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| RESPONSE SCHEDULES |

REGISTER OF PREQUALIFIED SUPPLIERS (ROPS)

Entertainment Services for First5Forever

Family Literacy Initiative

CONTRACT NUMBER: 2865

# Schedule A – Tenderer Details

## Schedule A1 – Tenderer Details

|  |  |
| --- | --- |
| Legal Entity Name of Tenderer: |  |
| Trading As: |  |
| Company website or social media details (if applicable) |  |
| Postal Address: |  |
| Local Branch Office Address: |  |
| ABN or ACN: |  |
| Name of Contact: |  |
| Phone Number / Mobile Number | / |
| Email Address |  |
| Blue Card details for Working with Children:  (copy must be provided with submission) |  |
| Is the business owned or operated by someone of Aboriginal or Torres Strait Islander origin? | No  Yes, Aboriginal  Yes, Torres Strait Islander  51% or more  100% owned |

# Schedule B – Insurances

The Tenderer is to provide details of the following insurances and attach certificates of insurance for the following:

|  |  |
| --- | --- |
| **Insurance** | **Details** |
| Workers Compensation (WorkCover)  (not applicable if Sole Trader) | Policy Number:  Expiry Date: |
| Public Liability | Insurance Company:  Policy Number:  Expiry Date:  Indemnified amount for any one occurrence:  Any Limit of Indemnity: |

***Please state what Appendix or Attachment number the Certificates of Currency can be found:***

# Schedule C – Other Information

The Respondent is to provide the following details (and supporting evidence where relevant) in relation to experience and performance:

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| --- |
| 1. **F5F objectives**   Please detail how the event / activity will fulfil F5F objectives. |
|
| [Click here to start typing] |
| 1. **Access and inclusion, and target demographic**   Please provide details on:   * How the event / activity is inclusive by being a public event (not restricted to booking / invitation only) * The target demographic of the event / activity. Does it target / attract a wide demographic or is it a specialist activity aimed at a specific demographic group? |
|
| [Click here to start typing] |
| 1. **Event planning and creativity**   Please detail how the event / activity will be planned to include any preparation/set-up and pack-up/cleaning (as applicable). Consideration should be given to:   * Type of event * Venue and location * Consumables and materials * Staffing * Support   Please provide details on how the event / activity displays creativity and a uniqueness of concept and experience. |
|
| [Click here to start typing] |
| 1. **Risk Management**   Please provide details on how a safe environment will be maintained at all times including evidence that staff presenting the event / activity have current Blue Cards for working with Children. |
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| [Click here to start typing] |
| 1. **Local Business Profile**   Please provide details of any factors that makes engaging with your business more favourable than others in the marketplace. |
|
| [Click here to start typing] |
| 1. **Referees**   Please provide details of two referees for previous events you have conducted: |
| [Click here to start typing]  [Click here to start typing] |

# Schedule D – Value for Money

## Schedule D1 – Pricing

All indicative prices requested are to be per event / activity and should be inclusive of any applicable Goods and Services Tax (GST).

|  |  |
| --- | --- |
| **Event Activity/Description** | **Fixed Price (ex GST) for entire event** |
| [Click here to start typing] | [Click here and enter amount] |
| [Click here to start typing] | [Click here and enter amount] |
| [Click here to start typing] | [Click here and enter amount] |
| [Click here to start typing] | [Click here and enter amount] |
| [Click here to start typing] | [Click here and enter amount] |
| **Other Services offered (Supplier to enter description)** | |
| [Click here to start typing] | [Click here and enter amount] |
| [Click here to start typing] | [Click here and enter amount] |
| [Click here to start typing] | [Click here and enter amount] |

## Schedule D2 – Value for Money

1. Please provide details any other value adds or additional services offered:

[click once and start typing)