



Aboriginal and Torres Strait
Islander Health Practice
Chinese Medicine
Chiropractic
Dental
Medical
Medical Radiation Practice
Nursing and Midwifery
Occupational Therapy
Optometry
Osteopathy
Pharmacy
Physiotherapy
Podiatry
Psychology

Australian Health Practitioner Regulation Agency

Part D: The offer

Invitation title: **Provision of clinical advice on health checks for doctors aged 70 years and older**

Offer submitted by: **[Invitee name]**

Submission date: **[dd/mm/yyyy]**

Instructions to invitees for completing this offer template:

1. All responses must be provided within the specified fields of Part D and must respond to the Specification (Part A.2) and Proposed contract (Part C) in accordance with the Conditions of participation (Part B) in the Request for proposal (RFP).
2. Invitees must respond to all sections of this template and include their trading name, the Request for proposal (RFP) title and reference number in the footer of the template.
3. Where necessary, any graphics or data should be placed at the end of this template and referred to in the relevant field.
4. Invitees may provide supplementary material to support their offer. All supplementary material must be cross referenced to the relevant section of this template.

Table of contents

Invitee information	3
Executive summary	5
Compliance with Part A.2: Specifications	5
Methodology	5
Capability	5
Resourcing	5
Risk management	6
Past performance and current work	6
Financial capability	7
Insurance	7
Compliance with Part C: Proposed contract	8
Conflict of interest	8
Pricing schedule	9

Invitee information

Trading name:

Registered name:

Australian Company Number:

Date of
issue:

Australian Business Number:

Date of
issue:

Address of registered office:

Principal office in Victoria
(if applicable):**Contact details**

Name of contact person:

Position title:

Address:

Postal address
(if different to above):

Email:

Website:

Telephone number:

Mobile:

The Invitee accepts the provisions contained in:

1. Part A.1: About this RFP.
2. Part B: Conditions of participation and offers to [supply the goods/provide the services] in accordance with Part A.2: Specifications and Part C: Proposed Contract included in the RFP for the amount set out in this offer. The invitee warrants that they have full understanding of the requirements set out in the RFP and that no actual or potential conflicts of interest in connection with this RFP exist. The invitee warrants that they have checked any electronic files contained in their offer for viruses and that any and all offer files submitted are free from viruses. The invitee undertakes to comply with any reasonable request of the organisation for additional information to enable the organisation to undertake a full assessment of the invitee's financial viability.

Signed for and on behalf of the invitee

Invitee:

Name:

Position:

Address:

Email:

Signature of Invitee's
authorised officer:

Date of signing:

Executive summary

Provide an overview of the offer.

Compliance with Part A.2: Specifications

Explain how the delivery of the services will meet the requirements outlined in Part A.2: Specifications.

Alternative offer

If you are also submitting an alternative offer, it must include any supplementary material which demonstrates how the alternative offer will fully achieve and/or exceed all the specified requirements. Invitees should also detail why the additional features are beneficial and cross reference to the appropriate clause number in Part A.2: Specification.

Methodology

Detail the methodology you will use to meet the project requirements within the specified scope including all delivery, support and timing requirements.

Capability

Provide details of your knowledge, skills and experience in providing clinical advice on the necessary elements of health checks for medical practitioners.

Demonstrate your understanding of the complexities and issues in undertaking health and cognitive assessments of doctors aged 70 years and over.

Demonstrate your understanding of the National Registration and Accreditation Scheme and the Professional performance framework.

Resourcing

Detail the experience and qualifications of each key staff member and their role in the delivery of the project within the specified timeframes.

External resources

Provide details of external resources (other businesses/suppliers/sub-contractors) to be engaged in connection with the provision of the project. Detail the relationship and the period of time in which the relationship has been established.

Business/supplier/sub-contractor

Name:

Contact details:

Scope and extent of services to be provided:

Risk management

Provide details of your project delivery risk management strategies and practices that would be applicable in the context of this procurement.

Past performance and current work

Detail current and previous work related to the requirements detailed in Part A.2 Specifications. Also, where applicable, include the scope and value of the work carried out.

Provide three referees to support your ability to provide to the procurement.

Note: The organisation reserves the right to contact any of the invitee's previous customers.

References

Referee name 1:

Contact details:

Description of services:

Dates when services were provided:

Referee name 2:

Contact details:

Description of services:

Dates when services were provided:

Referee name 3:

Contact details:

Description of services:

Dates when services were provided:

Financial capability

Invitees are required to demonstrate that they have the financial capability to provide, over the term of the contract, all the requirements specified in this RFP. In the following table, the term 'invitee' applies to the business itself, its parent or any associated entities or any director(s).

If the answer to any of the following questions is 'yes', provide an explanation.

Are there any significant events, matters or circumstances which have arisen in the past 12 months that could significantly affect the operations of the invitee?

Are there or have there been any:

- bankruptcy and/or deregistration actions, or
- insolvency proceedings (including voluntary administration, application to wind up, or other like action)

either actual or threatened, against the invitee in the past three years? If so, what (if any) remedial action has been taken?

Is the invitee currently in default of any agreement, contract, order or award that would or would be likely to adversely affect the financial capacity of the invitee to meet the requirements of this RFP?

Are there any other factors which could adversely affect the financial ability of the invitee to successfully perform the obligations contemplated by this RFP?

Insurance

Public liability

Insurance company:

Policy number:

Amount \$:

Expiry date:

Exclusions,
deductibles:

And/or excesses:

Product liability

Insurance company:

Policy number:

Amount \$:

Expiry date:

Exclusions,
deductibles:

And/or excesses:

Professional indemnity

Insurance company:

Policy number:

Amount \$:

Expiry date:

Exclusions, deductibles:

And/or excesses:

Work cover

Insurance company:

Policy number:

Amount \$:

Expiry date:

Exclusions,
deductibles:

And/or excesses:

Compliance with Part C: Proposed contract

If the invitee complies with all requirements of Part C: Proposed contract, provide a statement affirming that they understand and comply with Part C: Proposed contract in full.

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Otherwise, the invitee must provide a tabulated statement showing clearly, and in order of the relevant clauses, where it 'will not comply' or 'will comply subject to conditions' with Part C: Proposed contract and provide information relating to the reason for partial or non-compliance.

Clause no.	Compliance statement	Explanation/Comment

Conflict of interest

Provide details of any actual or perceived interests, relationships or clients which may cause a conflict of interest and actions to prevent or manage the conflicts of interest.

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Pricing schedule

Services				
Milestone	Description	Rate (excl. GST)	GST	Total
Stage 1 [if required]				
Stage 2 [if required]				
Other expenses				
Item	Description of expense	Rate (excl. GST)	GST	Total

