

Annexure 6

Tender Qualification Minutes

PROJECT: ROCKPOOL PELICAN WATERS
SUBJECT: TENDER QUALIFICATION MEETING (# 001)



Trade Package:	Suffaro	Date:	8-8-22	Time:	
Location:	Rockpools Pelican.				

Attendees:	Name	Company	Position
	Adam Rogers	A R Legal	Director.

A. Company Details				
Item	Details			Yes / No
	Please provide a brief explanation of your company structure and current workload ?			
	Bossy, Freelance up Adams Out/Na.			
	Resourcing: Please explain your ability to resource this project including:			
	Labour: (average number of personnel expected on job)			6-10
	Subcontractors:			N/A
	Plant:			N/A
	Nominated Supervisor Name for Project:			
	Name:		Contact:	
	The Subcontractor has current \$20 Million Public Liability Insurance			Y
	The Subcontractor has current \$10 Million Professional Indemnity Insurance			N/A
	The Subcontractor has current Queensland Workcover Policy			Y
	The Subcontractor has current Contract Works Insurance for the value of the Contract Works			
	QBCC License (Including Class Type):			
The Subcontractor will provide copies of Certificate of Currency for All Insurances with Return of Tender Review Meeting Minutes.				
	Who will be your Authorised Agent to sign Statutory Declarations & Deed of Release?			ME
	McNab has clarified, and subcontractor agreed that any terms or conditions that are the subcontractors tenders or quotation will not form part of the subcontract			Y
B. Workplace Health, Safety & Environment				Yes / No
	Do you understand that you are required to comply with the "McNab Health, Safety and Environmental Guidelines" included within the Subcontract Agreement?			Y

TENDER QUALIFICATION MEETING MINUTES

ROCKPOOL PELICAN WATERS



	Do you understand you are required to provide SWMS's for High Risk tasks, electrical and SDS registers a minimum of one (1) week prior to commencing on site?	Y
	Do you understand that the site is within a Residential Neighbourhood and all personnel must comply with site regulations including: - Inappropriate behaviour and language - Parking - Start time (6.30am construction activity Mon-Sat) <i>no SAT work.</i> - Housekeeping & Waste Management	Y
	Do you understand that all workers must complete a site specific safety induction to perform any work on site, regardless of period of work. Inductions will strictly be held at 6.30am Mon-Fri and must be booked in with the Main Contractor a minimum of 24hrs in advance.	Y
	Do you understand the mandatory PPE requirements for this project including: - Safety helmet, inclusive of accessories such as chin strap and sun brim - Proprietary steel capped footwear - Two pairs of safety glasses (clear and tinted) to meet Australian Standards. - High visibility shirt or shirt with high visibility vest (no singlets are allowed on site). - Task specific safety gloves to be worn whenever carrying out any construction activities. - Hearing protection to be carried at all times and used as necessary appropriate to the task.	Y
	Do you understand that you may be directed to carry out a Job Hazard Analysis (JHA) prior to carrying out a construction activity?	Y
	Do you understand it is the Subcontractor's responsibility to ensure all workers are physically, mentally and emotionally fit to perform their normal work duties at all times during the working day?	Y
	Do you understand that there is a legal obligation for your workers to report all near misses, hazards, incidents and accidents immediately to McNab, and follow injury management procedures with return to work?	Y
	Do you understand that environmental restrictions will apply to this project including noise, vibration and dust, and that is the Subcontractors responsibility to comply with the EPA?	Y
C.	Quality	Yes / No
	Do you understand that you will be required to follow McNab's Quality Assurance Plan incorporating specification requirements?	Y
	Do you understand that you will be required to complete and provide Inspection and Test Plans (ITPs) at critical points of the Works as directed by McNab, and that specified works are not to proceed until the ITP has been signed by both the Subcontractor and McNab as being satisfactory?	Y
	Do you understand the requirements for shop drawings and review process?	Y
	Do you understand the requirements for providing samples and prototypes for approval prior to procuring / commencing works?	Y
	The Subcontractor confirmed their understanding that should the base works be unacceptable for the application of the Subcontractor works McNab should be immediately advised in writing. The application of the Subcontractor works over the substrate will constitute acceptance of substrate.	Y

TENDER QUALIFICATION MEETING MINUTES

ROCKPOOL PELICAN WATERS



D.	Site Requirements	Yes / No
	Are you satisfied that you have visited the site and / or ascertained the site conditions including access and site parking?	Y
	Have you allowed to work 6 days per week (Monday to Saturday ^{Friday}), 6.30am to 5pm ^{4.30} as standard?	Y
	The subcontractor has or has not provided a variation schedule of rates with their tender submission	Y
	What is your hourly rate in the event of direct labour being required (normal time & O/T)? Labour – Normal time (excl. GST) \$ <u>80</u> Labour time and a half (excl. GST) \$ <u>120</u> Labour Double time (excl. GST) \$ <u>140</u> Plant if applicable (Exc. GST) \$ <u>Truck \$180 per hour.</u>	Y
	Variation works not detailed in the Variation Schedule of Rates shall be at Labour rates as detailed above using signed off day sheets and plant and material. All administration and margins are deemed to be included in rates above.	Y
	Do you agree with the following Key Dates : a) Subcontract Commencement date of: b) Subcontract Practical Completion date of:	Y
	Are there any items which have a significant lead time or are dependent on others?	Y
	Do you understand that it will be compulsory for an appropriate representative from your company to attend all meetings as required for your subcontract works? And you require written approval to subcontract any of your works to another business (including ABN holders)?	Y
	Do you understand that you will be required to conduct a prestart meeting each day within your company for the purpose of task allocation, site coordination and safety issues?	Y
	Do you understand that McNab will provide mobile cranes only for the lifting of frames and trusses, and accept that the provision of all other craneage & hoisting is the responsibility of the Subcontractor?	Y
	Do you understand the requirements with regard to: ▪ crane / delivery bookings ▪ unloading ▪ materials handling ▪ storage of materials	Y
	Do you understand that McNab will be providing perimeter scaffold to the building only (incl Level 5 Deck), and accept that the provision of all other scaffolding and access plant is the responsibility of the Subcontractor?	Y
	Do you understand that McNab will provide all gridlines in each direction and a datum point on each level, and accept that the provision of all other survey is the responsibility of the subcontractor?	Y
	Do you know you are responsible for the care, protection, maintenance and up keep of your own work up to the date of Practical Completion of the Head Contract?	Y
	Do you accept that you are required to clean up all your working areas on a daily basis?	Y

TENDER QUALIFICATION MEETING MINUTES
ROCKPOOL PELICAN WATERS



	Do you accept that should you fail to clean up rubbish generated within the time advised, this rubbish will be cleaned up by subcontract labour and backcharged at \$75/hr without further notice?	Y
E.	Administration	Yes / No
	Do you confirm that your tender price is fully conforming to the specification, drawings & tender documents?	Y
	Do you understand that the form of Subcontract will consist of the McNab Subcontract Agreement including Special Conditions, the Scope of Works including project specific and trade specific, Subcontract Document Schedule, McNab WHS Guidelines and Tender Qualification Minutes?	Y
	Do you understand that the Form of Subcontract will supersede all previous tender documentation and correspondence including Subcontractor quotations?	Y
	Are you aware that the Head Contract documents are available for your inspection by appointment?	Y
	Do you understand you are required to provide and update a program of the subcontract works including shop drawings, procurement, manufacture, installation start/finish dates, commissioning and the applicable resources?	Y
	Do you understand that the project drawings and specifications will be issued via an online FTP site? No hardcopy drawings will be issued for this project.	Y
	Are you aware that the subcontract includes for the following:- a) Liquidated damages for the subcontract works at the rate of \$TBC per calendar day, and; b) Liquidated damages under the head contract of \$TBC per calendar day	Y
	Do you understand that progress claims must be lodged by 25th of the month, and that payment will be made 30 days from EOM?	Y
	Do you understand that prior to the first progress payment being made the following items must be forwarded to McNab: ▪ Certificate of Currencies for Public liability and Workcover insurance. ▪ Compliant Subcontract Programme ▪ All Safety & QA Documentation ▪ Signed Subcontract ▪ Subcontract Sum Breakdown	Y
	Do you understand that all written directions from McNab must be followed immediately, which may be prior to agreeing a variation sum?	Y
	Do you understand that any variation claims need to be fully supported with quantities and rates of labour and materials, including daywork sheets signed by McNab?	Y
	Are you aware that payment will only be made for items incorporated into the works on site, i.e. No "off site" payments for materials or materials stored on site?	Y
	Do you understand that security is in the form of cash retention at the rate of 10% up to a maximum of 5% of the subcontract sum which will be reduced to 2.5% following practical completion under the head contract? Do you also understand that if a Bank guarantee is offered in lieu that it will be unconditional and without expiry date?	Y

TENDER QUALIFICATION MEETING MINUTES

ROCKPOOL PELICAN WATERS



	Do you understand that the defects liability period is 12 months from date of practical completion under the head contract?	N/A
--	---	-----

We accept the above terms and conditions to be inclusive within our Tender Proposal, except where specifically noted otherwise.

We acknowledge that this record of interview does not constitute authority to proceed or any acknowledgement by McNab that they will proceed with an award of Contract.

Signed on behalf of the Subcontractor:

Authorised Signatory:	
Position Held:	Director
Print Name (In-Full):	Amy Rogers
Date:	8-8-22.