



# Invitation to Supply

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## Part D – Tenderer's Response

<b>Invitation to Supply Number:</b>	<b>Architectural Services</b>
<b>Invitation to Supply Name:</b>	<b>Supply Architectural Services Central Gippsland Health</b>
<b>Closing Date and time:</b>	<b>31/10/2021 17:00 AEST</b>



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# INVITATION TO SUPPLY - PART D – TENDERERS RESPONSE

## TIPS FOR INVITEES

- 1 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 of Participation (Part B) in the Invitation to Supply.
- 2 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.
- 3 Where necessary, any graphics or data should be placed at the end of this template and referred to in the relevant field.
- 4 Invitees may provide supplementary material to support their offer. All supplementary material must be cross referenced to the relevant section of this template.
- 5 DO NOT leave your response until the last minute/hours before the deadline (if you experience connection problems you will miss the deadline. Always upload generic information early to avoid last minute time pressure).
- 6 Please SUBMIT your RESPONSE when completed. FAILURE TO DO THIS WILL RESULT IN YOUR RESPONSE NOT BEING VISIBLE.
- 7 We recommend that you keep attachments to a manageable size (5Mb) to ensure ease & speed of access. Only attach documents that have been requested and make sure that you attach them correctly.
- 8 If you need to attach multiple files, please zip and upload them as one single attachment.
- 9 Please treat your portal logins securely - if you believe that you have lost your password - please log onto the website and click onto "Forgotten your password?" and follow the instructions.

## INVITATION TO SUPPLY - PART D – TENDERERS RESPONSE

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):	

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

**INVITATION TO SUPPLY - PART D – TENDERERS RESPONSE**

<b>02</b>	<b>Architectural service</b>
<b>To</b>	<b>Invitee's Details</b>

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ABN: \_\_\_\_\_

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Enquiries: \_\_\_\_\_

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Telephone: \_\_\_\_\_

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Herewith I submit my offer for:

**Offer number**

**Closing at**

**Supply of**

Having examined the Invitation to Supply and being fully satisfied as to the Respondent's abilities and experience in all aspects to satisfy the requirements of the Invitation to Supply, the Respondent hereby submits this Response to Participating Health Services as a binding and irrevocable offer to provide the Goods being offered:

- On the terms and conditions set out in the ITS Conditions; and
- On the basis of the prices quoted and information provided in the Respondent's submission in accordance with the ITS Conditions.

By submitting this Response, the Respondent undertakes and covenants that it has observed all relevant statutory and other regulatory authority requirements in the formulation of its submission and has not:

- Accepted or provided secret commissions;
- Entered into any improper commercial arrangements with any other respondent;
- Colluded with other respondents; or
- Sought to influence decisions by improper means.

Signed for and on behalf of the Respondent by a director or duly authorised representative of the Respondent having the authority to make the declarations set out above and to bind the Respondent.

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# INVITATION TO SUPPLY - PART D – TENDERERS RESPONSE

## Executive summary

Provide an overview of the offer.

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## Capability

Question	Response
Detail your knowledge and experience relevant to the required procurement including previous experience and any further information which supports your Offer.	
Detail your business's resources and systems to support the delivery of the required procurement.	
Detail any value adding factors, e.g. environmental or social benefit, innovation.	
Detail your financial capability to deliver the goods or services.	

## Insurance

Public liability			
Insurance company:		Policy number:	
Amount \$:		Expiry date:	
Product liability			
Insurance company:		Policy number:	
Amount \$:		Expiry date:	
Professional indemnity			
Insurance company:		Policy number:	
Amount \$:		Expiry date:	
Work cover			
Insurance company:		Policy number:	
Amount \$:		Expiry date:	

## Social Responsibility

**Introduction:**

Victoria’s Social Procurement Framework (SPF) is a Victorian Government initiative that applies to the procurement of all goods, services and construction works by Central Gippsland Health

The SPF shows how we can create benefits for disadvantaged Victorians in our community, the economy and the environment through public health sector procurement. Tenderers will position themselves to be more competitive at the time of tender if they can demonstrate or commit to achieve outcomes outlined below.

Further details can be found at: <https://buyingfor.vic.gov.au/social-procurement-framework-suppliers>

**Important note:** If you answer yes to any of the question below that need to be substantiated, corresponding evidence must be attached to ensure full entitlement.

### 1. Supporting Victorian Social Benefit Suppliers

**How can you achieve this outcome?**

Victorian social benefit suppliers can demonstrate (or) commercial suppliers can commit to include a Victorian social benefit supplier within their supply chain in response to this procurement activity.

The following table lists multiple ways in which this outcome can be achieved.

<b>Objective No</b>	<b>SPF Objective</b>	<b>Outcome sought – Purchasing from (or) commercial supplier sub-contracting with</b>
1	Opportunities for Victorian Aboriginal people	Victorian Aboriginal businesses
2	Opportunities for Victorians with a disability	Victorian social enterprises or Australian Disability Enterprises
4	Opportunities for disadvantaged Victorians	Victorian social enterprises
6	Sustainable Victorian social enterprise & Aboriginal business sectors	Victorian social enterprises or Aboriginal businesses

Further information on this specific objective can be found at: <https://www.buyingfor.vic.gov.au/find-social-benefit-suppliers>

Supporting social benefit suppliers can be demonstrated by addressing the following questions.

<b>Questions</b>	<b>Response</b>
1) Are you a social benefit supplier based in Victoria? If yes, please attach certification or supporting evidence. If no, go to question 5.	Choose an item.
2) What is your ABN? (List without spaces)	
3) What type of social benefit supplier do you identify as?	Choose an item.
4) Provide a brief description of the social benefits your organisation is delivering for Victorians.	
<b>Social Procurement Commitment</b>	
5) If you are a commercial supplier, will you commit to subcontract with one or more certified Victorian social benefit suppliers over the life of the contract?	Choose an item.
6) Based on the goods or service delivered by the social benefit suppliers, what is the estimated spend with the social benefit supplier(s) per annum?	\$



# INVITATION TO SUPPLY - PART D – TENDERERS RESPONSE

If you are making a commitment to support Victorian social benefit suppliers, please complete Social Procurement Commitment Schedule below.

## Supporting Victorian Social Benefit Suppliers – Commitment Schedule

If you are committing to support one or more Victorian social benefit suppliers, please outline details here including timing.

For more information on social benefit suppliers go to: <https://www.buyingfor.vic.gov.au/find-social-benefit-suppliers>

### Social Procurement Commitment Proposal

#### Details of Victorian social benefit supplier 1

1. Name of social benefit supplier	
2. ABN of social benefit supplier	
3. Type of social benefit supplier	Choose an item.
4. Resource(s) used to identify social benefit supplier (E.g. VendorPanel, Kinaway, Supply Nation, Buyability directory)	
5. Details of the goods/services that will be delivered by the social benefit supplier and timeframe (E.g. This could include using a social benefit supplier in your supply chain for e.g. as a labour hire partner (or) engaging them on an ongoing basis as providers, for example as cleaners or for grounds maintenance.)	

Other details

#### Details of Victorian social benefit supplier 2 [Remove, if not applicable]

1. Name of social benefit supplier	
2. ABN of social benefit supplier	
3. Type of social benefit supplier	Choose an item.
4. Resource(s) used to identify social benefit supplier (E.g. VendorPanel, Kinaway, Supply Nation, Buyability directory)	
5. Details of the goods/services that will be delivered by the social benefit supplier(s) and timeframe (E.g. This could include using a social benefit supplier in your supply chain for e.g. as a labour hire partner (or) engaging them on an ongoing basis as providers, for example as cleaners or for grounds maintenance)	

Other details

## 2. Inclusive employment of disadvantaged Victorians

**How can you achieve this outcome?**

**Sole supplier:**

Tenderers can commit to create **x** no. of jobs/apprenticeships/traineeships for disadvantaged Victorians directly or by partnering with **insert name of organisation** that can connect with jobseekers.

## INVITATION TO SUPPLY - PART D – TENDERERS RESPONSE

### Panel arrangement:

Tenderers can commit to create jobs/apprenticeships/traineeships for disadvantaged Victorians directly or by partnering with **insert name of organisation** that can connect with jobseekers.

This is best achieved when planned in conjunction with workforce needs. The table below lists different ways in which tenderers can plan and deliver this commitment.

Objective No	SPF Objectives	SPF Outcome sought – Create jobs/apprenticeships/traineeships for
1	Opportunities for Victorian Aboriginal people	Victorian Aboriginal people
2	Opportunities for Victorians with a disability	Victorians with disability
4	Opportunities for disadvantaged Victorians	Victorians who are long-term unemployed people, disengaged youth, single parents, migrants, refugees and workers in transition.
7	Sustainable Victorian regions	Victorians based in a postcode of entrenched disadvantage

For more information go to [https://www.buyingfor.vic.gov.au/sites/default/files/2018-09/essential\\_information\\_2018.pdf](https://www.buyingfor.vic.gov.au/sites/default/files/2018-09/essential_information_2018.pdf)

By answering the following questions, you can demonstrate your willingness to make this commitment.

Questions	Response
1. Does your organisation have a publicly available workforce diversity strategy that encompasses people with disability and/or other groups of disadvantaged Victorians, or a disability action plan, or access and inclusion plan? If yes, please attach evidence.	Choose an item.
2. From the dropdown, select one or more postcodes of entrenched disadvantage where you have currently employed Victorians to deliver the works/goods/services for this procurement. <i>Note: The postcodes listed are 2016 SEIFA data. Health services are required to ensure postcode listing is amended to reflect latest data from <a href="https://www.abs.gov.au/websitedbs/censushome.nsf/home/seifa">https://www.abs.gov.au/websitedbs/censushome.nsf/home/seifa</a></i>	Choose an item.
	Choose an item.
	Choose an item.
	Choose an item.
	Choose an item.
<b>Social Procurement Commitment</b>	
3. Will you commit to create <b>x</b> no. of jobs (or) apprenticeships (or) traineeships for disadvantaged Victorians by partnering with <b>insert name of specific agency</b> in ANY Victorian postcode over the life of the contract? (or) Will you commit to create jobs (or) apprenticeships (or) traineeships for disadvantaged Victorians in ANY Victorian postcode over the life of the contract?	Choose an item.
4. Will this commitment create opportunities for Victorians in regions of entrenched disadvantage? If yes, select the relevant postcode(s). <i>Note: The postcodes listed are 2016 SEIFA data. Health services are required to ensure postcode listing is amended to reflect latest data from <a href="https://www.abs.gov.au/websitedbs/censushome.nsf/home/seifa">https://www.abs.gov.au/websitedbs/censushome.nsf/home/seifa</a></i>	Choose an item.
	Choose an item.
	Choose an item.
	Choose an item.
	Choose an item.

## INVITATION TO SUPPLY - PART D – TENDERERS RESPONSE

If you are making a commitment to create jobs/apprenticeships/traineeships for disadvantaged Victorians, please complete Social Procurement Commitment Schedule below.

### Inclusive employment of disadvantaged Victorians – Commitment Schedule

If you are committing to support disadvantaged Victorians by partnering with “insert name of agency” and creating x no. of jobs/apprenticeships/traineeships for disadvantaged Victorians over the life of the contract, outline details of your proposal and complete the checklist below.

For definitions of disadvantaged Victorians refer to: [https://buyingfor.vic.gov.au/sites/default/files/2018-09/essential\\_information\\_2018.pdf](https://buyingfor.vic.gov.au/sites/default/files/2018-09/essential_information_2018.pdf)

There are dedicated support services to assist with recruitment, pre-employment support and training, and on-the-job support refer to: [https://buyingfor.vic.gov.au/sites/default/files/2018-09/inclusive\\_employment\\_2018.pdf](https://buyingfor.vic.gov.au/sites/default/files/2018-09/inclusive_employment_2018.pdf)

#### **Recommendations:**

When making a commitment to advance inclusive employment of disadvantaged Victorians through jobs/apprenticeships/traineeships, the following supplier guidance should be taken into account:

- 1) Where future spend is uncertain but can be estimated (e.g. based on prior contracts/ experience), suppliers are recommended to propose commitment to deliver job readiness and/or employment outcomes that are proportionate and achievable based on the estimate.
- 2) Where future spend is uncertain and cannot be estimated (e.g. new supplier), suppliers are recommended to seek commitments to advance commitment when future purchases are made with supplier. Supplier is recommended to commit to advance job readiness and/or employment outcomes that are proportionate and achievable.

If the health service enters into a panel arrangement with a no. of suppliers, Central Gippsland Health will negotiate variations to commitment if there is no spend or actual spend is ultimately lower/higher than the estimate.

#### **Social Procurement Commitment Proposal (Part 1 of 1)**

*[Address timing and actions, you will undertake to ensure successful delivery of commitment]*

Your proposal to deliver commitment should address details such as:

1. Estimated no. of jobs/apprenticeships/traineeships you will create for a certain amount of spend under contract?	
2. How, where and when will employees/trainees be identified?	
3. Will any of the opportunities be created in postcodes of entrenched disadvantage?	
4. What are the strategies/mechanisms used to support these employees/trainees?	

## INVITATION TO SUPPLY - PART D – TENDERERS RESPONSE

**Inclusive employment of disadvantaged Victorians - Detailed Table (Part 2 of 2)**

Group of disadvantaged Victorians	Financial Year <i>(Proposed)</i>	No. of jobs <sup>1</sup> <i>(Proposed)</i> (E.g. 1 FTE, 1 PTE, 1 Casual)	No. of apprenticeships <i>(Proposed)</i>	No. of traineeships <i>(Proposed)</i>	No. of hours dedicated to supporting disadvantaged Victorians through apprenticeships/traineeships <i>(Proposed)</i>	Will this opportunity be created in a postcode of entrenched disadvantage?
Workers in transition						Choose an item.
Refugees						Choose an item.
Migrants						Choose an item.
Long-term unemployed people						Choose an item.
Disengaged youth						Choose an item.
Single parents						Choose an item.
People with a disability						Choose an item.
Aboriginal person						Choose an item.

*Note: <sup>1</sup> excludes apprenticeships and traineeships*

## INVITATION TO SUPPLY - PART D – TENDERERS RESPONSE

### 3. Women's equality and safety

#### How can you achieve this outcome?

Tenderer's can demonstrate gender equitable business practices that advance women's equality and improve women's safety. For more information go to: <https://buyingfor.vic.gov.au/detailed-guidance-womens-equality-and-safety>

<b>SPF Objective</b>	<b>SPF Outcome sought</b>
Objective 3: Women's equality and safety	Demonstrate gender equitable business practices by <ul style="list-style-type: none"> <li>- Adopting family violence leave policy</li> <li>- Implementing a gender equality policy</li> </ul>

For specific guidance on family violence leave policy go to: <https://www.fairwork.gov.au/leave/family-and-domestic-violence-leave/employer-guide-to-family-and-domestic-violence>

For specific guidance on creating a gender equality policy go to: <https://www.wgea.gov.au/sites/default/files/documents/Characteristics-of-a-Gender-Equality-policy.pdf>

You can demonstrate if your organisation has one or more of the following in place:

<b>Questions</b>	<b>Response</b>	
1. Do you have a documented leave policy or equivalent policy offering 5 days of unpaid family violence leave to employees as per NES? If yes, please attach a copy of your policy.	Choose an item.	
2. Do you have support arrangements in place? If yes, please attach evidence. (E.g. referral to support services or Employee Assistance Program (EAP). This can be included in the same policy document.)	Choose an item.	
3. Do you have a documented gender equality policy or equivalent diversity and inclusion policy demonstrating gender equitable business practices? This could also be a Workplace Gender Equality Agency (WGEA) Notice of Compliance. If yes, please attach a copy.	Choose an item.	
4. Is gender pay equity incorporated into your organisation's business objectives and goals and/or incorporated in attached policy?	Choose an item.	
5. Does this policy or equivalent policy offer flexible working arrangements to all employees? If this is a separate policy, please attach evidence.	Choose an item.	
6. Does this policy or equivalent policy incorporate a transparent performance review process and equitable access to training, promotions, and rewards and benefits programs?	Choose an item.	
7. Does this policy or equivalent policy address prevention of sex-based harassment and discrimination (EEO principles)? If this is a separate policy, please attach evidence.	Choose an item.	
8. Does your gender equality policy or strategy involve the review of gender-disaggregated data to establish baseline, monitor performance and set targets to improve representation of women in teams and in leadership?	Choose an item.	
<b>Workforce profile data</b>	<b>Male</b>	<b>Female</b>
No. of employees in your organisation		
No. of Full Time Employees		
No. of employees in permanent positions		

## INVITATION TO SUPPLY - PART D – TENDERERS RESPONSE

No. of staff in senior management roles (management positions including CEO and two levels below CEO)		
Number of governing body members e.g. Board		
<b>Social Procurement Commitment</b>		
If you answered No to any of the questions above and workforce profile data highlights room for improvement, will you commit to advancing women's equality and improving women's safety? If yes, complete Social Procurement Commitment Schedule below.		Choose an item.

<b>Advancing women's equality and safety – Commitment Schedule</b>	
<p>If you are committing to advance women's equality and safety, please outline details of your proposal and complete the checklist below.</p> <p>For more information, visit <a href="https://www.wgea.gov.au/sites/default/files/documents/Characteristics-of-a-Gender-Equality-policy.pdf">Workplace Gender Equality Agency</a> website for practical resources (or) refer to this guide to understand the features of a workplace gender equality policy - <a href="https://www.wgea.gov.au/sites/default/files/documents/Characteristics-of-a-Gender-Equality-policy.pdf">https://www.wgea.gov.au/sites/default/files/documents/Characteristics-of-a-Gender-Equality-policy.pdf</a></p> <p>If you are making a commitment includes implement or improve an existing leave policy to meet National Employment Standards and offers 5 days of unpaid family violence leave to all employees, please refer to <a href="https://www.fairwork.gov.au/leave/family-and-domestic-violence-leave">https://www.fairwork.gov.au/leave/family-and-domestic-violence-leave</a></p>	
<b>Social Procurement Commitment Proposal</b> <i>[Address timing and actions, you will undertake to ensure successful delivery of commitment]</i>	
Advancing women's equality and improving women's safety Checklist	Supplier response
1. We will develop a documented leave policy or equivalent policy offering 5 days of unpaid family violence leave to employees as per NES.	<input type="checkbox"/>
2. Our organisational policy will include support arrangements that employees can access, if need be. (e.g. referral to support services)	<input type="checkbox"/>
3. Our organisation will develop and implement a documented and formal gender equality policy or equivalent diversity and inclusion policy demonstrating gender equitable business practices outlined by Workplace Gender Equality Agency.	<input type="checkbox"/>
4. Our organisational gender equality policy will incorporate pay equity principles.	<input type="checkbox"/>
5. Our organisational gender equality policy will offer flexible working arrangements to all staff.	<input type="checkbox"/>
6. Our organisational gender equality policy will incorporate a transparent performance review process and equitable access to training, promotions, and rewards and benefits programs.	<input type="checkbox"/>
7. Our organisational gender equality policy will address prevention of sex-based harassment and discrimination (EEO principles) in the workplace.	<input type="checkbox"/>
8. We will commit to advancing women's equality by using the Workplace Gender Equality Agency diagnostic tool to assess gaps and improve performance. The tool can be accessed here - <a href="https://wgea.gov.au/sites/default/files/documents/2019_WGEA_GE_Diagnostic_Tool_0.pdf">https://wgea.gov.au/sites/default/files/documents/2019_WGEA_GE_Diagnostic_Tool_0.pdf</a>	<input type="checkbox"/>
9. If requested, we will provide supporting evidence.	<input type="checkbox"/>

## INVITATION TO SUPPLY - PART D – TENDERERS RESPONSE

### 4. Safe and fair workplaces

The Victorian Government Purchasing Board's Supplier Code of Conduct applies to all contracts, agreements and purchase orders from 1 July 2017 and outlines minimum ethical standards in behavior – including in relation to labour and human rights – that suppliers will aspire to meet when conducting business with, or on behalf of, the Victorian Government.

<b>Objective</b>	<b>Outcome sought</b>
Objective 5: Safe & fair workplaces	Purchasing from suppliers who comply with industrial relations laws and promote secure employment

Suppliers can demonstrate commitment to support safe and fair workplace for their employees by completing the Safe and Fair Workplaces Self-Assessment Checklist and corresponding declaration of compliance below.

Further information on this specific objective can be found at: <https://buyingfor.vic.gov.au/detailed-guidance-supporting-safe-and-fair-workplaces>.

#### Safe and Fair Workplaces Self-Assessment Checklist

<b>A. Compliance with legal obligations</b>	<b>Supplier response</b>
1. Does your organisation have policies and/or procedures to ensure compliance with the following categories of legislation?	
<ul style="list-style-type: none"> <li>Commonwealth workplace relations legislation (including the Fair Work Act 2009 (Cth))</li> </ul>	Choose an item.
<ul style="list-style-type: none"> <li>Long service leave (including the Long Service Leave Act 2018 (Vic))</li> </ul>	Choose an item.
<ul style="list-style-type: none"> <li>Occupational health and safety (including the Occupational Health and Safety Act 2004 (Vic))</li> </ul>	Choose an item.
<ul style="list-style-type: none"> <li>Workers compensation (including the Workplace Injury Rehabilitation and Compensation Act 2013 (Vic))</li> </ul>	Choose an item.
<ul style="list-style-type: none"> <li>Equal opportunity (including the Equal Opportunity Act 2010 (Vic))</li> </ul>	Choose an item.
<ul style="list-style-type: none"> <li>Workplace gender equality (including the Workplace Gender Equality Act 2012 (Cth))</li> </ul>	Choose an item.
<ul style="list-style-type: none"> <li>Anti-discrimination (including the Age Discrimination Act 2004 (Cth), Sex Discrimination Act 1984 (Cth), Racial Discrimination Act 1975 (Cth) and Disability Discrimination Act 1992 (Cth))</li> </ul>	Choose an item.
<ul style="list-style-type: none"> <li>Superannuation (including the Superannuation Guarantee Administration Act 1992 (Cth))</li> </ul>	Choose an item.
<b>B. Management of Employee entitlements</b>	
2. Does your organisation only employ employees in accordance with an enterprise agreement approved by the Fair Work Commission, modern award or employment contract?	Choose an item.
3. Does your organisation have policies and/or procedures that allow employees to access information about the relevant enterprise agreement or modern award or ensure that employees are provided with a copy of their employment contract?	Choose an item.
4. In the past 24-month period, has your organisation complied with its obligations under Commonwealth workplace relations legislation?	Choose an item.
5. In the past 24-month period, has your organisation made the following payments relating to minimum wages and employment conditions?	
<ul style="list-style-type: none"> <li>wages including penalty rates, overtime and casual rates;</li> </ul>	Choose an item.
<ul style="list-style-type: none"> <li>allowances;</li> </ul>	Choose an item.

## INVITATION TO SUPPLY - PART D – TENDERERS RESPONSE

<ul style="list-style-type: none"> <li>• annual leave;</li> </ul>	Choose an item.
<ul style="list-style-type: none"> <li>• long service leave;</li> </ul>	Choose an item.
<ul style="list-style-type: none"> <li>• superannuation;</li> </ul>	Choose an item.
<ul style="list-style-type: none"> <li>• workers compensation insurance;</li> </ul>	Choose an item.
<ul style="list-style-type: none"> <li>• other lawful payments where they are specified in a modern award or enterprise agreement, (e.g. payments made to redundancy funds).</li> </ul>	Choose an item.
6. In the last 24-month period, has your organisation been subject to:	
<ul style="list-style-type: none"> <li>• any findings against it by a court or tribunal regarding breach of an industrial instrument, including a breach of a non-confidential consent order?</li> </ul>	Choose an item.
<ul style="list-style-type: none"> <li>• any current proceedings in respect of a breach of an industrial instrument?</li> </ul>	Choose an item.
<b>C. Management of subcontractors</b>	
7. Does your organisation have in place policies and/or procedures to ensure that relevant contractual documentation, arrangements or agreements requires subcontractors to comply with their legal obligations?	Choose an item.
<b>D. Promote secure employment</b>	
8. Does your organisation have policies and procedures in place that promote access to secure and permanent employment?	Choose an item.
<b>Social Procurement Commitment</b>	
If you answered No to Questions 1 to 5, 7 and 8, then are you willing to make a commitment to improve in those specific areas? If yes, please complete Social Procurement Commitment Schedule below.	Choose an item.

<b>Safe and Fair workplaces – Commitment Schedule</b>		
<p>If the Industrial Relations self-assessment checklist in section 2.12 identified areas of organisational non-compliance and you are making a commitment to improve your workplace in accordance with Industrial relation laws, outline details of remediation plan including timing <b>and complete</b> corresponding declaration.</p> <p>Further information on this specific objective can be found at: <a href="https://buyingfor.vic.gov.au/detailed-guidance-supporting-safe-and-fair-workplaces">https://buyingfor.vic.gov.au/detailed-guidance-supporting-safe-and-fair-workplaces</a>.</p>		
<b>Social Procurement Commitment Proposal (Part 1 of 2)</b>		
<i>[Address timing and actions, you will undertake to ensure successful delivery of commitment]</i>		
Section	List area(s) of non-compliance	Remediation plan (include timing)
A. Compliance with legal obligations		
B. Management of employee entitlements		
C. Management of subcontractors		
D. Promote Secure employment		



# INVITATION TO SUPPLY - PART D – TENDERERS RESPONSE

Other comments

## Industrial Relations Declaration of Compliance (Part 2 of 2)

Organisation name

ABN / ACN

Authorised Representative (name)

Authorised Representative (title)

I, the Authorised Representative of [insert name of organisation], declare as follows:

- I am authorised by my employer to sign this declaration for and on behalf of my organisation.
- I confirm that the information provided in Commitment 5, to provide a safe and fair workplace, as part of the [insert name of invitation to supply] is current and accurate; and provided to Central Gippsland Health in good faith.
- I acknowledge that Central Gippsland Health may rely upon the information provided in Commitment 4 - to provide a safe and fair workplace.
- I undertake to ensure our organisation promptly:
  - notifies Central Gippsland Health upon becoming aware that any information provided in this declaration is incorrect or misleading; and
  - provides to Central Gippsland Health such information as may be required to further assess compliance with applicable industrial relations laws.

Signature of Authorised Representative: .....

Name of Authorised Representative: .....

Dated : ...../...../.....

## Sustainability

**Introduction:**

Central Gippsland Health is committed to promoting environmental responsibility and expects its suppliers to minimise the environmental impact of their operations and maintain environmentally responsible policies and practices, in accordance with the Victorian Government Purchasing Board's Supplier Code of Conduct, which is available online at <http://www.procurement.vic.gov.au/Buyers/Supplier-Code-of-Conduct>.

The Supplier Code of Conduct applies to all contracts, agreements and purchase orders from 1 July 2017, and requires suppliers to acknowledge minimum ethical standards of behaviour, including in relation to environmental management.

Suppliers must comply with all applicable laws and regulations relating to the environment, including any management and reporting obligations.

**1. Environmentally Sustainable Outputs**

**How can you achieve this outcome?**

Where virgin materials can be substituted, or complemented using alternative or recycled materials, and the resulting product is fit-for-purpose, "insert name if health service" strongly recommends the use of those materials.

**For projects or categories where environmentally, preferable options are available:**

Tenderers who can meet project-specific requirements to use sustainable resources and to manage waste and pollution will position themselves to be more competitive at the time of tender.

**For construction projects:**

Tenderers who can meet project-specific requirements to use recycled content in construction works will position themselves to be more competitive at the time of tender.

For more information go to <https://www.buyingfor.vic.gov.au/detailed-guidance-environmentally-sustainable-outputs>

1. Does your supply offer include products that are independently certified as meeting an eco-label accredited under ISO 14024?	Choose an item.
If yes, please provide details here and attach corresponding evidence.	
2. [For construction] Please provide details of recycled content that will be sourced and used in the project.	
3. Detail any notable initiatives in place to improve sustainability of your supply chain and attach corresponding evidence. <i>Note: This could include measures to improve the environmental management at your manufacturing suppliers, sourcing renewable resources for use in the goods or services supplied to hospitals, or features of your service offer that reduce environmental impacts at hospitals due to decreasing resource usage, ameliorating pollution, or recovering resources from waste.</i>	

**Sustainable Procurement Commitment section**

<p>Are you willing to commit to develop, implement and report against environmental management plan and relevant environmental performance rating tool(s) for this project meeting health service requirements outlined in Part A.2?</p> <p>If yes, please complete Sustainable Procurement Commitment Schedule below.</p>	Choose an item.
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# INVITATION TO SUPPLY - PART D – TENDERERS RESPONSE

Environmentally sustainable business outputs – Commitment Schedule
If you are willing to commit to develop, implement and report against environmental management plan and relevant environmental performance rating tool(s) for this project meeting the requirements outlined in Part A.2.Specifications, provide details of your proposal below.
Sustainable Procurement Commitment Proposal (Part 1 of 2)
<i>[Address timing and actions, you will undertake to ensure successful delivery of commitment]</i>

## 2. Environmentally sustainable business practices

All procurement has some level of impact on the environment that should be minimised.

By demonstrating or adopting environmentally sustainable business practices, tenderers who can meet or exceed specified standards of environmental performance will position themselves to be more competitive at the time of tender.

For more information go to <https://www.buyingfor.vic.gov.au/detailed-guidance-environmentally-sustainable-business-practices>

### Environmentally Sustainable Business Practices Self-Assessment Checklist

Questions	Response
1) Does your organisation have a publicly available environmental or sustainable policy? If yes, please provide web link or policy as an attachment.	Choose an item.
2) Does your organisation provide publicly available sustainability reporting? If yes, please attach a recent sustainability report.	Choose an item.
3) Does your organization set measurable targets to reduce environmental impacts?	Choose an item.
a. If yes, please detail what these are.	
4) Is your organisation a member of an accredited Product Stewardship Organisation (PSO)? Note: This is category specific. Ideally these would be co-regulatory, or voluntary arrangements accredited under the Product Stewardship Act 2011. <i>Examples could be: Australian Packaging Covenant; Australian Battery Recycling Initiative; DrumMuster; FluroCycle; Mobile Muster; National Television and Computer Recycling Scheme; National Tyre Product Stewardship Scheme</i>	Choose an item.
5) Does your organisation have a documented environmental management system, or regularly updated environmental management plan covering the management of significant environmental impacts and risks of the organisation? If yes, please attach evidence a formal Environmental Management System (EMS) or an Environmental Management Plan (EMP) in place.	Choose an item.
6) Is your EMS independently certified as meeting ISO 14001:2015 Environmental management systems? If yes, please attach the certification document.	Choose an item.

### Sustainable Procurement Commitment section

If you don't have an Environmental Management System (EMS), independently certified as meeting ISO 14001:2015 Environmental management systems, are you willing to work	Choose an item.
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# INVITATION TO SUPPLY - PART D – TENDERERS RESPONSE

towards it? If yes, please complete Sustainable Procurement Commitment Schedule below.	
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## Environmentally sustainable business practices – Commitment Schedule

If you are making a commitment to implement and/or attain independent certification of existing Environmental Management System (EMS), to meet ISO 14001:2015 - Environmental management systems, outline details below **and** complete corresponding declaration.

### Sustainable Procurement Commitment Proposal (Part 1 of 2)

*[Address timing and actions, you will undertake to ensure successful delivery of commitment]*

### Environmentally sustainable business practices declaration (Part 2 of 2)

Organisation name \_\_\_\_\_

ABN / ACN \_\_\_\_\_

Authorised Representative (name) \_\_\_\_\_

Authorised Representative (title) \_\_\_\_\_

I, the Authorised Representative of the Supplier, for and on behalf of the Supplier, declare as follows:

- I am authorised by the Supplier to sign this declaration for and on behalf of the Supplier.
- I confirm that the information in this *Environmentally Sustainable Business Practices Self-Assessment Checklist* provided as part of the **[insert name of invitation to supply]** is current and accurate and provided by the Supplier to Central Gippsland Health in good faith.
  - I acknowledge that Central Gippsland Health may rely upon the information provided in this *Environmentally Sustainable Business Practices Self-Assessment Checklist*.
  - I undertake to ensure that the Supplier promptly:
    - o notifies Central Gippsland Health upon becoming aware that any information provided in this declaration is incorrect or misleading; and
    - o provides to Central Gippsland Health such information as may be required to further assess the Supplier's adoption of environmentally sustainable business practices.

Signature of Authorised Representative: .....

Name of Authorised Representative: .....

Dated: ..... /...../.....

## 3. Climate change

### How can you achieve this outcome?

Our priority is to incorporate design features that account for existing and future climate change risks that will enable Central Gippsland Health to reduce long-term maintenance costs of buildings and infrastructure,

## INVITATION TO SUPPLY - PART D – TENDERERS RESPONSE

maintain asset performance standards, improve usability, and reduce downtime, repair and replacement costs when climate change impacts occur. Taking account of climate change risks when designing buildings and infrastructure is important to Central Gippsland Health.

### For projects where the focus is to minimise greenhouse gas emissions:

Tenderers who can meet project-specific requirements to minimise greenhouse gas emissions in accordance with “insert name of health service requirements” will position themselves to be more competitive at the time of tender.

### For construction projects where the delivery is climate change resilient outputs:

Tenderers who can meet project-specific requirements to deliver buildings or infrastructure that are resilient against climate change will position themselves to be more competitive at the time of tender.

For more information go to <https://www.buyingfor.vic.gov.au/detailed-guidance-implementation-climate-change-policy-objectives>

## Sustainable Procurement Commitment section

### For projects where the focus is to minimise greenhouse gas emissions:

Based on **mandatory** requirements specified in Part A.2.Specifications, we require tenderers to commit to the following.

- a. Achieve **insert specific rating level(s) within nominated industry rating system(s)** for design, delivery and operational phases of this project
- b. Develop, implement and report against an Environmental Management Plan
- c. Identify and manage risks to achieving and maintaining the specific rating level(s) through the design, delivery and operational phases of a project.

(or)

### For construction projects where the delivery is climate change resilient outputs:

Based on **mandatory** requirements specified in Part A.2.Specifications, we require tenderers to commit to the following.

- a. Achieve **“insert specific rating level(s) within nominated industry rating system(s)”** for design, delivery and operational phases of this project
- b. Develop, implement and report against an Environmental Management Plan
- c. Identify and manage risks to achieving and maintaining the specific rating level(s) through the design, delivery and operational phases of a project.

If yes, please complete Sustainable Procurement Commitment below.

Choose an item.

## Climate change – Commitment Schedule

### For projects where the focus is to minimise greenhouse gas emissions:

If you are willing to commit to the following, outline details of your proposal.

- a. Achieve **insert specific rating level(s) within nominated industry rating system(s)** for design, delivery and operational phases of this project
- b. Develop, implement and report against an Environmental Management Plan
- c. Identify and manage risks to achieving and maintaining the specific rating level(s) through the design, delivery and operational phases of a project.

(or)

### For construction projects where the delivery is climate change resilient outputs:

If you are willing to meet requirements outlined in Part A.2.Specifications, outline details of your proposal addressing the following.

- a. Achievement of **insert specific rating level(s) within nominated industry rating system(s)** for design, delivery and operational phases of this project
- b. Develop, implement and report against an Environmental Management Plan

## INVITATION TO SUPPLY - PART D – TENDERERS RESPONSE

- c. Identify and manage risks to achieving and maintaining the specific rating level(s) through the design, delivery and operational phases of a project.

### Sustainable Procurement Commitment Proposal

*[Address timing and actions, you will undertake to ensure successful delivery of commitment]*

## 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.

### 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

*[This section needs to be tailored according to the price structure required. The following tables are examples only.]*

Goods					
Item no.:	Description	Qty	Rate (excl. GST)	GST	Total

### Services

**INVITATION TO SUPPLY - PART D – TENDERERS RESPONSE**

Milestone	Description	Units/hrs	Rate (excl. GST)	GST	Total
Stage 1 [if required]					
Stage 2 [if required]					

<b>Other expense</b>				
Item	Description of expense	Rate (excl. GST)	GST	Total

# INVITATION TO SUPPLY - PART D – TENDERERS RESPONSE

## APPENDIX 1 - Supplier Code of Conduct – Commitment Letter

### Tender No – 02 Architectural Services

Note to Respondents:

The Victorian State Government's Supplier Code of Conduct is available at the Victorian Government Purchasing Board website: <http://www.procurement.vic.gov.au/Suppliers/Supplier-Code-of-Conduct>. Updates and amendments to the Code will also be made available at this website. Tenderers are to familiarise themselves with the Supplier Code of Conduct and must include the completed Commitment Letter below in their ITS response.

To	Invitee's Details	
Insert name of HS representative	Representative	
Central Gippsland Health	Company Name	
Contact details	Company Address	

### Commitment to the Victorian State Government Supplier Code of Conduct

#### Schedule 1

[insert tenderer name]  
[insert address]  
[insert date]

[Insert contact officer name]  
[Insert contact officer address]  
[Insert reference of request for tender]

#### COMMITMENT TO THE VICTORIAN STATE GOVERNMENT SUPPLIER CODE OF CONDUCT

1. I acknowledge that:
  - a. the Victorian State Government (**the State**) is committed to ethical, sustainable and socially responsible procurement;
  - b. the State has a Supplier Code of Conduct (**Code**) the Code describes the State's minimum expectations of the conduct of its suppliers in relation to:
    - i. integrity;
    - ii. ethics and conduct;
    - iii. conflicts of interest;



## INVITATION TO SUPPLY - PART D – TENDERERS RESPONSE

- iv. gifts, benefits and hospitality;
  - v. corporate governance;
  - vi. labour and human rights;
  - vii. health and safety; and
  - viii. environmental management;
- c. the expectations set out in the Code are not intended to reduce, alter or supersede any other obligations which may be imposed by any applicable contract, law, regulation or otherwise;
  - d. to ensure that the Code remains current and relevant, it may be amended or updated by the State; and
  - e. the Code includes an ongoing expectation that suppliers (including my organisation) will raise concerns or otherwise seek clarification in relation to any aspects of the Code, including any updates or amendments to the Code.

2. On behalf of my organisation I:

- a. confirm that the State's expectations of suppliers as set out in the Code are understood;
- b. provide a commitment that if selected to supply goods and / or services to any State department or public body my organisation will:
  - i. periodically check with reasonable frequency for updates and amendments to the Code; and

aspire to meet the State's expectations of Suppliers as set out in the Code, including as updated or amended by the State.

Signed for and on behalf of the Respondent by a director or duly authorised representative of the Respondent having the authority to make the declarations set out above and to bind the Respondent.

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_