

## 1. Cost

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Complete and Submit  
Attachment A – Pricing and Schedule of Works

## 2. Demonstrated High Levels of Corporate Social Responsibility (CSR)\*

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CSR includes supporting people with disability or special needs, or contributions to the community such as sponsorships or donations; employment strategies and programs for Indigenous people and employing directly from the local economy; sustainable business practices; purchasing products from local businesses.

## 3. Demonstrated Ability to Meet Timeframe

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An example of previous jobs and how you ensured you completed the job within the designated timeframe and if you weren't able to meet the timeframe, how did you relay delays and negotiate with the principle contractor to extend deadlines.

## 4. Demonstrated Previous Experience

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Provide information or a list of some of the past projects or works that you have completed that are similar to the works requested in the Schedule of Works.

This could include pictures.

## 5. Key Personnel Skills & Experience

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Provide a brief summary of your skills and each of your employees skills and experience

### Example

1. Mr Smith founded ABC Tree Lopping in 2005, Mr Smith has been working as a qualified tree arborist for 15 years and has studied horticulture etc.
2. John Smith is a second year apprentice, who has been working with ABC Tree Lopping for 2 years. John currently attends Tafe one day a week and is working towards gaining his Certificate III in Arboriculture.

## 6. Project Understanding & Approach

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- Attendance at the RFQ Briefing (Not Mandatory) will go towards this criteria scoring.
- Provide a project plan: which is a timeline that list the steps you will take to complete the project, next to each step will have a start and end date.
- Gantt Chart

## **7. Response Form (item 6 request for quotation document)**

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Complete the response form 6.2 Company Information / Authorisation

## **8. Insurance**

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Submit evidence of Insurance

Certificate of Currency