



**Request for Tender**

**TPA National Expert Panel**

**for the**

**Australian Institute for Teaching and School Leadership Limited**

**Lodgement of Tenders**

**Tenders must be lodged by email only to:** [procurement@aitsl.edu.au](mailto:procurement@aitsl.edu.au)

**Subject:** Request for Tender 18-005 TPA National Expert Panel

**Attention:** Veronica Daffey – Senior Project Officer, ITE

**Tender Closing Time and Date:** 9:00AM AEST, 12 September 2017

## Table of Contents

SECTION A - INTRODUCTION	4
1. Background	4
2. AITSL procurement policy	4
3. Structure of this Request for Tender	5
4. Request for Tender	5
4.1 Goods and Services Required	5
4.2 Procurement Purpose	5
SECTION B - CONDITIONS OF TENDER	6
5. Preparation and Lodgement of Tenders	6
5.1 Further information - Requests from potential respondents to AITSL	6
5.2 Lodgement of tenders	6
5.3 Ownership of tender documents	6
5.4 Alterations and amendments to tenders	7
5.5 Corrections to Tender	7
5.6 Supporting material	7
5.7 Modification or withdrawal of Request for Tender	7
5.8 Tender to remain open	7
5.9 RFT timeframe	8
6. Tender Requirements	8
6.1 Profile of respondent	8
6.2 Further Information – Requests from AITSL to respondents	8
6.3 Statement of compliance	8
6.4 Service related issues	9
6.5 Insurance	9
6.6 Referees	9
6.7 Panel Agreement	9
6.8 Intellectual Property Rights	9
6.9 Language and measurement	9
6.10 Pricing	10
6.11 GST and other Government taxes, duties and charges	10
6.12 Privacy	10
7. Assessment of Tenders	10
7.1 Assessment criteria	10
7.2 Assessment methodology	11
7.3 Supplier appointment	11
8. Participation in the RFT	11
8.1 Respondents to inform themselves	11
8.2 Respondents Costs	12
8.3 No Contract	12
8.4 Limited Liability	12
8.5 Confidentiality	12
8.6 Public Statements	13
9. Non-Conforming Tender	13
9.1 Non-conforming Tender	13
9.2 Non-conforming Agreement	13
9.3 Agreement unless notified otherwise	13
10. Acceptance and Rejection of Tenders	13
10.1 AITSL to act at its discretion	13
Request for Tender 18-005 TPA National Expert Panel	2

10.2 Discussion of Tenders .....	14
10.3 Acceptance of Tender .....	14
SECTION C – STATEMENT OF REQUIREMENT	15
11. Objectives of the project.....	15
12. Background to the project.....	15
13. Context.....	15
14. Program content and delivery.....	15
15. Program size and cost .....	16
16. The tender .....	16
ATTACHMENT 1: RESPONSE FORMS	17
ATTACHMENT 2: COMPLIANCE CHECKLIST	18
ATTACHMENT 3: DECLARATION BY RESPONDENT	22
ATTACHMENT 4: DRAFT PANEL AGREEMENT	24

# Section A - Introduction

## 1. Background

The Australian Institute for Teaching and School Leadership (AITSL) provides national leadership for the Australian, State and Territory Governments in promoting excellence so that teachers and school leaders have the maximum impact on student learning in all Australian schools.

AITSL is a public company limited by guarantee, established under the *Commonwealth Corporations Act 2001* and subject to the provisions of the *Public Governance, Performance and Accountability Act 2013*. It is funded by the Australian Government and the Minister for Education and Training is the sole member of the company. AITSL operates under its own constitution, with decisions made by an independent board of directors.

AITSL conducts its business in accordance with the following operating principles:

- Adopting a national perspective
- Engaging with stakeholders, including the profession
- Catalysing action
- Focusing on quality initial teacher education, teaching and school leadership
- Collaborating and communicating
- Building and using an evidence base.

Further information is available at [www.aitsl.edu.au](http://www.aitsl.edu.au)

'AITSL' means the Australian Institute for Teaching and School Leadership Limited.

## 2. AITSL procurement policy

AITSL's procurement policy encompasses the whole process of procuring goods and services. It begins when a need has been identified and a decision has been made on the procurement requirement. Procurement continues through the processes of risk assessment, seeking and evaluating alternative solutions, the awarding of a contract, delivery of and payment for the goods and services and, where relevant, ongoing contract management and consideration of disposal of goods.

The policy has been developed to enhance efficient, effective and ethical purchasing and applies to all purchases made by or on behalf of AITSL.

AITSL will apply the following basic principles to procurement activities:

- Ensuring value for money
- Encouraging competition
- Efficient, effective, economical and ethical procurement
- Accountability and transparency in procurement
- Managing procurement risk
- Conducting a comprehensive approach to procurement.

AITSL's procurement policy is guided by the Commonwealth Procurement Rules under the *Public Governance, Performance and Accountability Act 2013*.

### **3. Structure of this Request for Tender**

This Request for Tender (RFP) document is structured in the following manner:

- |                     |   |
|---------------------|---|
| <b>Section A</b>    | The Introduction, which provides respondents with background on AITSL and its objectives, the objectives of the AITSL procurement policy, a summary of the structure of the RFT document and a disclaimer.                                |
| <b>Section B</b>    | The Conditions of Tender, which provides respondents with guidance on preparing a tender, advice about information that respondents should include, and the evaluation criteria should enable a full and fair assessment of the proposal. |
| <b>Section C</b>    | The Statement of Requirement, which provides respondents with a brief background to this RFT, and details of the services being sought, together with minimum requirements for support and delivery.                                      |
| <b>Attachment 1</b> | This provides respondents with Response Forms on which they may supply information sought in this RFT.  |
| <b>Attachment 2</b> | A Compliance Checklist to assist respondents to submit compliant offers. Respondents are to return the completed Compliance Checklist to address the requirements of this RFT.  |
| <b>Attachment 3</b> | The Declaration by Respondents in which respondents declare that the information contained in their proposal is true, and which respondents must complete, and sign, and return with their proposals.                                     |
| <b>Attachment 4</b> | The Draft Panel Agreement, which is provided as an indication of the terms and conditions likely to apply, and generally will constitute the document to be signed by AITSL and the successful respondent.                                |

### **4. Request for Tender**

#### **4.1 Goods and Services Required**

This Request for Tender is for the provision of services as outlined in Section C – Statement of Requirements.

#### **4.2 Procurement Purpose**

The purpose of the Request for Tender is to obtain capability, costing, pricing and general information on potential suppliers to AITSL, to determine the supplier most capable of providing the Goods and/or Services and to seek from the respondent offers for the provision of the Goods and/or Services, which AITSL may accept.

## **Section B - Conditions of Tender**

### **5. Preparation and Lodgement of Tenders**

#### **5.1 Further information - Requests from potential respondents to AITSL**

5.1.1 Inquiries by potential respondents for further information, or queries regarding the RFT should be directed to:

Kristen Casanova

Manager, Initial Teacher Education

Australian Institute for Teaching and School Leadership (AITSL)

T: 03 9944 1214

E: [Kristen.Casanova@aitsl.edu.au](mailto:Kristen.Casanova@aitsl.edu.au)

5.1.2 Answers to requests by potential respondents for further information may be given orally or by written notice (including by faxed notice or by email) from AITSL, at its sole discretion.

5.1.3 Where, in the opinion of AITSL, further information provided to one potential respondent should be provided to all potential respondents, such information will be given the same distribution as the original RFT.

#### **5.2 Lodgement of tenders**

5.2.1 Tenders must be lodged before the tender closing time and date.

5.2.2 Tenders must be submitted in electronic form (PDF file format) to [procurement@aitsl.edu.au](mailto:procurement@aitsl.edu.au)

5.2.3 Late tenders, subject to the following paragraphs, will not generally be accepted.

5.2.4 Tenders lodged after the tender closing time specified in paragraph 5.2.2 will be taken to be "late tenders". Late tenders will be registered separately and may be excluded from the assessment process at the discretion of AITSL.

5.2.5 Following notification that its submission has failed to meet the tender closing time in and is deemed to be a late tender, the relevant respondent may be asked to provide explanatory evidence in an appropriate form for consideration by AITSL.

5.2.6 The circumstances surrounding submission and receipt of the late tender will form the basis of the judgement on its admission to, or exclusion from, the assessment process. The most important issue from the perspective of probity is whether the late respondent is likely to have had an opportunity to obtain some unfair advantage from late submission.

5.2.7 A number of factors may be taken into account in deciding whether to accept late tenders. The following list provides an indication of some relevant considerations:

- a. how late the tender is
- b. the reasons given for lateness and evidence available
- c. the length of time allowed for the preparation of the tender
- d. evidence of unfair practices.

#### **5.3 Ownership of tender documents**

5.3.1 All tender documents will become the property of AITSL upon lodgement.

5.3.2 Intellectual property rights in the tender do not pass to AITSL with the property in the tender itself. However, by submission of the tender, the respondent licences AITSL to use, copy, extract or otherwise deal with all or any part of the tender document to the extent necessary to conduct an efficient selection process.

#### **5.4 Alterations and amendments to tenders**

5.4.1 Tenders containing alterations or erasures; handwritten amendments which are not initialled; or information which is not clear or legible, may be excluded from the evaluation process.

5.4.2 The respondent must initial any alteration made to a tender.

#### **5.5 Corrections to Tender**

5.5.1 If a respondent becomes aware of an error or omission in its tender and wishes to lodge a correction or additional information, the material must be lodged with AITSL in writing before the tender closing time.

5.5.2 AITSL is not obliged to consider a correction of additional information received after the tender closing time.

#### **5.6 Supporting material**

5.6.1 The respondent may provide such supporting material with their tender, as the respondent considers appropriate. Such material may be considered by AITSL, in its sole discretion.

5.6.2 Supporting material must be provided by the deadline set for lodgement of tenders, unless specifically requested by AITSL subsequent to that date.

5.6.3 The submission of supporting material, except where requested by AITSL, must be clearly indicated in the formal tender, and must include the relevant document name, chapter and page reference where the material can be found.

5.6.4 Packages containing supporting material must be clearly labelled "Supplementary Information - RFT AITSL".

5.6.5 Unsolicited supporting material received after the lodgement date will not be taken into account in the evaluation of tenders.

5.6.6 Material presented as supporting material, but which effectively alters the formal tender, will not be taken into account in the evaluation of tenders.

#### **5.7 Modification or withdrawal of Request for Tender**

5.7.1 If AITSL decides to withdraw, modify, correct, clarify or otherwise vary the RFT prior to the tender closing date, it may do so by means of a written notice to the respondent ("Notice to respondents").

5.7.2 Any Notice to Respondents issued by AITSL will be sent to all respondents prior to the tender closing date and will form part of the RFT.

#### **5.8 Tender to remain open**

5.8.1 A tender made in response to this RFT will remain open for acceptance for a period of six months from the closing date of this RFT.

5.8.2 An unsuccessful tender will expire on receipt by the respondent of written notification from AITSL that its tender was unsuccessful.

## **5.9 RFT timeframe**

5.9.1 The timeframe proposed for the RFT process is as follows:

- |                                    |                          |
|------------------------------------|--------------------------|
| a. closure of RFT                  | 12 September 2017        |
| b. completion of tender assessment | 19 September 2017        |
| c. completion of negotiations      | Anticipated 25 September |
| d. commencement of Panel Agreement | Anticipated 25 September |

5.9.2 Respondents are advised that they may be required to make a presentation as part of the tender assessment process.

5.9.3 Respondents are advised that the timeframe is indicative only.

## **6. Tender Requirements**

### **6.1 Profile of respondent**

6.1.1 Respondents will provide, in the appropriate response form at Attachment 1, the following information as part of their tenders:

- a. full legal name of respondent (individual or organisation)
- b. any trading or business name
- c. if a company:
  - i. registered office
  - ii. principal place of business and address
  - iii. date and place of incorporation
- d. if registered for business purposes in Australia, the ABN and ACN
- e. individual shareholders holding 5% or more of any issued share capital
- f. any related entity within the meaning of the Corporations Act
- g. particulars of any petition, claim, action, judgement or decision which would be likely to affect adversely the respondent's capacity to provide the requirement
- h. for each respondent (or respondent's nominees):
  - i. statement describing any current affiliations with Australian ITE providers
  - ii. insurance as described in Draft Panel Agreement, clause 26.
  - iii. respondent's Resume
  - iv. responses to the Capacity, Quality and Capability selection criteria (clause 7.1).

### **6.2 Further Information – Requests from AITSL to respondents**

6.2.1 Each respondent will nominate a person to answer any queries that may arise during the examination of tenders. The name, title, address, email address, telephone and facsimile numbers of that person must be included in the Declaration by respondents at Attachment 3.

6.2.2 Where it is necessary for AITSL to direct specific queries to respondents during the assessment process, the respondent may be requested to respond in writing to such queries and must do so within three working days. The assessment process will not be delayed by late responses. Where answers to specific queries are not provided promptly, assessments will be based on the information provided in tenders.

### **6.3 Statement of compliance**

6.3.1 Respondents will provide a statement of compliance that addresses each clause of the RFT and the Draft Panel Agreement. Respondents must complete and return the Compliance Checklist at Attachment 2.

- 6.3.2 Where there is no response to a clause, the respondents will be deemed, for evaluation purposes, as not complying.
- 6.3.3 Where respondents wish to place conditions upon complying with individual clauses (partial compliance), or do not wish to comply with a clause (non-compliance), respondents should detail the extent of and reasons for such partial or non-compliance.
- 6.3.4 As partial or non-compliance will be considered during the evaluation of tenders, any significant non-compliance with the terms and conditions of this RFT and Draft Panel Agreement may render a tender ineligible for further consideration.

#### **6.4 Service related issues**

- 6.4.1 Respondents will ensure that their responses provide AITSL with details and information sufficient to assure AITSL that:
- a. service levels being offered by the respondent will meet AITSL's requirements for the provision of services and deliverables, delays and approval of deliverables throughout the life of the Panel Agreement as specified in clauses 5, 10 and 11 of the Panel Agreement.

#### **6.5 Insurance**

- 6.5.1 The successful respondent will be required to have appropriate insurance in place, including (without limitation) professional indemnity insurance, public liability insurance, property damage insurance, public liability insurance and workers compensation insurance.
- 6.5.2 As part of their RFT, respondents must detail the insurance they do have in place, or will have in place, if chosen as the successful tenderer.

#### **6.6 Referees**

- 6.6.1 Respondents should provide the details of at least three referees as part of their RFT.

#### **6.7 Panel Agreement**

- 6.7.1 The terms and conditions on which AITSL intends to engage with the successful tenderer (if any) will be in accordance with Attachment 4 (Draft Panel Agreement).

#### **6.8 Intellectual Property Rights**

- 6.8.1 The Draft Panel Agreement provided with these materials (Attachment 4) contains, in clause 16, AITSL's standard arrangements with respect to contractual intellectual property rights.
- 6.8.2 Respondents should familiarise themselves with these requirements. It is essential that the tender acknowledge this section of the Draft Panel Agreement, and that respondent's make it clear if the proposed arrangements are not acceptable to them.
- 6.8.3 A statement that the proposed intellectual property rights requirements are unacceptable will not disqualify a tender. It will indicate to AITSL that negotiation of this issue would be necessary before any contract with a particular respondent could be finalised.

#### **6.9 Language and measurement**

- 6.9.1 The tender, including all attachments and supporting material, must be written in English. Unless otherwise specified in the statement of requirement, measurement must be expressed in Australian legal units of measurement.

## 6.10 Pricing

- 6.10.1 Offered prices must be in Australian currency and exclude GST.
- 6.10.2 Tendered prices should include all charges necessary and incidental to the proper delivery of the Goods and/or Services.
- 6.10.3 Prices should be fixed for the duration of the contract.

## 6.11 GST and other Government taxes, duties and charges

- 6.11.1 The basis of Australian tax that will apply to a contract entered as a result of success under this RFT is that governed by Australian GST tax legislation, as amended from time to time. Invoicing and receipting procedures for the supplies will be in accordance with *A New Tax System (Goods and Services Tax) Act 1999* (the 'GST Act').
- 6.11.2 Respondents are advised that, subject to paragraph 6.11.1 above, all other taxes, duties and charges imposed or levied in Australia or overseas in connection with the performance of a contract, executed as a result of success under this RFT, must be borne by the successful respondent.

## 6.12 Privacy

- 6.12.1 Respondents are advised that, under the terms and conditions of the Draft Panel Agreement in Attachment 4, the successful Supplier will be required to take all reasonable measures and procedures in regard to compliance with the use of any personal Information obtained, acquired or provided while under any contract to accord with the provisions of the *Privacy Act 1988 (Cth)*, as amended from time to time.

## 7. Assessment of Tenders

### 7.1 Assessment criteria

- 7.1.1 Respondents are advised that the criteria listed below, which are not in order of priority, will be applied in the assessment of tenders.
- 7.1.2 Respondents must ensure that, where a response is required to a specific criterion below or elsewhere in the RFP, their tenders comprehensively address that criterion.

No.	Criteria
1	<b>Capacity</b> A demonstrated capacity to provide the project deliverables to a high standard within the required timeframes specified in the Statement of Requirement (Section C), with details of any assumptions or constraints in achieving those deliverables, and with timeframes expressly stated
2	<b>Capability</b> AITSL is seeking applications from <u>individuals and organisations</u> , with the nominees possessing specialist expertise in one or more of the following areas: <ul style="list-style-type: none"><li>a. expert knowledge of the design and delivery of all aspects of initial teacher education, including in the context of accreditation</li><li>b. technical expertise in statistical data analysis including expertise on standard setting methodology and the development of scoring strategies</li><li>c. assessment expertise and an understanding of how to establish reliability and validity</li></ul>

	<p>d. expert knowledge in the implementation and monitoring of assessments to ensure ongoing fidelity</p> <p>e. ability to work effectively with AITSL and key stakeholders within tight timeframes and to the required standard for the provision of services and deliverables.</p>
<b>3</b>	<p><b>Quality</b> Quality of the tender, including responses to the Capability criteria as specified above (Section B, clause 7.1.2, No.2). Inherent risks and conflict of interest, and how the risks and conflicts can be managed.</p>
<b>4</b>	<p><b>Compliance</b> Degree of compliance with the requirements of this RFT including the Statement of Requirement and Draft Panel Agreement.</p>
<b>5</b>	<p><b>Whole of project cost</b> All costs, fees, allowances and charges associated with the project will be taken into account.</p>

## **7.2 Assessment methodology**

7.2.1 The assessment of tenders will be undertaken by a selection panel and will be against the criteria listed in clause 7.1.2. The basis of the assessment will be to determine which tender represents best value for money for AITSL.

7.2.2 AITSL reserves the right to seek further information from, or to enter into negotiations with, one or more respondents prior to finalising the appointment of the Supplier, without notifying other respondents.

7.2.3 Best and final offers may be sought before entering into any contract but should not be relied on for any submission to this RFT.

7.2.4 Respondents will be notified in writing of the selection decision.

## **7.3 Supplier appointment**

7.3.1 AITSL proposes to appoint more than one Supplier.

## **8. Participation in the RFT**

### **8.1 Respondents to inform themselves**

8.1.1 Although AITSL has attempted to provide reliable information in this RFT, it gives no warranty as to the accuracy, completeness and sufficiency of any information given to respondents whether verbally or in writing. The tender submitted by the respondent will be deemed for all purposes to have been based upon the respondent's own investigations and determinations, and AITSL (and its directors, employees, agents, consultants, advisers or Suppliers) accepts no responsibility for the respondent relying on the contents of this RFT or any other statements made, or information provided by, or on behalf of, AITSL.

8.1.2 The onus is on the respondent to fully inform itself of all conditions and the contents of this RFT at its own cost and expense, before submitting a tender.

8.1.3 Respondents must specifically respond in order to every condition, statement of requirement and query raised in the RFT.

8.1.4 Respondents are considered to have examined the RFT and any documents referred to in the RFT and any other information made available in writing by AITSL to respondents for the purpose of responding and satisfied themselves as to the correctness and sufficiency of their tenders including proposed prices.

8.1.5 AITSL will not accept responsibility for any misunderstanding arising from the failure by a respondent to comply with the statement of requirement or arising from any ambiguity contained in the respondent's offer. Respondents are encouraged to contact the person identified in section 5.1.1 of this RFT if they have any queries.

8.1.6 Where proforma documents have been provided, tenders should conform to the proforma. Where no proforma has been provided, tenders should be clear, concise and relevant.

## **8.2 Respondents Costs**

8.2.1 All expenses incurred by a respondent in connection with this RFT, including (without limitation) preparing and lodging a tender, providing AITSL with further information, attending interviews, giving presentations and participating in any subsequent negotiations, are the sole responsibility of the respondent.

8.2.2 For the avoidance of doubt, in no circumstances with AITSL be responsible for any costs incurred by a respondent in preparing a tender or associated expenses related to the RFT.

## **8.3 No Contract**

8.3.1 Nothing in this RFT or in any tender or the submission of the tender (in part or together) is to be construed to create any binding contract or other legal relationship (express or implied) between AITSL and any respondent.

8.3.2 No contract will be created until a formal written contract is executed by AITSL.

## **8.4 Limited Liability**

8.4.1 In the event a court finds there to be a contract between AITSL and a respondent regarding the conduct of this RFT process, contrary to clause 8.3.1, the respondent acknowledges that AITSL's liability for any breach of the terms of such contract is limited to the respondents costs of participation in the RFT process, and does not include liability for any lost profit, lost opportunity or any other losses of the respondent.

## **8.5 Confidentiality**

8.5.1 Respondents are advised that AITSL is not subject to the *Freedom of Information Act 1982* (FOI) (Cth); however, the company will keep response information supplied and identified as 'confidential'.

8.5.2 AITSL must comply with legal processes and court orders that provide for the release of documents.

8.5.3 The RFT and any other information given to the respondent (together, "Information") must not be used for any purpose other than the preparation of the tender and may not be disclosed or released to any other party other than for the explicit purpose of assisting the respondent prepare its tender. The respondent must ensure that any employee, agent, consultant, adviser or Supplier to it, or any other person to whom it supplies information, will be bound to ensure the Information remains confidential

8.5.4 The respondent must not copy or reproduce any Information except when, and then only to the extent reasonably necessary for the purpose of, preparing and submitting a tender.

## **8.6 Public Statements**

- 8.6.1 Respondents must not make any public statements (including without limitation providing information or documents for publication in any media) in relation to this RFT or any subsequent contract arising out of this RFT, without AITSL's prior written approval.

## **9. Non-Conforming Tender**

### **9.1 Non-conforming Tender**

- 9.1.1 Provided that a respondent has submitted a tender which conforms to the requirements of the RFT, the respondent may make recommendations to AITSL on alternative non-conforming tenders. Alternative tenders must be marked 'Alternative non-conforming Tender' and the Supplier must clearly state:
- a. the reasons for departures from the conforming tender;
  - b. the advantages to AITSL of the non-conforming alternative; and
  - c. the effect on the contract price.

### **9.2 Non-conforming Agreement**

- 9.2.1 If a respondent identifies terms in the draft contract (Attachment 4) which it considers to be inappropriate to its non-conforming tender, the respondent may, in submitting a non-conforming tender:
- a. list the terms which it considers to be inappropriate to its non-conforming tender;
  - b. provide a mark-up of the draft contract indicating how it would seek to amend the terms which it considers to be inappropriate;
  - c. provide clearly stated written reasons as to why the respondent believes the relevant terms to be inappropriate; and
  - d. identify what benefits AITSL may receive in agreeing to the proposed deviations from AITSL's standard terms and conditions contained in the draft contract.

### **9.3 Agreement unless notified otherwise**

- 9.3.1 Unless a respondent specifically notes any proposed deviations to the draft contract in accordance with the requirements of this section, it will be taken to have agreed to the terms outlined in the draft contract.

## **10. Acceptance and Rejection of Tenders**

### **10.1 AITSL to act at its discretion**

- 10.1.1 AITSL reserves the unconditional right, at its sole discretion, to:
- a. reject any or all tenders or to waive non-conformances in tenders;
  - b. not to appoint any respondent as the Supplier;
  - c. accept all or any part of a particular tender (including, for example, accepting different tenders in relation to different aspects of the Goods and Services);
  - d. accept any particular tender submitted by any respondent even though the pricing or some other aspect specified in that tender may not be as favourable as some other tender;
  - e. review, evaluate and dispose of any tender as it sees fit; and
  - f. suspend or discontinue, temporarily or permanently, the RFT process at any time and for any reason.

Whilst AITSL will endeavour to give reasons, where appropriate, for undertaking any of the actions specified in paragraphs (a) – (f) above it will be under no obligation to do so.

## **10.2 Discussion of Tenders**

- 10.2.1 Respondents or their representatives may be requested to present and/or discuss the details of their tender during the evaluation process, and if so requested must endeavour to make themselves available for this purpose.
- 10.2.2 AITSL reserves the right to discuss specific terms with respondents prior to the finalisation of the RFT process.
- 10.2.3 AITSL reserves the right to enter into parallel negotiations with multiple respondents following the tender closing date with a view to finalising an agreement with one or more of them.

## **10.3 Acceptance of Tender**

- 10.3.1 A tender will not be deemed to have been accepted by AITSL, unless and until the parties have both executed a written agreement.

## Section C – Statement of Requirement

### 11. Objectives of the project

11.1 The objectives of the project is to establish a Teaching Performance Assessment National Expert Panel (TPA Panel).

### 12. Background to the project

12.1 This project is funded by the Australian Institute for Teaching and School Leadership (AITSL). AITSL was formed to provide national leadership for the Commonwealth, state and territory governments in promoting excellence in the profession of teaching and school leadership with funding provided by the Australian Government.

The Australian Government's response to the Teacher Education Ministerial Advisory Group (TEMAG) report *Action Now: Classroom Ready Teachers*, tasked AITSL with a number of responsibilities, including a robust assessment of graduates to ensure classroom readiness.

The requirement for rigorous, valid and reliable assessments of teaching performance is outlined in Program Standard 1.2 of the *Accreditation of initial teacher education programs in Australia: Standards and Procedures 2015* (Standards and Procedures, see <https://www.aitsl.edu.au/tools-resources/resource/accreditation-of-initial-teacher-education-programs-in-australia---standards-and-procedures>).

### 13. Context

13.1 Throughout 2017, AITSL is funding two Consortia of ITE providers (Consortia) to develop, trial and/or validate Teaching Performance Assessment (TPA) tools under the TPA Grant Program. All ITE providers are required to have a TPA in place for their 2018 graduate cohort. As such there will also be non-Consortia TPAs being developed, trialled and implemented.

AITSL is establishing a TPA Panel to provide the following services:

- assess Consortia TPAs developed under the TPA Grant Program against Program Standard 1.2 at the conclusion of the project
- provide expert advice regarding the implementation of the Consortia TPAs
- provide expert advice on the development, validation and/or implementation of TPAs developed outside of Consortia (non-Consortia TPAs)
- provide expert advice on other matters related to TPAs.

### 14. Program content and delivery

14.1 Individuals in the TPA Panel pool may be convened to provide advice to AITSL, accreditation panels and/or ITE providers. When selecting experts, AITSL will consider the mix of expertise and potential conflict of interest for each specific panel. Details of each task will be discussed with the panellists individually prior to the commencement of work. The experts will be required to sign a declaration that no apparent or potential conflict of interest exists at the time of their appointment and that they will inform AITSL if any conflict of interest arises during their work on the specified task.

#### Service #1 – Expert advice to AITSL

The TPA Panel will be asked to provide the following advice to AITSL:

- assessment of the Consortia TPAs developed under the TPA Grant Program against Program Standard 1.2 at the conclusion of the project
- expert advice on other the matters related to TPAs.

#### Service #2 – Expert advice to accreditation panels

The TPA Panel may be asked to provide the following advice to accreditation panels:

- expert advice on non-Consortia TPAs
- expert advice on implementation considerations for both Consortia and non-Consortia TPAs

- expert advice regarding previously 'approved' TPAs, for example whether the previously approved TPA has been appropriately implemented and maintained.

The Teacher Regulatory Authorities will be responsible for making the final accreditation decision based on the recommendation of the TPA Panel and the accreditation panel.

Within the current 2017-2018 financial year, AITSL has made the following assumptions:

- five new tools will need to be assessed
- ten panels will seek additional advice in relation to Program Standard 1.2
- minimum of three National Experts will be required for assessing each TPA tool
- minimum of one National Expert will be required for assessing implementation of previously 'approved' TPA tools

### Service #3 – Expert advice to ITE providers

The National Expert Panel may be asked to provide the following advice to ITE providers:

- expert advice on the development, validation and implementation of TPAs
- clarifying the evidence requirements (in relation to Program Standard 1.2) prior to submitting an application for accreditation
- clarifying the principles of implementing TPAs with fidelity.

Within the current 2017-2018 financial year, AITSL estimates the provision of

- two free advisory services to each interested ITE provider
- minimum of one National Expert Panel member per advisory service

## **15. Program size and cost**

15.1 Timeframes of service delivery will be discussed prior to signing individual Panel Agreements. Depending on the type of service and deliverables contracted, a typical engagement with the participants on the TPA Panel will require from 1.5 up to 5 days per assignment. In the tender submissions, respondents should nominate their daily rate, which will be fixed for the duration of the contract, and will be used to estimate payment for each service prior to the engagement. Services and Deliverables may include:

- Completion of pre-reading and assessment of evidence
- Participation in a panel teleconference to discuss the evidence and decisions
- Submission of individual assessment responses
- Confirmation of final report

The individual Panel Agreements will be signed for the period of two years and will be reviewed thereafter. Upon successful completion of the initial contract term, the option for a subsequent period of time will be negotiated with the successful Supplier.

No representation as to volume or scope:

- AITSL makes no representation about the volume of Services or Deliverables to be acquired by AITSL pursuant to the Panel Agreement.

## **16. The tender**

16.1 The tender will include all information required in Attachment 1.

# Attachment 1: Response forms

## Clause 6.1.1 – Profile of respondent

Full legal name of respondent	
Any trading or business name	
If a company: <ul style="list-style-type: none"><li>• registered office</li><li>• principal place of business and address</li><li>• date and place of incorporation</li></ul>	
If registered for business purposes in Australia, the ABN and CAN	
Individual shareholders holding 5% or more of any issued share capital	
Related entities within the meaning of the <i>Corporations Act</i>	
Particulars of any petition, claim, action, judgement or decision which would be likely to affect adversely the respondent's capacity to provide the requirement	
Details of the respondent's key personnel that will perform the services including names and resume	
Names and contact details for three referees for each individual applicant	
Statement describing the applicants' current affiliations with Australian ITE providers	
Insurance as described in Draft Panel Agreement, clause 26	
Responses to the Capacity, Quality and Capability selection criteria (clause 7.1.2)	

Attachment 2: Compliance checklist

**1.1 Section A**

Clauses 1-4 noted

**1.2 Section B**

Clause	Noted	Compliant	Non-compliant / partially compliant	Explanation included
5.1 5.1.1	<input type="checkbox"/>	yes <input type="checkbox"/>	yes <input type="checkbox"/>	yes <input type="checkbox"/>
5.1.2	<input type="checkbox"/>	yes <input type="checkbox"/>	yes <input type="checkbox"/>	yes <input type="checkbox"/>
5.1.3	<input type="checkbox"/>	yes <input type="checkbox"/>	yes <input type="checkbox"/>	yes <input type="checkbox"/>
5.2 5.2.1	<input type="checkbox"/>	yes <input type="checkbox"/>	yes <input type="checkbox"/>	yes <input type="checkbox"/>
5.2.2	<input type="checkbox"/>	yes <input type="checkbox"/>	yes <input type="checkbox"/>	yes <input type="checkbox"/>
5.2.3	<input type="checkbox"/>	yes <input type="checkbox"/>	yes <input type="checkbox"/>	yes <input type="checkbox"/>
5.2.4	<input type="checkbox"/>	yes <input type="checkbox"/>	yes <input type="checkbox"/>	yes <input type="checkbox"/>
5.2.5	<input type="checkbox"/>	yes <input type="checkbox"/>	yes <input type="checkbox"/>	yes <input type="checkbox"/>
5.2.6	<input type="checkbox"/>	yes <input type="checkbox"/>	yes <input type="checkbox"/>	yes <input type="checkbox"/>
5.2.7 (a)	<input type="checkbox"/>	yes <input type="checkbox"/>	yes <input type="checkbox"/>	yes <input type="checkbox"/>
5.2.7 (b)	<input type="checkbox"/>	yes <input type="checkbox"/>	yes <input type="checkbox"/>	yes <input type="checkbox"/>
5.2.7 (c)	<input type="checkbox"/>	yes <input type="checkbox"/>	yes <input type="checkbox"/>	yes <input type="checkbox"/>
5.2.7 (d)	<input type="checkbox"/>	yes <input type="checkbox"/>	yes <input type="checkbox"/>	yes <input type="checkbox"/>
5.3 5.3.1	<input type="checkbox"/>	yes <input type="checkbox"/>	yes <input type="checkbox"/>	yes <input type="checkbox"/>
5.3.2	<input type="checkbox"/>	yes <input type="checkbox"/>	yes <input type="checkbox"/>	yes <input type="checkbox"/>
5.4 5.4.1	<input type="checkbox"/>	yes <input type="checkbox"/>	yes <input type="checkbox"/>	yes <input type="checkbox"/>
5.4.2	<input type="checkbox"/>	yes <input type="checkbox"/>	yes <input type="checkbox"/>	yes <input type="checkbox"/>
5.5 5.5.1	<input type="checkbox"/>	yes <input type="checkbox"/>	yes <input type="checkbox"/>	yes <input type="checkbox"/>
5.5.2	<input type="checkbox"/>	yes <input type="checkbox"/>	yes <input type="checkbox"/>	yes <input type="checkbox"/>
5.6 5.6.1	<input type="checkbox"/>	yes <input type="checkbox"/>	yes <input type="checkbox"/>	yes <input type="checkbox"/>
5.6.2	<input type="checkbox"/>	yes <input type="checkbox"/>	yes <input type="checkbox"/>	yes <input type="checkbox"/>
5.6.3	<input type="checkbox"/>	yes <input type="checkbox"/>	yes <input type="checkbox"/>	yes <input type="checkbox"/>
5.6.4	<input type="checkbox"/>	yes <input type="checkbox"/>	yes <input type="checkbox"/>	yes <input type="checkbox"/>
5.6.5	<input type="checkbox"/>	yes <input type="checkbox"/>	yes <input type="checkbox"/>	yes <input type="checkbox"/>
5.6.6	<input type="checkbox"/>	yes <input type="checkbox"/>	yes <input type="checkbox"/>	yes <input type="checkbox"/>
5.7 5.7.1	<input type="checkbox"/>	yes <input type="checkbox"/>	yes <input type="checkbox"/>	yes <input type="checkbox"/>
5.7.2	<input type="checkbox"/>	yes <input type="checkbox"/>	yes <input type="checkbox"/>	yes <input type="checkbox"/>
5.8 5.8.1	<input type="checkbox"/>	yes <input type="checkbox"/>	yes <input type="checkbox"/>	yes <input type="checkbox"/>
5.8.2	<input type="checkbox"/>	yes <input type="checkbox"/>	yes <input type="checkbox"/>	yes <input type="checkbox"/>
5.9 5.9.1 (a)	<input type="checkbox"/>	yes <input type="checkbox"/>	yes <input type="checkbox"/>	yes <input type="checkbox"/>
5.9.1 (b)	<input type="checkbox"/>	yes <input type="checkbox"/>	yes <input type="checkbox"/>	yes <input type="checkbox"/>
5.9.1 (c)	<input type="checkbox"/>	yes <input type="checkbox"/>	yes <input type="checkbox"/>	yes <input type="checkbox"/>
5.9.1 (d)	<input type="checkbox"/>	yes <input type="checkbox"/>	yes <input type="checkbox"/>	yes <input type="checkbox"/>
5.9.2	<input type="checkbox"/>	yes <input type="checkbox"/>	yes <input type="checkbox"/>	yes <input type="checkbox"/>
5.9.3	<input type="checkbox"/>	yes <input type="checkbox"/>	yes <input type="checkbox"/>	yes <input type="checkbox"/>

6.1	6.1.1 (a)	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>
	6.1.1 (b)	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>
	6.1.1 (c)(i)	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>
	6.1.1 (c)(ii)	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>
	6.1.1 (c)(iii)	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>
	6.1.1 (d)	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>
	6.1.1 (e)	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>
	6.1.1 (f)	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>
	6.1.1 (g)	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>
	6.1.1 (h)(i)	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>
	6.1.1 (h)(ii)	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>
	6.1.1 (h)(iii)	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>
	6.1.1 (h)(iv)	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>
6.2	6.2.1	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>
	6.2.2	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>
6.3	6.3.1	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>
	6.3.2	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>
	6.3.3	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>
	6.3.4	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>
6.4	6.4.1	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>
6.5	6.5.1	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>
	6.5.2	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>
6.6	6.6.1	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>
6.7	6.7.1	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>
6.8	6.8.1	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>
	6.8.2	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>
	6.8.3	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>
6.9	6.9.1	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>
6.10	6.10.1	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>
	6.10.2	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>
	6.10.3	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>
6.11	6.11.1	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>
	6.11.2	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>
6.12	6.12.1	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>
7.1	7.1.1	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>
	7.1.2 (1)	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>
	7.1.2 (2)	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>
	7.1.2 (3)	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>
	7.1.2 (4)	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>
	7.1.2 (5)	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>

7.2	7.2.1	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>
	7.2.2	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>
	7.2.3	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>
	7.2.4	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>
7.3	7.3.1	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>
8.1	8.1.1	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>
	8.1.2	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>
	8.1.3	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>
	8.1.4	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>
	8.1.5	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>
	8.1.6	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>
8.2	8.2.1	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>
	8.2.2	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>
8.3	8.3.1	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>
	8.3.2	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>
8.4	8.4.1	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>
8.5	8.5.1	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>
	8.5.2	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>
	8.5.3	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>
	8.5.4	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>
8.6	8.6.1	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>
9.1	9.1.1 (a)	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>
	9.1.1 (b)	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>
	9.1.1 (c)	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>
9.2	9.2.1 (a)	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>
	9.2.1 (b)	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>
	9.2.1 (c)	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>
	9.2.1 (d)	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>
9.3	9.3.1	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>
10.1	10.1.1 (a)	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>
	10.1.1 (b)	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>
	10.1.1 (c)	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>
	10.1.1 (d)	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>
	10.1.1 (e)	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>
	10.1.1 (f)	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>
10.2	10.2.1	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>
	10.2.2	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>
	10.2.3	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>
10.3	10.3.1	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>	yes	<input type="checkbox"/>

**1.3 Section C**

Clause	Noted	Compliant	Non-compliant / partially compliant	Explanation included
11. 11.1	<input type="checkbox"/>	yes <input type="checkbox"/>	yes <input type="checkbox"/>	yes <input type="checkbox"/>
12. 12.1	<input type="checkbox"/>	yes <input type="checkbox"/>	yes <input type="checkbox"/>	yes <input type="checkbox"/>
13. 13.1	<input type="checkbox"/>	yes <input type="checkbox"/>	yes <input type="checkbox"/>	yes <input type="checkbox"/>
14. 14.1	<input type="checkbox"/>	yes <input type="checkbox"/>	yes <input type="checkbox"/>	yes <input type="checkbox"/>
15. 15.1	<input type="checkbox"/>	yes <input type="checkbox"/>	yes <input type="checkbox"/>	yes <input type="checkbox"/>
16. 16.1	<input type="checkbox"/>	yes <input type="checkbox"/>	yes <input type="checkbox"/>	yes <input type="checkbox"/>

**1.4 Attachment 1**

Profile of Respondent	Completed <input type="checkbox"/>
-----------------------	------------------------------------

**1.5 Attachment 2**

Compliance Checklist	Completed <input type="checkbox"/>
----------------------	------------------------------------

**1.6 Attachment 3**

Declaration by Respondent	Completed <input type="checkbox"/>
---------------------------	------------------------------------

**1.7 Attachment 4**

**NOTE:** Draft Panel Agreement is included in this pack for illustrative purposes only and will be completed only by successful applicants at the end of the selection process.

Panel Agreement	<b>OFFICE USE ONLY</b> Completed <input type="checkbox"/>
-----------------	--

### Attachment 3: Declaration by respondent

The respondent offers to provide the goods and services (choose either or both) described at the prices offered and on the conditions set out in this Request for Tender.

The respondent declares that the information contained in this tender is true.

Name:	Signature:
Official Position Held:	Date:
Duly Authorised to Sign Tenders for and on Behalf of <i>(state full name of Company)</i> :	
Registered Address:	
Postal Address:  Email Address:	
Refer Inquiries to:	Telephone:
	Facsimile:
	Email:



**Attachment 4: Draft Panel Agreement**