Proposal Template & Supplier Details, Declarations and Authorisation Form

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| **Project methodology /approach (Max 2 pages) – Criteria 1** | | | |
| *Detail the approach and methodology you would take in delivering the scope of services, including a timeline, deliverables, and estimate of time for completion for the core activities (Refer to Attachment 1 - Project scope, section 4).* | | | |
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| **Deliverable/Milestone** | **Brief summary of activities** | **Start date** | **End date** |
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| **Capability and key personnel (max 1 page) – Criteria 2** |
| *Detail the capabilities of your organisation and project lead for the coordination role. Demonstrate your experience and capability in delivering programs/of a similar size scope. (Refer to Attachment 1 - Project scope, section 5).*  *Include CV documents as attachments (maximum 2 pages) for key project lead and any subcontractors.* |
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| **Commitment to sustainability and community benefits (max 1/2 page) - Criteria 3**  *Describe what your organisation does in the way of sustainable operations that offer economic and social benefits for reef communities? (Refer to Attachment 1 - Project scope, section 6).* |
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| **Fee estimate and value for money (max 1/2 page) – Criteria 4** | | | |
| *Describe how the consultancy will deliver value for money. (Refer to Attachment 1 - Project scope, section 7).* | | | |
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| *Provide an itemised budget for the delivery of the Project detailing the proposed project fee, including specification on how the fee is calculated, any co-contributions or pro bono support provided.* | | | |
| ***Expense item*** | ***Total funding request*** | ***Total co- contributions \**** | ***Description of budget items*** |
| **Staff salary – project management** |  |  |  |
| **Consultant or contractor costs** |  |  |  |
| **Operating costs**  **(Costs for project delivery - may be printing, meetings, events, etc).** |  |  |  |
| **Project administration (10% maximum)** |  |  |  |
| ***TOTAL ($) – excl. GST*** |  |  |  |

*\*Please record the co-contributions and indicate the source of this funding. Co-contribution is an investment that is cash or a contractually recognised in-kind services/expenses such as; staff salary, volunteer time, specialist advisory, landholder time for events and work, administration costs (electricity, water, gas etc), building costs (meeting rooms, office, labs) and equipment.*

*In-kind support can include:*

* *volunteer time (valued at $50.38/hour as per Queensland replacement cost using ABS figures)*
* *partner support*
* *external support*

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| **Supplier Details, Declarations and Authorisation Form** | | | |
| Supplier’s business name |  | | |
| ACN/ABN |  | | |
| Address |  | | |
| Postal address |  | | |
| Contact person and phone number |  | | |
| Email address |  | | |
| Supplier is an Indigenous owned business (>51%) | Yes  No | | |
| Insurances | The Foundation requires the Supplier to hold the insurances listed below. Does your organisation hold or is willing to hold the required insurances: | | |
| Public Liability (minimum $20,000,000 per occurrence); | | Yes  No |
| Professional Indemnity (minimum $10,000,000) | | Yes  No |
| Workers’ Compensation insurance | | Yes  No |
| Conflict of Interest Declaration | In submitting this Proposal, the Supplier acknowledges and warrants that to the best of their knowledge and belief, and subject to any disclosures detailed below: | | |
| 1. no family, business or pecuniary relationships exist between the Applicant and GBRF; 2. neither the Supplier not its officers, employees, contractors or family members have: 3. engaged in any unethical behaviour or sought and/or obtained an unfair advantage; or 4. received or will receive any pecuniary in in-kind advantage from any other Applicant.   In relation to the Request for Proposal process:   1. no officer, employee, contractor or family member associated with the Supplier is or has been engaged by GBRF in a position or role that in any way related to the Request for Proposal; 2. no officer, employee, contractor or family members associated with GBRF has been offered any benefit or inducement associated with this Proposal, including any offer relating to employment; and 3. other than specified below, neither the Supplier nor any of its officers, employees, contractors or family members have or are likely to have any Conflict of Interest.   The Supplier further undertakes to immediately notify GBRF in writing if any warranty contained in this Proposal becomes, or may become, incorrect. | | |
|  | Are there any Conflicts of Interest to declare? | | |
| ☐ No | ☐ Yes | |
| Please outline any details of any actual, perceived or potential conflicts of interest that exist or may arise in connection with the provision of technical services: | |
| Please detail how you propose the Conflict should be managed/resolved: | |
| Key Personnel Declaration | By checking the box, the Supplier confirms all Key Personnel are: | | |
| 1. not a person who is an undischarged bankrupt; 2. not a person who has in operation a composition, deed or arrangement with his or her creditors under the law relating to bankruptcy; 3. not a person who has suffered final judgement for a debt and the judgement has not been satisfied; 4. not a person who has been convicted of an offence within the meaning of paragraph 85ZM(1) of the Crimes Act 1914 (Cth) Part VIIC; and 5. not a person who is or was a Director or occupied an influential position in the management or financial administration of an organisation that has failed to comply with the grant requirements or obligations owed to the Commonwealth. | | |
| If any of the above criteria do apply to Key Personnel, applicants must provide details below: | | |
| **Authorisation** | As a duly authorised officer of the Supplier, I certify that in submitting this:   1. I have the required authority to submit the Proposal on behalf of the Supplier and to bind the Supplier to this Proposal; 2. I have read, understood and complied with the ‘Proposal Requirements’ of the Request for Proposal; 3. I have completed the Conflict of Interest Declaration and Key Personnel Declaration and, to the best of my knowledge, the information provided is complete and correct; 4. I undertake to immediately notify GBRF, in writing, if any information provided in this Form becomes, or may become, inaccurate; and 5. The Proposal is an accurate and complete account of our Offer.   *By submitting this application form you agree that your information will be used in accordance with* [*GBRF’s Privacy Policy*](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.barrierreef.org%2Fresources%2Fprivacy-policy&data=04%7C01%7C%7Caa06ed1219334eba42d908d9f8107811%7C8d01dd1f4b204406a0478d15797ba229%7C0%7C0%7C637813571894639204%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=0Ey7YDqqS%2FgEiJWCWxgGmqt7cVkw%2BZ7DkhH%2FTWYW2Vo%3D&reserved=0)*.* | | |
| Name | | |
| Position | | |