

INVITATION TO OFFER NO. <<insert ITO No.>>

For the provision of <<insert description>>

SECTIONS 1- 5

Version 005 – dated 1 July 2012

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SECTION 1 – INVITATION TO OFFER DETAILS

Offers are invited by the State of Queensland (acting through the <<insert name of department/agency>>) in relation to Invitation to Offer No. <<insert Invitation No.>> for the provision of <<insert brief description of Goods and/or Services>> as specified in the Invitation to Offer document.

Offers are to be submitted on the basis that they conform with the following:

- Section 2 - Conditions of Offer;
- Section 3 - Specifications; and
- Section 5 - Conditions of Contract.

Unless the context otherwise required or the contrary intention appears, terms defined in the Conditions of Offer Version 004 – dated 1 July 2012 have the same meaning when used in the Invitation.

Item 1	Eligible Customer (clause 1.1 of Conditions of Offer):
	<p>State of Queensland (acting through) <<insert name of Government department, agency or shared service provider>></p> <p>OR</p> <p><<insert name of other entity, if not the State of Queensland>></p> <p>ACN/ABN:<<insert Eligible Customer's ACN/ABN>></p>
Item 2	Closing Date (clauses 1.1, 7.3(d) and 8.5 of Conditions of Offer):
	<<insert the time and date by which Offers must be received>> (Queensland time)
Item 3	Contact Officer (clause 1.1 and 7.3 of Conditions of Offer):
	<p>The Eligible Customer's Contact Officer for the Invitation:</p> <p>Name: <<insert name of Contact Officer>></p> <p>Position Title: <<insert position title of Contact Officer>></p> <p>Agency: <<insert name of Eligible Customer>></p> <p>Email: <<insert email address of Contact Officer>></p>
Item 4	Confidential Information (clauses 1.1 and 12 of Conditions of Offer):
	<p><<Eligible Customer to specify if any parts or information contained within the Invitation are confidential>></p> <p><<If "YES", specify the areas which will be confidential>></p> <p><<If "NO", specify "Not Applicable">></p>
Item 5	Offer Validity Period (clause 3 of Conditions of Offer)
	Offers must remain valid for a minimum period of <<insert number of days>> days after the Closing Date.
Item 6	Lodgement of Offer (clause 8.1 of Conditions of Offer) [HARD COPY OFFER ONLY] :
	<p>Offers submitted in response to the Invitation will be accepted by the Eligible Customer via Hard Copy:</p> <p style="text-align: center;">Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If YES: Offerors are required to submit one original and <<insert number of copies required>> of their Offer. The following information MUST be identified on the front of the sealed envelope:</p> <p><<insert details>></p> <p>and addressed to:</p> <p><<insert postal address>></p> <p>OR</p> <p><u>If delivered by hand/courier ONLY:</u></p> <p><<insert physical address>></p> <p><<if applicable, insert packaging requirements>></p> <p>If NO: please refer to item 7 or 8 of Section 1, as applicable.</p>

Item 7 Lodgement of Offer (clause 8.2 of Conditions of Offer) **[ELECTRONIC OFFER ONLY]:**

Offers submitted in response to the Invitation will be accepted by the Eligible Customer via the Queensland Government e-Tendering website:

Yes No

If **YES**: Offers must be in the following software package: <<insert software package by which the Response Forms are to be submitted>>. Failure to comply with this requirement may result in a non-conforming Offer.

When downloading the Invitation and/or submitting an Offer, Offerors must use the Queensland Government e-Tendering website: www.tenders.qld.gov.au.

Offerors responding to a public Invitation must log in using their email address and system password, before uploading their Offer.

OR

Offerors responding to a select Invitation must first enter the Invitation access password provided by the Contact Officer, then log in using the email address and system password, before uploading their Offer.

If **NO**: Please refer to item 6 or 8 of Section 1, as applicable.

Item 8 Lodgement of Offer (clause 8.7 of Conditions of Offer) **[EMAIL AND/OR FACSIMILE]:**

Offers submitted in response to the Invitation will be accepted by the Eligible Customer via email and/or facsimile, as indicated below:

Yes No

If **YES**: Offers are to be emailed to <<insert email address>>, or
Offers are to be faxed to <<insert facsimile number>>.

If **NO**: Please refer to item 6 or 7 of Section 1, as applicable.

Item 9 Lodgement of Offer (clause 8.8 of Conditions of Offer):

The Eligible Customer will return documents to the Offerors who submitted a response to the Invitation:

Yes No

Item 10 Opening of Offers (clause 19.1 of Conditions of Offer):

Offers will be opened publicly:

Yes No

If **YES**: Offers will be publicly opened on the Closing Date at:

<<specify the location where Offerors can attend this opening>>

Item 11 Right to Information and Disclosure (clause 30.7 of Conditions of Offer):

The Eligible Customer's RTI Unit details are as follows:

RTI Co-ordinator: <<insert name of RTI co-ordinator>>

Agency: <<insert name of Eligible Customer>>

Address: <<insert Eligible Customer's postal address>>

Email: <<insert RTI co-ordinator's email address>>

Information regarding Right to Information can be found via www.qld.gov.au/right-to-information. Right to Information applications can be made on-line via <http://www.smartservice.qld.gov.au/services/information-requests/home.action>.

Item 12 Complaint Management (clause 31 of Conditions of Offer):

The Eligible Customer's Complaint Manager's details are as follows:

Name: <<insert name of Complaint Manager>>
Position Title: <<insert Complaint Manager's position title>>
Agency: <<insert name of Eligible Customer>>
Email: <<insert Complaint Manager's email address>>

Item 13 Proposed Timeframe:

The anticipated timeframes for the Invitation are:

Release to Market: <<insert date>>
Industry Briefing: <<insert date>>
Cut-off for acceptance of information/clarification questions: <<insert date>>
Closure of Invitation: <<insert date>>
Commence evaluation process: <<insert date>>
Post-offer negotiations: <<insert date>>
Award Contract: <<insert date>>
Contract commencement date: <<insert date>>
Contract completion date: <<insert date>>

The Eligible Customer reserves the right to alter the above dates throughout the Invitation Process should the need arise.

SECTION 2 – CONDITIONS OF OFFER

2.1 CONDITIONS OF OFFER

- 2.1.1 The Conditions of Offer Version 004 - dated 1 July 2012, along with any additional conditions of offer as detailed in clause 2.2, will govern the Invitation Process.
- 2.1.2 The Conditions of Offer Version 004 - dated 1 July 2012, can be located from the Department of Housing and Public Works' website: <http://www.hpw.qld.gov.au> under 'Supply and disposal/Government procurement' or via emailing the Contact Officer.
- 2.1.3 The Eligible Customer reserves the right to issue amended Conditions of Offer during the Invitation Process.
- 2.1.4 It is the responsibility of the Offeror to familiarise itself with the contents of the Conditions of Offer and Conditions of Contract.

2.2 ADDITIONAL CONDITIONS OF OFFER

- 2.2.1 <<insert any additional Conditions of Offer which are relevant to the Invitation>>
- 2.2.2 <<insert any additional Conditions of Offer which are relevant to the Invitation>>
- 2.2.3 <<insert any additional Conditions of Offer which are relevant to the Invitation>>
- 2.2.4 <<insert any additional Conditions of Offer which are relevant to the Invitation>>

SECTION 3 – SPECIFICATIONS

3.1 PURPOSE

<<Number all paragraphs>>

3.2 OBJECTIVES/SCOPE

<<Number all paragraphs>>

3.3 BACKGROUND

<<Number all paragraphs>>

3.4 REQUIREMENTS

<<Number all paragraphs>>

SECTION 4 – OFFER EVALUATION PROCESS & CRITERIA

4.1 EVALUATION PROCESS

4.1.1 The Offer evaluation process will involve an assessment of Offers received against the criteria listed below. The Eligible Customer reserves the right to short-list Offers during the evaluation process using the evaluation criteria contained below. The evaluation process may also involve discussions with Offerors, reference, financial and corporate checks, a demonstration from short-listed Offerors and site visit assessment.

4.2 EVALUATION CRITERIA

4.2.1 Offers received will be evaluated against the following criteria and weightings (if indicated). The weightings ascribed to each criterion will be applied consistently to Offers.

- <<insert evaluation criteria>>
- <<insert evaluation criteria>>
- <<insert evaluation criteria>>
- <<insert evaluation criteria>>
- <<insert evaluation criteria>>

4.3 RESPONSE FORMS

4.3.1 The Response Forms as contained within Section 6 have been included to allow Offerors to respond to the Invitation. It is a requirement of the Invitation that each Response Form be completed for each Offer submitted. Responses are limited to a maximum of <<insert no. of pages>> pages per Response Form. Offerors must ensure that the font, questions, numbering and headings of each Response Form are not altered in any way, unless consent has been granted by the Eligible Customer. Offerors who fail to comply with any of the above requirements may be considered to have submitted a non-conforming Offer.

SECTION 5 – CONDITIONS OF CONTRACT

5.1 CONDITIONS OF CONTRACT

- 5.1.1 The terms and conditions in the Conditions of Contract Version 004 - dated 1 July 2012 along with any additional conditions of contract as detailed in clause 5.2, will govern any Contract established as a result of the Invitation Process, unless otherwise specified in Schedule C – Additional Provisions.
- 5.1.2 The Conditions of Contract Version 004 - dated 1 July 2012 can be located from the Department of Housing and Public Works' website: www.hpw.qld.gov.au under 'Supply and disposal/Government procurement' or via emailing the Contact Officer.
- 5.1.3 The Eligible Customer reserves the right to issue amended Conditions of Contract prior to entering into a Contract with the Successful Offeror, as and when required.

5.2 ADDITIONAL CONDITIONS OF CONTRACT

- 5.2.1 <<insert any additional Conditions of Contract which are relevant to the proposed Contract>>
- 5.2.2 <<insert any additional Conditions of Contract which are relevant to the proposed Contract>>
- 5.2.3 <<insert any additional Conditions of Contract which are relevant to the proposed Contract>>
- 5.2.4 <<insert any additional Conditions of Contract which are relevant to the proposed Contract>>