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| Australian Research Planning for Global Power System Transformation (Stage 4)  Request for Quote  **Response Form** |



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# RFQ Response Form

## Instructions to Potential Respondents

### The Respondent is the business entity who will contract with CSIRO if their Response is successful. If you are the Preferred Respondent and are an individual without an ABN, and do not meet the Australian Taxation Office’s (ATO) definition of an independent contractor, you may be offered a different form of contract OR we may not be able to contract with you. Before completing this Response Form, notify the CSIRO Contact Officer to enable them to seek advice.

### For further guidance refer to the ATO website at:

<http://calculators.ato.gov.au/scripts/axos/axos.asp?CONTEXT=&KBS=GEC.xr4&go=ok>

### Instructions to assist Potential Respondents to complete their Response have been included throughout this form.

## RFQ Requirements

### You are required to use this form to submit your Response, and your Response must comply with the RFQ requirements.

### Before completing this Response read the Request for Quote distributed with this Response to RFQ form, and decide whether your organisation has the required goods and/or services, skills and experience to meet CSIRO’s requirement set out in the RFQ.

### CSIRO recommends that your Response:

* + - 1. be as concise as possible while including any and all information that your organisation wants the evaluation panel to consider
      2. does not include general marketing material that does not relate to the specific requirements and
      3. does not assume that the evaluation panel has any knowledge of your organisation’s abilities or personnel.

### The information you provide in this section will be considered in evaluating the extent to which this Response meets CSIRO’s requirements, be as concise as possible.

### Your organisation’s participation is at your sole risk and cost. This is a competitive process and you should note that your organisation may incur costs in participating and if not successful, be unable to recoup those costs.

## 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 Respondent under a Contract.

Name and Address

|  |  |  |
| --- | --- | --- |
| Entity Name |  | |
| Trading Name (if different) |  | |
| ACN/ARBN (if applicable) |  | |
| ABN (if applicable) |  | |
| Website Address |  | |
| Physical Address (Head Office) |  | |
| Postal Address (Head Office) |  | |
| Legal Status | Choose an item. | Provide details if “Other” |

Main Contact Details

|  |  |
| --- | --- |
| Name |  |
| Title |  |
| Office Address |  |
| Email |  |
| Phone Office |  |
| Phone Mobile |  |

## Respondent Referees

### Provide details of two customers who has previously been supplied similar goods and/or services by the Respondent.

Referee 1

|  |  |
| --- | --- |
| Company Name |  |
| Office Address |  |
| Contact Name |  |
| Email |  |
| Phone Office |  |

Referee 2

|  |  |
| --- | --- |
| Company Name |  |
| Office Address |  |
| Contact Name |  |
| Email |  |
| Phone Office |  |

# Ability to meet the Requirements

## Executive Summary

### Provide a brief (no more than 1 x A4 page) Executive Summary of your proposal highlighting any key aspects of how you will provide the Goods and/or Services required under this RFT. Specify the topic area of your proposal and how you are going to deliver the project. (If respondents wish to tender for more than one research proposal, they must do so through separate response documents.)

Particular attention is drawn to sections 1.1.7 (Diversity), 3.6.2 (Intellectual Property), and the terms for contracting document (Services Contract Schedule 5-v8.pdf).

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| Click here to enter text |

## **Capability**

Instructions for Suppliers:

Suppliers are to provide clear, concise information so as to demonstrate your ability to meet CSIRO's requirements to a high standard.

In accordance with the requirements set out in the RFQ Part A Request for Quote, Suppliers are asked to provide a detailed description against each of the criteria listed below.

## Goods and/or Service Requirements

### RFQ Part A Request for Quote Criteria 3.7.4 (a)-(b). Outline the title, description and background information of the project (2 pages max).

|  |
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| Click here to enter text |

### RFQ Part A Request for Quote Criteria 3.7.4 (c)-(d): Provide a succinct technical description of the proposed approach, including a list of expected outputs and proposed timeline, and discuss the project outcomes and the significance of their contribution to the topic area. (5 pages max).

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| Click here to enter text |

### RFQ Part A Request for Quote Criteria 3.7.4 (e)-(f). Outline resourcing identification, project budget with breakdowns, and the capacity and qualification of the project team. (2 pages max)

|  |
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| Click here to enter text |

### RFQ Part A Request for Quote Criteria 3.7.4 (g). Outline the knowledge sharing plan. (1 page max)

|  |
| --- |
| Click here to enter text |

### RFQ Part A Request for Quote Criteria 3.7.5. Outline deliverables of the research proposal. (1 page max)

|  |
| --- |
| Click here to enter text |

### RFQ Part A Request for Quote Criteria 3.7.7. Outline the research tasks in the proposal to be undertaken by PhD students. (1 pages max)

|  |
| --- |
| Click here to enter text |

## Service Delivery

### RFQ Part A Request for Quote - Criteria 3.12. Explain your project management approach, including risk management and mitigation strategies. (2 pages max).

|  |
| --- |
| Click here to enter text |

## Delivery and Acceptance

### RFQ Part A Request for Quote - Criteria 3.13. Provide the updated table with milestones, which must cover the items listed in RFQ Part A Request for Quote - Criteria 3.13.

|  |
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## Additional Response Recommendations

### RFQ Part A Request for Quote - Criteria 3.16. Provide responses as required against the identified items listed in RFQ Part A Request for Quote - Criteria 3.16 (1 – 4).

|  |
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| Click here to enter text |

## **Capacity**

### CSIRO is seeking to engage experienced quality service providers who are leading organisations in power systems research, with detailed knowledge of the Australian electricity sector and international reputation within their field of expertise.

## Contract Agreement

### Acceptance of any proposal by CSIRO will be subject to the Respondent’s agreement to the Terms and Conditions set out in the draft contract (Attachment B). This includes Schedule 4.

### CSIRO requires the Respondent’s quotation to be made according to the proposed Terms and Conditions.

### Respondents should include a statement in their response of any items of non-compliance against the proposed Contractual terms and conditions including an explanation. Where a Respondent provides no comment, they will be deemed to comply.

| Clause | Clause wording |
| --- | --- |
|  |  |
|  |  |
|  |  |
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## Pricing Requirements

### Orders for internationally sourced Items will be processed by the Respondent in accordance with relevant Australian Customs, Taxation and Transportation Legislation. Documentation verifying that correct procedures have been undertaken is to be provided for internationally sourced Items.

### CSIRO is exempt from duties for imports for scientific research equipment under the UNESCO Florence Agreement, 1950, and it’s Protocol Nairobi, 1976. Customs By-Law No. 1940015, effective 1 July 1991, Part I of Schedule 4 to the Customs Tariff Act 1987, gives effect of the UNESCO Florence Agreement and Protocol Nairobi to CSIRO.

### Unless explicitly exempt, proposed prices must include any taxes, duties and any other government charges which may be imposed or levied in Australia or overseas.

### All prices are required to be quoted in Australian dollars $ (unless otherwise specified). Quoted prices must not vary according to the mode of payment or alter during the quote validity period. The Respondent must assume the risk of any currency fluctuations in respect of those underlying costs of its technical solution or Services that the Respondent incurs in a currency other than Australian dollars.

### Additional rows may be added to tables as required. Respondents are requested not to modify the table structure.

### The total cost of the project bid is not to exceed AUD$385k including GST. The cost of the bid should be reflected in the work plan.

## Services

### Only fixed costs for performance of the required services are to be included in Table 1 Pricing Response (Fixed Service Fees and Charges). Both the Due Date and magnitude of the Milestone Payment are negotiable. The following table offers guidance.

| Table 1 Pricing Response (Fixed Service Fees and Charges) | | | | |
| --- | --- | --- | --- | --- |
| Due Date | Milestone Description | Price  (Ex GST) | GST | Total Price  (Inc GST) |
| May 2024 | - A detailed work plan, including timeline and resourcing identification against agreed outcomes, expected data requirements.  - Presentation of work to date and work to be undertaken.  - Other deliverables as agreed between CSIRO and the successful proponent. | **(50%)** |  |  |
| November 2024 | -An interim report and a presentation covering: 1) the work to date; and 2) the work to be undertaken in the remainder of the project.  -Continued engagement within international G-PST consortium, including the development of materials and presentations for relevant events such as webinars, workshops, conferences & meetings.  -Other deliverables as agreed between CSIRO and the successful proponent. | **(15%)** |  |  |
| February 2025 | - A draft final report and presentation.  - A refresh of the Australia’s G-PST Research Roadmap (published in March 2022) written for this topic.  - The research tasks recommended by the proponent for the following project stage 4 (FY 24/25)  -Continued engagement within international G-PST consortium, including development of materials and presentations for relevant events such as webinars, workshops, conferences & meetings.  -Other deliverables as agreed between CSIRO and the successful proponent. | **(20%)** |  |  |
| April 2025 | -Final report and presentation  -Other deliverables as agreed between CSIRO and the successful proponent. | **(15%)** |  |  |
| Total Fixed Service Fees and Charges  **(Not to exceed $AUD385k inc GST)** | |  |  |  |

*Note section A.3 of Part A of this documentation:*

All costs and expenses incurred by Respondents in any way associated with the development, preparation and submission of the RFQ response, including but not limited to attendance at meetings, discussions, presentations and providing any additional material required by CSIRO, will be borne exclusively by the Respondents.

All prices are required to be quoted in Australian dollars $ (unless otherwise specified). Quoted prices must not vary according to the mode of payment or alter during the quote validity period. **The Respondent must assume the risk of any currency fluctuations in respect of those underlying costs of its technical solution or Services that the Respondent incurs in a currency other than Australian dollars**.

# Authorisation

By signing this RFQ authorisation page, the signatory warrants that the signatory is duly authorised to lodge this RFQ on behalf of the responding organisation.

SIGNED by …………………………………………………………as authorised representative for the Respondent in the presence of:

……………………………………………………………………

Title of signatory

……………………………………………………………………

Signature of signatory

……………………………………………………………………

Signature of witness

……………………………………………………………………

Name of witness (block letters)

…………………………………………………………………………………………………………………………………………

Address of witness

……………………………………………………………………

Occupation of witness