

TENDER RESPONSE SCHEDULE

Department of Justice
Solicitor for the Northern Territory

TENDER:	ALL REGIONS – PANEL CONTRACT FOR THE PROVISION OF LEGAL SERVICES TO THE NORTHERN TERRITORY OF AUSTRALIA FOR A PERIOD OF 36 MONTHS
NUMBER:	D11-0230
CLOSING:	2:00 PM CST WEDNESDAY, 28 JULY 2011 (Late Tenders Will Not Be Accepted)

LODGEMENT OF TENDERS TO:

The Tender Box
Department of Business and Employment

By Hand:
Department of Business and Employment
Ground Floor Enterprise House
28-30 Knuckey Street
Darwin NT 0800

By Post:
GPO Box 1551
Darwin NT 0801

Or
Department of Business and Employment
1st Floor, Herbarium (Gaymark Plaza)
4 Mansfield Street
Palmerston NT 0830

By Facsimile:
(08) 8999 1935

By Electronic Delivery

Via the electronic lodgement facility at www.nt.gov.au/tenders

OR Via the e-mail link supplied where the selected RFT is available from an e-mail link.

Note: no other form of e-mail or electronic delivery is acceptable.

COMPLETE ALL SECTIONS AND RETURN

TENDER FORM

(The completed tender form and attachments together will comprise the tenderer's offer)

CLOSING: 2:00 PM CST WEDNESDAY, [DATE] 2011

(Late Tenders Will Not Be Accepted)

Tenders shall remain valid for acceptance for a period of 120 days from the closing date.

TENDERER DETAILS

I/We, the undersigned, having examined and acquired an actual knowledge of this Request for Tender do hereby offer to perform the whole of the work in accordance with this Request for Tender at the amounts tendered in the completed schedules attached

Signature		Date	
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Name		Position	
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(Print name and position in business)

Legal Entity	
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(Name of legal entity – include trading name)

ACN/BN	
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ABN	
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Postal Address	
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Telephone	
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Facsimile	
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e-mail address	
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CONTACT PERSON DETAILS

Name	
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Position	
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Telephone	
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Facsimile	
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e-mail address	
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Web Site	
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WITNESS

Signature		Date	
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Print Name	
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If applicable, I/We confirm receipt and inclusion in the Tender, addenda numbered:	
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Comment [SLG1]: Will need to fix the footer (eg have the RFT number included)

DECLARATION OF BUSINESS STATUS
(Applies to all components)

(Select the appropriate business entity type and complete details)

<input type="checkbox"/> Sole Trader	Full Name of Proprietor	
	Business Name (if applicable)	
<input type="checkbox"/> Partnership	Names of All Partners	
	Partnership Name (if applicable)	
<input type="checkbox"/> Company	Company Name	
	Business Name (if different to Company Name)	
	Names of all Directors	
	Names of Holding and Subsidiary Companies (if applicable)	
	ACN/BN of Holding and Subsidiary Companies	
<input type="checkbox"/> Trust	Copy of Trust Deed Attached	<input type="checkbox"/> Yes
		<input type="checkbox"/> No
<input type="checkbox"/> Joint Venture	Names of all Parties	
	ACN/BN of all Parties	

CERTIFICATION

I certify on behalf of _____ (the Tenderer),
to the best of my knowledge:

- (a) None of the Proprietors, Directors, Managers is a bankrupt or a Director, Manager or Secretary of a Company that is being wound up (whether voluntary or otherwise), and
- (b) The business is not trading under:
 - an arrangement and/or reconstruction (ie. restructuring a public company)
 - receiver and management
 - official management
 - an arrangement with creditors without sequestration (ie. without the proprietors being made bankrupt).

COMPONENTS BEING TENDERED FOR

NOTE: Each Component of the RFT will be assessed separately.

YES	NO	COMPONENTS BEING TENDERED FOR (Note: Firms may tender for one or more Components)	REGION (Capacity to provide regional services to be addressed in Section 4.2)		
			Darwin	Katherine	Alice Springs
		<i>As defined in the Scope of Services in Request for Tender</i>			
		Component 1 - Property			
		Component 2 - Commercial Law			
		Component 3 - Intellectual Property and Technology Law			
		Component 4 - Litigation			
		Component 5 – Health, Children and Families			
		Component 6 - Work Health			

SCHEDULE OF INSURANCE

(Applies to all components)

1.1 Workers Compensation (refer Conditions for the Provision of Services)

For Contractors employing workers (as defined under the <i>Workers Compensation and Rehabilitation Act</i>).	Policy Number	
	Name of Insurer	
	Expiry Date	
OR	(Please indicate with X if this option is applicable)	
For Contractors not employing workers (as defined under the <i>Workers Compensation and Rehabilitation Act</i>)	<input type="checkbox"/> We certify that we are not employing or intending to employ workers (as defined under the <i>Workers Compensation and Rehabilitation Act</i>) on the Contract during the currency of the Contract.	

1.2 Public Liability (refer Conditions for the Provision of Services)

Policy Number		Name of Insurer	
Date of Expiry		Sum Insured	

1.3 Professional Indemnity (refer Conditions for the Provision of Services)

Policy Number		Name of Insurer	
Date of Expiry		Sum Insured	

CONTRACT MANAGEMENT

(Complete for each Component being tendered for)

Please give details of the person who is responsible to receive instructions and act as the first point of contact for each Component being tendered for.

Component 1 - Property

Name			
Position			
Telephone		Facsimile	
e-mail address		Web Site	

Component 2 – Commercial Law

Name			
Position			
Telephone		Facsimile	
e-mail address		Web Site	

Component 3 - Intellectual Property and Technology Law

Name			
Position			
Telephone		Facsimile	
e-mail address		Web Site	

Component 4 – Litigation

Name			
Position			
Telephone		Facsimile	
e-mail address		Web Site	

CONTRACT MANAGEMENT (cont)

(Complete for each Component being tendered for)

Please give details of the person who is responsible to receive instructions and act as the first point of contact for each Component being tendered for.

Component 5 – Health, Children and Families

Name

Position

Telephone

Facsimile

e-mail address

Web Site

Component 6 - Work Health

Name

Position

Telephone

Facsimile

e-mail address

Web Site

SCHEDULE OF RATES
(Complete for each Component being tendered for)

Provide the rates (inclusive of GST) you propose to charge for the Services for each Component, and for each of the following categories of staff. If tendering for Component 6, provide confirmation that the Firm will not accept certain instructions for Component 6.

Component 1 – Property - Hourly rate (Tenderers must provide both hourly and fixed fee rates)	
LEVEL/CATEGORY OF EMPLOYEE	HOURLY RATE (including GST)
Partners	\$
Senior Solicitors	\$
Junior Solicitors	\$
Articled/Graduate Clerks / Paralegals / Conveyancing Clerks	\$

Component 1 – Property - Fixed Fees (Tenderers must provide both hourly and fixed fee rates)	FIXED FEE PER LEASE (including GST)
Provide the fixed fee (inclusive of GST) you propose to charge for the preparation of Northern Territory Property Management Leases and Lease Variations using the standard Memorandum of Common Provisions. (The Tendered hourly rates are applicable for exceptional circumstances, subject to prior approval being given by the SFNT.)	
New Lease	\$
Lease Variation	\$

Component 2 – Commercial Law	
LEVEL/CATEGORY OF EMPLOYEE	HOURLY RATE (including GST)
Partners	\$
Senior Solicitors	\$
Junior Solicitors	\$
Articled/Graduate Clerks / Paralegals / Conveyancing Clerks	\$

SCHEDULE OF RATES (cont)
(Complete for each Component being tendered for)

Provide the rates (inclusive of GST) you propose to charge for the Services for each Component, and for each of the following categories of staff. If tendering for Component 6, provide confirmation that the Firm will not accept certain instructions for Component 6.

Component 3 – Intellectual Property and Technology Law	
LEVEL/CATEGORY OF EMPLOYEE	HOURLY RATE (including GST)
Partners	\$
Senior Solicitors	\$
Junior Solicitors	\$
Articled/Graduate Clerks / Paralegals / Conveyancing Clerks	\$

Component 4 - Litigation	
LEVEL/CATEGORY OF EMPLOYEE	HOURLY RATE (including GST)
Partners	\$
Senior Solicitors	\$
Junior Solicitors	\$
Articled/Graduate Clerks / Paralegals / Conveyancing Clerks	\$

Component 5 – Health, Children and Families	
LEVEL/CATEGORY OF EMPLOYEE	HOURLY RATE (including GST)
Partners	\$
Senior Solicitors	\$
Junior Solicitors	\$
Articled/Graduate Clerks / Paralegals / Conveyancing Clerks	\$

SCHEDULE OF RATES (cont)
(Complete for each Component being tendered for)

Provide the rates (inclusive of GST) you propose to charge for the Services for each Component, and for each of the following categories of staff. If tendering for Component 6, provide confirmation that the Firm will not accept certain instructions for Component 6.

Component 6 – Work Health - Hourly Rates	
LEVEL/CATEGORY OF EMPLOYEE	HOURLY RATE <i>(including GST)</i>
Partners	\$
Senior Solicitors	\$
Junior Solicitors	\$
Articled/Graduate Clerks / Paralegals / Conveyancing Clerks	\$

CLAIMS AGAINST ASSESSMENT CRITERIA

NOTE: Each Component of the RFT will be assessed separately.

1 PAST PERFORMANCE

1.1	<p><u>Experience and Expertise</u></p> <p>Provide an overview of the Firm's previous experience for each of the Components being tendered for including summaries of matters undertaken. Provide details of the qualifications, knowledge, skills and experience of the personnel proposed to perform the services for each Component being tendered for. Fill in below or attach CV's.</p>
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Component 1 - Property	FIRM:	
	PERSONNEL	1.
		2.
3.		
Component 2 - Commercial Law	FIRM:	
	PERSONNEL	1.
		2.
3.		
Component 3 - Intellectual Property and Technology Law	FIRM:	
	PERSONNEL	1.
		2.
3.		
Component 4 - Litigation	FIRM:	
	PERSONNEL	1.
		2.
3.		
Component 5 – Health, Children and Families	FIRM:	
	PERSONNEL	1.
		2.
3.		
Component 6 - Work Health	FIRM:	
	PERSONNEL	1.
		2.
3.		

Signed		Dated	
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For	
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(Name of legal entity)

CLAIMS AGAINST ASSESSMENT CRITERIA (CONT).

1.2

Summary of Personnel to Provide the Services

Provide a summary of each of the personnel who will perform the services under each Component tendered for.

Name of Personnel to Provide the Services	Level / Category (eg Partner, Senior Solicitor)	Relevant Component/s (eg 1, 2, and 6)	Time with Firm	Length of Time practising in NT	Years Admitted

NOTE: Add lines or an attachment if more space is required

Signed		Dated	
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For	
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(Name of legal entity)

CLAIMS AGAINST ASSESSMENT CRITERIA (CONT).

2 LOCAL DEVELOPMENT AND VALUE ADDING

2.1	<p><u>Employment of Clerks</u></p> <p>Provide details of how many graduate clerks and/or law student clerks you envisage you will employ during the period of the Contract.</p>

2.2	<p><u>Commitment to Staff Training</u></p> <p>Provide details of what strategies you employ to ensure appropriate ongoing training and education of your staff.</p>

2.3	<p><u>Contribution to Development of Local Legal Profession</u></p> <p>Describe the activities your Firm undertakes to contribute to the development of the local legal profession, including the conduct of continuing professional development seminars, participation on committees, and involvement with the Charles Darwin University etc.</p>

NOTE: Add lines or an attachment if more space is required

Signed		Dated	
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For	
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(Name of legal entity)

CLAIMS AGAINST ASSESSMENT CRITERIA (CONT).

3 TIMELINESS

3.1	<p><u>Service Levels</u></p> <p>Provide a brief description of the service standards you intend to provide to the client agency and how you intend to maintain those standards (e.g. turn around time for providing advice and documents prepared). Include details of any documented quality management system you may have.</p>

NOTE: Add lines or an attachment if more space is required

Signed		Dated	
For			

(Name of legal entity)

CLAIMS AGAINST ASSESSMENT CRITERIA (CONT).

4 CAPACITY

4.1	<p><u>Overall Capacity to Provide Services</u></p> <p>Provide details of the Firm's overall capacity to handle the anticipated volume of work, including details of any existing matters in which the Firm acts against the Territory/client agency in a matter which is within the Scope of Services and an organisational chart showing the organisational structure of the Firm. Provide details of capacity in relation to each component if considered necessary.</p>

4.2	<p><u>Capacity to Provide Services in Regional Areas</u></p> <p>Where the Firm has indicated at Page 3 that it is willing to provide services for regional areas, the Firm is to provide details of its capacity to provide those services (for example office in regional centre, agents or resources in regional centres, systems that facilitate servicing of a region).</p>

4.3	<p><u>Practising Certificates and Law Society Membership</u></p> <p>Provide confirmation that all legal practitioners who will provide the Services hold a current practising certificate and are members of the Law Society of the Northern Territory.</p>
YES NO	
We confirm that all legal practitioners who will provide the Services hold a current practising certificate and are members of the Law Society of the Northern Territory.	
Exceptions:	

NOTE: Add lines or an attachment if more space is required

Signed		Dated	
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For	
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(Name of legal entity)

