

# PART B: RESPONSE FORMAT

## Internal Audit Service Provider

### Overview

Respondents should respond using their preferred template, ensuring the requirements and all evaluation criteria outlined in **Part A** are addressed in full.

### Company Information

Respondents are to provide the following information:

- a. Company name/Australian Company Name/Australian Registered Business Number and Australian Business Number;
- b. Location of Respondent's company/business head office;
- c. Name and position of the person who will be responsible for executing the contract;
- d. Principal contact person for the RFT, including telephone number and email address;
- e. If the Respondent is a trust, please provide details of the relevant trust including a copy of the relevant trust deed (including any variations to that deed) as an attachment to the response;
- f. Respondent proposing to provide any services through a sub-contractor, distributor, agent, shared or exclusive licence, company or subsidiary, should include full details (including ABN) of those relevant parties in accordance with the preceding provisions of this Section;
- g. Respondents should provide details of all insurance cover/s held, including the amount of cover, the name of the insurer and the renewal date. Proof of currency is to be included for professional indemnity, general liability and workers' compensation insurance;
- h. Respondents should include a detailed list of material provided in their submission that they would want the IBA to consider treating as confidential for any resultant contract, including the reason for confidentiality consistent with clause 2.4 of Part A of this RFT;
- i. Respondents should provide a minimum of two referees, including primary contact for the referee, a description of services provided and an indication of when it ceased; and
- j. Respondents must indicate whether their organisation is covered by the Workplace Gender Equality Act 2012 (Cth). If the Respondent is a relevant employer, please provide a current letter of compliance as part of the submission.

### Compliance with the Draft Contract

Respondents should provide a statement of non-compliance against the Draft Contract. Where the Respondent 'does not comply' or 'partially complies' a reason must be provided and if applicable suggest alternative wording you would like IBA to consider.

**Note:** IBA will not automatically accept any suggested changes.

## Conflict of Interest

Respondents are required to declare any matters deemed an actual, potential, or perceived conflict of interest at the time of lodging their response concerning itself or any related entities.

**Note:** Respondent **must** also outline in their response if there is no conflict of interest to be declared.

### 1. Instructions to Respondents

- a. You should refer to the **Request for Tender (RFT) – Part A** for information about the IBA's request.
- b. You provide your response at your own cost.
- c. You should:
  - i. Provide clear and concise answers that covers all the information you wish to be considered by IBA
  - ii. Not include general marketing material that does not address the requirements or does not relate to the specific requirements
  - iii. Not assume that IBA has any knowledge of your capabilities or personnel

### 2. Respondent Details

Provide the following organisational details which will appear in any contract. These details should be for the legal entity that would be the seller under a contract.

#### Name and Address

<b>Name of Tenderer</b>	
Trading Name (if different)	
Corporate structure (for example, Pty Ltd, partnership, sole proprietor)	
ACN	
ABN	
Address of Registered Office	
Website Address	
Postal Address (Head Office)	

### Contact Details

<b>Name</b>	
<b>Position</b>	
<b>Address</b>	
<b>Phone</b>	
<b>Mobile</b>	
<b>Email</b>	

### 3. Respondent Referees

Provide details of two referees.

<b>Referee 1</b>	
<b>Company Name</b>	
<b>Contact Name</b>	
<b>Email</b>	
<b>Phone Office</b>	

<b>Referee 2</b>	
<b>Company Name</b>	
<b>Contact Name</b>	
<b>Email</b>	
<b>Phone Office</b>	

### 4. Instructions for Submission of Responses

The prescribed format for responses to this Request for Tender (RFT) is:

1. Executive Summary – no more than one page.
2. Responses to the Evaluation Criteria (including mandatory requirements) that clearly demonstrate the achievement of IBA requirements as detailed in Section 1.3 Summary of

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Services in RFT – Part A. Responses are to be presented in the same sequence as shown in this RFT (Requirements 1-4) – no more than one page per criterion.

3. Biographies/Resumes of Specified Personnel – no more than one page per person.
4. Completion of the Tender Form including Tenderers Declarations (see **Part C**).
5. Completion of a Modern Slavery Questionnaire (see **Part A, Attachment B**).

## 5. Pricing Requirements

- a. Prices must include any taxes, duties and any other government charges which may be imposed or levied in Australia or overseas.
- b. All prices are required to be quoted in Australian dollars (AUD).
- c. Quoted prices must not vary during the quote validity period.
- d. Clearly detail any discounts you have applied to your pricing.
- e. Additional rows may be added to tables as required.

## 6. Blended Daily Service fees and charges

Respondents must clearly detail all costs associated with the delivery of Internal Audit Services as detailed in the RFT – Part A, Section 13 - Summary of Services, **annually** and as a **consolidated** amount over the three (3) financial years of the contact period.

Description of Service – FY25	Due Date of Service	Price (Ex GST)	GST	Total Price (Inc GST)
<b>Total Fixed Service Fees and Charges</b>				

Description of Service – FY26	Due Date of Service	Price (Ex GST)	GST	Total Price (Inc GST)
<b>Total Fixed Service Fees and Charges</b>				

Description of Service – FY27	Due Date of Service	Price (Ex GST)	GST	Total Price (Inc GST)
<b>Total Fixed Service Fees and Charges</b>				
Description of Services – Consolidated Costing, 3 X Financial Years	Due Date	Price (Ex GST)	GST	Total Price (Inc GST)
<b>FY25 – Delivery of Internal Audit Services \$</b>				
<b>FY26 – Delivery of Internal Audit Services \$</b>				
<b>FY27 – Delivery of Internal Audit Services \$</b>				
<b>Total Fixed Service Fees and Charges</b>				