

# EXPRESSION OF INTEREST

## Ballarat GovHub

### Public Realm Artwork on Ground Floor

Reference number: PIMS-8777

Release date: Wednesday, 29 July 2020

Closing Date: Friday, 14 August 2020 (5pm)

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<b>BSI reference</b>	<b>Trim ref</b>	<b>Version number</b>	<b>Date Approved</b>
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## 1. About Development Victoria

Development Victoria is shaping the way Victorians live. We develop and revitalise public buildings and land to create spaces and homes that help make Victoria a great place to live.

In accordance with Victorian State Government policy objectives, we seek out opportunities to increase housing diversity near jobs, transport and services. We manage projects to create cultural, recreational and civic facilities that enrich our communities. We also revitalise major activity centres and urban precincts to stimulate economic activity, create jobs and enhance our state.

## 2. The Opportunity and Objectives of this EOI

Development Victoria is seeking responses to this Request for Expression of Interest (EOI) for the Ballarat GovHub project (**Project**).

This EOI has been prepared to assess the ability of prospective bidders (Bidders) to provide the required services so a shortlist of Bidders can be selected to proceed to the Request for Proposal stage of the procurement.

Bidders are invited to submit a Response in accordance with the terms and conditions set out in this EOI.

## 3. Expected Timing of this EOI and Project

Development Victoria currently expects the timing of this EOI and the Project to be as set out below. The dates listed are indicative only and may change at Development Victoria's discretion.

ACTIVITY	DATE
EOI Phase	
Invitation issued	Wednesday, 29 July 2020
Last day for Bidder's clarification questions or requests for further information	Wednesday, 12 August 2020
EOI Closing Date and Time	Friday, 14 August 2020, <b>5pm</b>
Intended completion of evaluation of EOIs	Wednesday, 26 August 2020
Prepare shortlist of Bidder(s)	Friday, 28 August 2020
Release phase 2 Request for Proposal (RFP) documents to selected bidders from EOI shortlist	Monday, 31 August 2020
Last day for Bidder's clarification questions or requests for further information	Friday, 11 September 2020
RFP Closing Date and Time	Friday, 18 September 2020

Intended completion of evaluation of RFPs	Wednesday, 30 September 2020
Target Contract Execution Date	Wednesday, 7 October 2020
Anticipated date for commencement of the services the subject of this EOI	Thursday, 8 October 2020

This timetable is provided to give Bidders an indication of the anticipated timing of the EOI Process. The timetable is indicative only and may be changed by Development Victoria in accordance with the Conditions of the EOI Process set out in Part A of this invitation.

## 4. Bidder Briefing

Development Victoria will not be conducting a Bidder briefing session.

## 5. Contact and queries

All communications relating to this EOI must be directed to Development Victoria's Proposal Manager whose details are set out below:

Name and title:	Steve Pollard, Assistant Development Manager
Address for correspondence:	Development Victoria Level 9, 8 Exhibition Street, Melbourne VIC 3000
Email address:	<a href="mailto:Steve.Pollard@development.vic.gov.au">Steve.Pollard@development.vic.gov.au</a>
Telephone (for urgent matters only):	(03) 8317 3645

Development Victoria is not obliged to respond to any communication relating to this EOI. Where Development Victoria responds to a communication it will provide its response to all Bidders unless Development Victoria is of the opinion that the issues raised apply only to one Bidder.

Communication with any person engaged by Development Victoria for the purposes of the Project (other than Development Victoria's Proposal Manager) is prohibited and may result in the Bidder being excluded from this EOI process at Development Victoria's discretion.

## 6. Submission Requirements

As part of its Response, Bidders must submit **completed versions of each of the required forms** provided under Part C (**Response Forms**) as well as any supplementary information requested by Development Victoria in accordance with this EOI. Development Victoria will provide an electronic copy of the Response Forms for Bidders use.

Development Victoria may, but is under no obligation to, consider (and may reject) a Response which does not meet the requirements of this EOI. This includes where the Response is not in the format required by this EOI, is incomplete, late, illegible or does not include all information requested by Development Victoria. Bidders must ensure that all electronic submissions are free of malware.

## **7. Submission Process**

Bidders are required to submit an electronic (PDF format preferred) copy of their Response via the Buying for Victoria Supplier Portal (formerly Tenders VIC) website ([www.tenders.vic.gov.au](http://www.tenders.vic.gov.au)) by the Closing Date and time or as extended by email notification from Development Victoria.

Bidders must ensure they are registered with the Buying for Victoria Supplier Portal prior to submitting their Response and should note submission limitations including file size limits.

Bidders are solely responsible for the successful delivery of their Response and should take all necessary steps to ensure the Response has been uploaded to the Buying for Victoria Supplier Portal by the date and time as late Responses cannot be uploaded.

Development Victoria is under no obligation to consider any information received from a Bidder after the Closing Date.

## 8. Evaluation Methodology

Development Victoria will evaluate all Responses based on the assessment criteria described in this EOI.

Evaluation of the Response may be split into different stages by Development Victoria in its absolute discretion and each stage may include mandatory and rated criteria.

After completion of the evaluation process for this EOI, successful proponents will be invited to participate in a Request for Proposal (RFP) process, in which complimentary criteria will be assessed including pricing and overall value for money, being an assessment of the total benefit provided by the Response.

### **Mandatory Criteria**

Mandatory criteria must be satisfied to proceed to the next stage of evaluation.

Mandatory criteria for this procurement are listed below:

- (Part C Form A) Bidder's Declaration
- (Part C Form C, Section A) Project Specific Questions about the Artist

### **Rated Criteria**

Rated criteria are used to compare submissions at various stages of evaluation and are scored. They are listed below:

- (Part C Form C, Section B & C) Relevant Corporate and Project Team Experience
- (Part C Form D) Proposed Methodology and Approach

Development Victoria may in its discretion undertake interviews and reference checks as part of the evaluation methodology. It may also consider any other matters or information received from other sources it considers relevant to the evaluation of Responses. Development Victoria may also take into account its previous experience with a Bidder or proposed team members.

## 9. Additional Information

Development Victoria may in its discretion require a Bidder to answer questions, provide additional information or complete additional documentation at any stage during this EOI process. This may include Development Victoria requiring a Bidder to provide:

- clarification of any unclear or incomplete matter;
- information about the Bidder's available resources, current workloads and the ability to provide the services;

In order for any such answers, additional information or documentation to be considered, Bidders must provide them in writing within the time requested by Development Victoria.

Development Victoria is not required to:

- seek clarification or request any additional information in any circumstance, including where the Response is unclear or incomplete; or

- consider a Bidder's response to any request for additional information.

Development Victoria reserves the right to change any document, information or requirement in this EOI including by way of amendment or addenda to this EOI.

## 10. Local Jobs First (formerly VIPP)

The Local Jobs First policy (formerly VIPP) applies to this Project **therefore government agencies must consider local employment and local content commitments as key criteria in tender evaluation**. Bidders who are shortlisted for the Request for Proposal phase of the procurement will be requested to provide a Local Industry Development Plan (LIDP) to the Industry Capability Network (ICN) for assessment. Further details regarding this process will be provided at the RFP stage of procurement. For now, no action regarding the LIDP form is required by those submitting a response to this EOI.

## 11. Building Code

Not in Use.

## 12. Social Procurement Framework

Not in Use.

## 13. Debrief

After the conclusion of the EOI process, any Bidder may request a debrief which Development Victoria may agree to provide.

## 14. Structure of this EOI

This EOI is made up of the following sections:

1. **Introduction** – describes Development Victoria's objectives and the opportunity available.
2. **Part A – EOI Conditions** sets out the conditions applying to this EOI that will apply to any person who receives a copy of this EOI.
3. **Part B – Project Information and other Documents** provides an outline of Development Victoria's requirements and objectives for the Project.
4. **Part C – Response Requirements** contains the information to be provided by the Bidder in its Response. Unless otherwise stated, the Bidder is required to complete all forms as part of its Response.



## Part A – EOI Conditions

### 1. EOI

#### 1.1. Status of EOI

This EOI is not an offer and the lodgement of a Response or any other action in relation to this EOI process does not create any legal rights or obligations (including any process contract) unless and until any formal contractual documents are executed with the successful Bidder.

#### 1.2. EOI documentation

This EOI and the information contained in it are provided on the basis that it is not binding on Development Victoria.

Development Victoria does not give any warranty or make any representation as to the completeness or accuracy of the information contained in this document or any information that may be provided in connection with it.

Bidders should not rely on any information contained in this EOI. Bidder must make their own inquiries as to the adequacy and completeness of any information contained in it.

#### 1.3. Confidentiality and use of EOI

All persons (including Bidders) that obtain or receive this EOI and any other information in connection with this EOI must keep the contents of this EOI and such other information in relation to the Project confidential and must not use the information other than for the purpose of preparing and submitting a Response.

#### 1.4. Privacy

Bidders are bound by the Information Privacy Principles set out in the *Privacy and Data Protection Act 2014 (Vic)* and any applicable code of practice with respect to any act done or practice engaged in by the Bidder in connection with this EOI in the same way and to the same extent as Development Victoria would have been bound in respect of that act or practice had it been directly done or engaged in by Development Victoria.

#### 1.5. Intellectual Property Rights

Any intellectual property rights as may exist in this EOI and any other documents provided to Bidders by or on behalf of Development Victoria in connection with this EOI are owned by (and will remain the property of) Development Victoria.

#### 1.6. Costs

Development Victoria will not be responsible for, nor pay for, any expense or loss that may be incurred by Bidders directly or indirectly in the preparation of any Response or participation in this EOI process.

#### 1.7. Complaints about EOI process

Any complaint about this EOI or the EOI process must be submitted to the General Counsel, Level 9, 8 Exhibition Street, Melbourne, Victoria, 3000 in writing immediately upon the cause of the complaint arising or becoming known to the Bidder. The written complaint must set out:

- (a) the basis for the complaint (specifying the issues involved);
- (b) how the subject of the complaint (and the specific issues) affects the person or organisation making the complaint;
- (c) any relevant background information; and
- (d) the outcome desired by the person or organisation making the complaint.

#### 1.8. Disclosure of Response

Development Victoria will not disclose the contents of a Response, except:

- (a) as required by law (including under the *Freedom of Information Act 1982 (Vic)*);
- (b) for the purpose of investigations by the Australian Competition and Consumer Commission or other government authorities having relevant jurisdiction;
- (c) to external consultants and advisers of Development Victoria engaged to assist with this EOI process or any engagement resulting from this EOI process;
- (d) as required to gain approval to proceed with any engagement resulting from this EOI process; or
- (e) to the extent that general information from Bidders is required to be disclosed by government policy.

#### 1.9. Use of Response

All Responses submitted in accordance with this EOI will become the property of Development Victoria.

Bidders will retain ownership of all intellectual property contained in the Response that has been produced by the Bidder.

Each Bidder, by submission of its Response, is deemed to have licensed Development Victoria to use and reproduce the whole, or any portion, of its Response for the purposes of enabling Development Victoria to evaluate the Response.

#### 1.10. Period of validity

All Responses must remain valid for a minimum of 120 days from the Closing Date. The period of validity of a Response may be extended by mutual agreement in writing between Development Victoria and the Bidder.

#### 1.11. Status of Response

Each Response constitutes and must be presented in a form which constitutes a non-binding proposal by the Bidder to Development Victoria to provide the Works or Services required under this EOI.

#### 1.12. Each Bidder is bound by its Response.

A Response must not be conditional. Development Victoria may, in its discretion, disregard any Response that is, or is stated to be, subject to any condition.

#### 1.13. Notice of non-compliance

Bidders must state if they will not comply with any of the requirements of this EOI. Full details of the non-compliance (including the nature and extent of the non-compliance and any reasons for such non-compliance) must be stated in the Response.

The Bidder will be deemed to comply with all parts of this EOI unless the Bidder states otherwise.

#### 1.14. Alternative Response

Bidders may submit an alternative Response(s). An alternative Response will only be considered if the alternative Response is clearly identified as an "Alternative Response".

The alternative Response may depart from the requirements of this EOI or provide the works or services in a manner different to that specified in this EOI. Any alternative Response must set out full details of any non-compliance.

An alternative Response should offer options or solutions which may, in an innovative and value for money way, contribute to Development Victoria's ability to deliver the Project in a more cost-effective manner. Development Victoria may, in its discretion elect to consider any alternative Response.

## 2. Selection Process

Development Victoria may, in its discretion and at any stage of the evaluation process, give notice to one or more Bidders that it wishes to:

- (a) shortlist one or more Bidders and invite tenders from those Bidders for the Works or Services, part thereof or any similar or related Works or Services;
- (b) elect to engage in detailed discussions and negotiations with any one or more Bidder (with or without short listing any);
- (c) invite one or more Bidders to give a presentation to Development Victoria in relation to their Response;
- (d) reject any or all of the Response(s) or disqualify a Bidder (without giving reasons for so doing);
- (e) accept a Response (or any part or parts thereof) received after the Closing Date;
- (f) cease, suspend or defer this EOI process or any other procurement process for the Works or Services;
- (g) terminate the participation of any Bidder in the tender process the subject of this EOI;
- (h) call for bids from new Bidders pursuant to the tender process or call for new tenders for the works or services (as the context requires) should it discontinue the tender process (in which event Development Victoria will not be obliged to invite the Bidder to participate in any new tender process); and/or
- (i) proceed with the procurement of the works or services (as the context requires) by an arrangement other than that proposed by this EOI.

Development Victoria may rely on any and all information submitted by a Bidder (including earlier submissions and information provided as the result of any of the processes set out above). No additional weighting will be given in the evaluation process to any information provided by a Bidder as a result of any of the processes set out above.

## 3. Development Victoria's reservation of rights

Development Victoria reserves the right in its discretion to:

- (a) accept, reject or refuse to consider any Response;
- (b) negotiate with any person who is not a Bidder and enter into an agreement with any person on such terms as Development Victoria in its discretion accepts (without notifying any Bidder);
- (c) withdraw, suspend or terminate this EOI or part of this EOI;
- (d) change the structure and timing of this EOI and notify Bidders of such changes;

Development Victoria reserves the right to terminate this EOI at any time and, following termination of this EOI process, Development Victoria may negotiate directly with any party it chooses at its discretion. Development Victoria may also undertake the Project or any aspect of the Project that forms the subject of this EOI itself.

#### **4. Employment of Development Victoria's employees and internal contractors**

Each Bidder agrees that it will not, without the Bidder first obtaining Development Victoria's prior written consent, allow any person who had been an employee or internal contractor of Development Victoria (**Former Employee**) within 12 months before the commencement of this EOI to be involved in any way in any aspect of this EOI including the preparation of its Response.

In considering a request for consent Development Victoria may require a Bidder to demonstrate to Development Victoria's satisfaction that the Bidder has implemented measures to ensure that the Bidder will not be provided with an unfair advantage in this EOI by the involvement of the Former Employee and to implement separation protocols.

Development Victoria reserves the right to exclude any Bidder from participation in this EOI for any breach of this condition.

#### **5. Governing law**

The Bidder must comply with all relevant laws in preparing and lodging its Response and in taking part in this EOI.

This EOI will be governed by the laws of Victoria and by submitting a Response, each Bidder irrevocably submits to the non-exclusive jurisdiction of the courts of Victoria.

## Part B – Project Information and other Documents

An overview of the Project is provided as **Attachment B1**. Additional documents are listed below:

- **Attachment B2 - Schematic Design Report**

The proposed Development Victoria's Modified Form Contract is Supply of Goods and Services for Artwork and is referred to as PIMS-8777 | Ballarat GovHub Public Realm Artwork.

The attached draft Contract is included for Bidder's information only as **Attachment B3**.

A fully marked up Contract reflecting the requirements of the procurement will be provided to Bidders who are shortlisted to continue onto the Request for Proposal phase of the procurement. The attached draft Contract may not reflect the final document.

## Part C – Response

Bidders are to complete the following parts of this Part C as part of their Response:

- Form A – Bidder's Declaration
- Form C – Capability and Capacity
- Form D – Methodology and approach
- Form E – Bidder's Confidential Information

Bidders may choose to complete and return this form to identifying any information it requires be treated as confidential. If this form is not provided, Development Victoria will assume that none of the information provided by the Bidder needs to be treated as commercial in confidence.

## Form A – Bidder’s Declaration

### Instructions for completing a statutory declaration

Please complete the following form using the notes in the left-hand margin for guidance. More guidance on making statutory declarations can be found at [www.justice.vic.gov.au](http://www.justice.vic.gov.au).

When making the statutory declaration the person making the declaration must say aloud:

**I, [full name of person making declaration] of [address], declare that the contents of this statutory declaration are true and correct.**

**Both the person making the declaration and the witness must**

- 1. sign or initial any alternation to the statutory declaration**
- 2. sign or initial each page**

## Statutory Declaration

**Note to Bidders:** The Victorian State Government's Supplier Code of Conduct (as amended from time to time) is available at the Victorian Government Purchasing Board website:

<http://www.procurement.vic.gov.au/Suppliers/Supplier-Code-of-Conduct>.

The Commitment from Tender Participants is available from Section 4.1.5 of the Instructions for Public Construction Procurement in Victoria available from <https://www.dtf.vic.gov.au/public-construction-policy-and-resources/ministerial-directions-and-instructions-public-construction-procurement>

I \_\_\_\_\_

[Insert full name]

of \_\_\_\_\_

[Insert address]

\_\_\_\_\_

[Insert occupation]

make the following statutory declaration under the **Oaths and Affirmations Act 2018**::

### Definitions

In this declaration:

“*Bidder*” means: **[insert name of company, other body corporate, firm, or individual]**;

“*Contract*” means the proposed contract for the works or services (as the context requires) described in Part E of the EOI for the Project in the form attached to the EOI;

“*Development Victoria*” means Development Victoria of Level 9, 8 Exhibition Street, Melbourne, Victoria 3000;

\_\_\_\_\_  
Declarant Signature

\_\_\_\_\_  
Witness Signature

“LIDP” means the Local Industry Development Plan if required under the Local Jobs First Act 2003

“Project” means Ballarat GovHub Public Realm Artwork;

"Response Forms" has the meaning given in the EOI;

"EOI" means the expression of interest issued by Development Victoria for the Contract;

**Preamble**

1. I hold the position of [insert title] of the Bidder and I am duly authorised by the Bidder to make this declaration on its behalf.
2. I make this declaration on behalf of the Bidder and on behalf of myself.

**Acceptance of EOI Conditions**

3. The Bidder accepts the requirements of the EOI including the EOI Conditions in Part A of the EOI.

**Submission of the Response**

4. The Bidder declares that the information set out in its Response (including any information provided in support of any preceding expressions of interest or accreditation process) is true and correct.
5. The Bidder submits its Response, including all attached Response Forms, in good faith and in the genuine belief that they are accurate and complete.
6. The Bidder:
  - a. confirms it has made its own inquiries and has not relied upon the information in the EOI in submitting its Response; and
  - b. acknowledges and agrees that nothing in the EOI or the conduct of the EOI process has resulted in the formation of a process contract between Development Victoria and the Bidder.
7. Neither the Bidder, nor any of its employees or agents has a potential, actual or perceived potential conflict of interest in relation to the Project, except as listed below:
  - a. [Bidder to complete]
8. Neither the Bidder nor any of its employees or agents have engaged in any collusion, anti-competitive conduct or any similar conduct with any employee, agent or consultant of Development Victoria, any other bidder or any other person.
9. The details of the Bidder are as follows: [Bidder to complete]

Name:	
Registered office:	

\_\_\_\_\_  
Declarant Signature

\_\_\_\_\_  
Witness Signature

ABN:	
ACN:	
Contact Name (authorised agent):	
Title:	
Phone:	
Email:	
Company Registration numbers where applicable – e.g. Builder's Registration number:	

#### Additional information

10. The Bidder will provide Development Victoria with any information or documents reasonably requested, which may include any documentation required for compliance with the Local Jobs First Policy and other government policy requirements. This may include a certified LIDP and Social Procurement Plan as applicable.

#### Genuine Competition

11. The Bidder is genuinely competing for the Project.
12. The Bidder has experience and expertise in carrying out works or services or both equivalent to the works or services (as the context requires) described in Part C of the EOI.
13. As at the date of this declaration, the Bidder has the capacity and resources to carry out the works or services (as the context requires) described in Part C of the EOI in a timely, competent and professional manner in accordance with the requirements (including the timing requirements) set out in the EOI.

#### Compliance with Victorian State Government's Supplier Code of Conduct and Commitment from Tender Participants

14. The Bidder has read and understood the Victorian State Government's Supplier Code of Conduct (the Code) and Commitment from Tender Participants (the Commitment).
15. The Bidder acknowledges that in the event that it is selected to supply Works, goods or Services to Development Victoria, the relevant Contract will contain an ongoing requirement for the Bidder to comply with all legal requirements, which in turn will require the Bidder to:
- understand the Code and the Commitment, including any amendments made from time to time; and
  - meet the State's expectations of Suppliers as set out in the Code and the Commitments

\_\_\_\_\_  
Declarant Signature

\_\_\_\_\_  
Witness Signature



**Confirmation of Receipt of Addenda**

The Bidder confirms receipt of any addenda issued during the EOI process and that they have incorporated all requirements set out in the addenda in their Response.

TENDER ADDENDUM NUMBER AND DATE	RECEIVED AND REQUIREMENTS INCORPORATED? (YES / NO)

**Authorisation**

16. On behalf of the Bidder, I authorise Development Victoria to obtain such information as it reasonably requires in relation to the Bidder’s Response from third parties including, without limitation:

- a. any employees that the Bidder lists in its Response;
- b. any referees or client or other contacts whether provided by the Bidder in its Response or not and
- c. any other government bodies who have knowledge or experience of the Bidder.

I confirm that I am authorised to make this declaration on behalf of the Bidder and that I have read and accept all the terms set out in this declaration on behalf of the Bidder.

**I declare that the contents of this statutory declaration are true and correct and I make it knowing that making a statutory declaration that I know to be untrue is an offence.**

*Signature of person making the declaration*

*Place (City, town or suburb)*

*Date*

**Declared at**

on

**\*in the state of Victoria**

*Signature of authorised statutory declaration witness*

*Date*

**I am an authorised statutory declaration witness and I sign this document in the presence of the person making the declaration:**

on

\_\_\_\_\_  
Declarant Signature

\_\_\_\_\_  
Witness Signature

*Name, capacity in which  
authorised person has  
authority to witness  
statutory declaration,  
and address (writing,  
typing or stamp)*

A person authorised under section 30(2) of the **Oaths and Affirmations Act 2018** to witness the signing of a statutory declaration.

\_\_\_\_\_  
Declarant Signature

\_\_\_\_\_  
Witness Signature

## Form B – OH&S

Not in Use.

## Form C – Relevant Corporate and Project Team Experience

Bidder Name:	
EOI Reference Number:	PIMS-8777
Date:	

### Section A: Project Specific Questions about the Artist

Bidders should provide brief answers to the following project specific questions:

QUESTION	BIDDER RESPONSE (Please limit to 150 words per response)
How do you choose a theme for your artwork design concept?	
What does your artwork typically represent?	
How do you typically make your art; i.e. materials, process and techniques? Are there certain materials you would like to use on this project?	
How do you typically ensure that artwork leaves a positive and lasting impression?	
Do you have experience collaborating with other designers and clients during an artwork process? Give examples where necessary.	

<p>What are your key takeaways from 'Attachment B1 – Project Brief' which stand out to you as a key focus moving forward into design?</p>	
<p>Are there any sections of 'Attachment B2 – Schematic Design Report' which sparked ideas relating to the building's architecture and/or history? Be specific and provide examples of your ideas.</p>	

**Section B: Relevant Corporate Experience**

Bidders should provide an overview of recently completed projects (within last 5 years) which demonstrate their capability to provide the Services.

Bidders should complete the Project matrix below. Development Victoria may contact any or all the contacts provided to seek details of the Project and the Bidder’s performance.

PROJECT (Name and Address)	PROJECT COST (\$)	COMPLETION DATE (actual or forecast)	CLIENT AND DESIGNER (ARCHITECT) DETAILS (name, company and phone number)	DESCRIPTION OF SERVICES (Include photos to showcase finished product – don’t have to be submitted within the table provided)	CHALLENGES FACED AND HOW THEY WERE MANAGED	DURATION OF PROJECT (Including design, fabrication and install)
1.						
2.						
3.						
4.						
5.						

**Section C: Organisational Capability**

Bidders are required to provide an overview of their company and personnel which demonstrates their ability to provide the Services. Limit 2 A4 pages. If operating as a sole trader, please still complete below details.

COMPANY INFORMATION	ATTACHED?
Brief corporate biography, describing company's establishment, current scope of operations, number of employees and ownership structure.	
Organisation chart	
List key positions relevant to delivery of project:	
Details of proposed key personnel and their specific relevant experience in relation to this project	

## Form D – Proposed Methodology & Approach

Bidder Name:	
EOI Reference Number:	PIMS-8777
Date:	

### Section A: Methodology

The Bidder is requested to describe a high-level methodology and approach for management and delivery of the Project. In addressing this section, provide an overview of some of the key challenges anticipated and how they will be managed. Limit 2 A4 pages.

### Section B: Innovation

The Bidder is requested to provide a brief description of any leading technologies, innovative and environmental solutions, best practices or strategic initiatives that the Bidder proposes for delivery of the Project.

ITEM	DESCRIPTION

### Section C: Reverse Brief

Not in Use.



## Form E – Bidder’s Confidential Information

Bidder Name:	
EOI Reference Number:	PIMS-8777
Date:	

If a Bidder wishes to withhold the disclosure of specific information, the Bidder must clearly identify the types of information and outline how the release of this information will expose trade secrets or expose the business unreasonably to disadvantage.

### Trade secrets

In considering whether specific information should be categorised as a trade secret, Bidders should assess:

- the extent to which it is known outside of the Bidder’s business;
- the extent to which it is known by the persons engaged in the Bidder’s business;
- any measures taken to guard its secrecy;
- its value to the Bidder’s business and to any competitors;
- the amount of money and effort invested in developing the information; and
- the ease or difficulty with which others may acquire or develop this information.

### Unreasonable disadvantage

In determining whether disclosure of specific information will expose a Bidder’s business unreasonably to disadvantage, Bidders should consider section 34(2) of the *Freedom of Information Act*. Broadly, Bidders should consider:

- whether the information is generally available to competitors;
- whether it could be disclosed without causing substantial harm to the competitive position of the business.
- Development Victoria may consider these applications in the evaluation of the Response.

The Bidder considers the following information to be Trade Secrets, and requests it be treated as confidential:	
The Bidder considers disclosure of the following information would expose it to unreasonable disadvantage and requests it be treated as confidential:	