



# Attachment D – Information and Guidance about the Tender Response Questionnaire

## People Panel – Phase 2: Labour Hire Services

### Note to Respondents:

The Tender Response Questionnaire, in the 360 Providers' Portal, contains a series of questions that once completed and submitted will form the Respondent's Tender.

The Tender Response Questionnaire contains a number of sections that are represented by tabs on top of each page. The information required in each section (tab) is summarised below. Further information is available through guidance notes in the Tender Response Questionnaire and in the 360 Tender System Respondent's User Guide.

| Section                        | Requirements   |
|--------------------------------|--|
| Request Info                   | Contains information about the Request for Tender.   |
| Respondent Info                | The section requires the Respondent to include information about the Tendering entity.   |
| About the Respondent           | <p>This section requires the Respondent to:</p> <ul style="list-style-type: none"> <li>provide a brief overview of its organisation and the services it provides (relative to the Services in <b>Schedule 2 of Attachment C – Head Agreement</b> of this RFT) (maximum 400 words)</li> <li>indicate if it is a Small to Medium Enterprise (SME) (ie an entity employing fewer than 200 full time equivalent employees)</li> <li>indicate its type of legal entity</li> <li>indicate if it is an Indigenous enterprise</li> </ul> <p>indicate the locations where it currently has an office.</p> |
| Head Agreement Details         | This section requires the Respondent to download, complete, and upload a form provided in the 360 Tender System. This information will be used to populate <b>Schedule 1 – Head Agreement Details</b> of the Head Agreement, if the Respondent is successful. <b>Please do not change the format of this document.</b>   |
| Compliance with Head Agreement | This section requires the Respondent to detail its compliance with <b>Attachment C – Head Agreement</b> of this RFT.   |
| Conditions for Participation   | This section requires the Respondent to comply with each of the Conditions for Participation provided in paragraph 8.2 of this RFT. Respondents must comply with each of the Conditions for Participation to be able to submit their response.   |

**OFFICIAL**

Attachment D – Information and Guidance about the Tender Response Questionnaire  
People Panel – Phase 2: Labour Hire

|   |  |
|---|--|
| Minimum Content and Format Requirements | <p>This section requires the Respondent to comply with each of the Minimum Content and Format Requirements provided in paragraph 8.3 of this RFT. Respondents must comply with each of the Minimum Content and Format Requirements to be able to continue with their response.</p> <p>In this section, Respondents will also be able to upload their Statement of Tax Record or Statement of Tax Record receipt from the Australian Taxation Office.</p>   |
| Referees                                | <p>This section requires the Respondent to upload two completed referee reports.</p>   |
| Conflict(s) of Interest                 | <p>The section requires the Respondent to:</p> <ul style="list-style-type: none"> <li>• identify any actual or perceived conflicts of interest if it were to enter into a Head Agreement with Finance</li> </ul> <p>advise if it has processes in place to identify and manage conflicts of interest.</p>  |
| Respondent's Confidential Information   | <p>The section requires the Respondent to identify any information in its Tender that it requests to be treated as confidential information if it enters into the Head Agreement. Refer paragraph 8.25 of this RFT.</p>  |
| Commonwealth Policy Requirements        | <p>This section requires the Respondent to provide details of:</p> <ul style="list-style-type: none"> <li>• any court or alternative dispute resolution Proceedings that are taking place, pending or threatened (either in Australia or overseas) concerning the Respondent</li> <li>• any investigations, or the subject of any court proceedings that the Respondent is subject to in relation to a possible or actual breach of any legislation, or any previous breach of any legislation within the past two (2) years</li> <li>• any material breach in the past three (3) years, or current material breach, of any law, regulation or code that would be relevant to any resultant Head Agreement</li> <li>• areas in which the Respondent provides an economic benefit to the Australian Economy;</li> <li>• whether the Respondent is a 'relevant employer' under the <i>Workplace Gender Equality Act 2012</i> (Cth) (and if 'Yes', upload their letter of compliance)</li> <li>• whether the Respondent is a 'Reporting Entity' for the purpose of the Payment Times Procurement Connected Policy</li> <li>• Whether the Respondent has the capability to deliver and receive e-invoices through the PEPPOL framework, and if e-invoicing is the Respondent's preferred method of payment.</li> </ul> |
| Offered Services                        | <p>This section requires the Respondent to detail its service offerings. Refer to <b>Schedule 2 of Attachment C – Head Agreement</b> of this RFT.</p>  |

OFFICIAL

Attachment D – Information and Guidance about the Tender Response Questionnaire  
 People Panel – Phase 2: Labour Hire

|                          |   |
|--------------------------|---|
| Evaluation Criteria      | Refer to <b>Attachment E – Evaluation Criterion 1 – Capability</b> and <b>Attachment F – Evaluation Criterion 2 – Capacity</b> of this RFT.   |
| Pricing                  | Refer to <b>Attachment G – Price</b> of this RFT.<br>This section also requires the Respondent to detail any discount applied to the value of an order. Refer to Clause 6 of Schedule 3 (Pricing) to the Head Agreement – <b>Order Value Discounts</b> of this RFT.   |
| Respondent's Declaration | This section provides the Respondent's declaration. The Authorised Representative is required to: <ul style="list-style-type: none"> <li>• confirm that they have the authority to make the declaration on behalf of the Respondent</li> <li>• include their name and the date the declaration is made</li> <li>• upload a scanned image of their signature.</li> </ul> |
| Final Step               | This section provides the option for Respondents to review their answers to the questionnaire and either amend or submit.   |

OFFICIAL