Insurance company: |  | Policy number: |  |
| Amount $: |  | Expiry date: |  |

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| **Professional indemnity** | | | |  | | | |
| Insurance company: | |  | | Policy number: | |  | |
| Amount $: | |  | | Expiry date: | |  | |
| **Work cover** | |  | |  | | | |
| Insurance company: | |  | | Policy number: | |  | |
| Amount $: | |  | | Expiry date: | |  | |

# Compliance statement

As part of the Invitee’s response to this Invitation, the Invitee is required to demonstrate their compliance with Part A.2 – Specification and Part C – Proposed Contract. Where the Invitee ‘will not comply’ or ‘will only partially comply’, the Invitee must cross reference the specific clause and state either ‘will not comply’ or ‘will only partially comply’ in their Offer. Where the Invitee complies with all requirements, the Invitee is to provide a statement affirming that they understand and comply with Part A.2 – Specifications and/or Part C‑ Proposed Contract the in full.

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| --- |
| **Compliance with Part A.2 – Specification** |
| [Invitee is to only use this table for instances of non‑compliance or partial compliance] |

|  |
| --- |
| Compliance with Part C – Proposed Contract |
| [Invitee is to only use this table for instances of non‑compliance or partial compliance] |

# Conflict of interest

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# Pricing schedule

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| **Services** |  |  |  |  |  |
| Milestone | Description | Units/hrs | Rate  (excl. GST) | GST | Total |
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| **Other expense** | |  |  |  |
| Item | Description of expense | Rate  (excl. GST) | GST | Total |
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