



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

Request for Quote – Development of shared physiotherapy entry-level qualifying statements for the physiotherapy profession in Australia and New Zealand.

27 May 2013

Purpose

The purpose of this document is to provide information to assist bidders in the preparation and submission of quotes for development of shared entry level qualifying statements (the statements) for the physiotherapy profession in Australia and New Zealand. The successful bidder will become the Project Manager for this project.

Background

Australian Health Practitioner Regulation Agency

The Australian Health Practitioner Regulation Agency (AHPRA) was established in July 2010 to improve the quality and safety of Australia's health services through a modernised national regulatory scheme for health professionals.

AHPRA has an office in each State and Territory responsible for the majority of operational matters and a National Office in Melbourne. AHPRA reports to a Ministerial Council and is governed by an Agency Management Committee appointed by the Ministerial Council. AHPRA supports the operations of the national boards for each profession covered by the scheme, and the State and Territory boards and committees established by the national boards.

The services provided by AHPRA to the National Boards employ best practice approaches to regulation and cover registration functions, the management of a national public register of health practitioners, the receipt of complaints on behalf of the Boards and, subject to decisions by States and Territories, responsibility to the Boards for the highest standards of professional investigations and disciplinary prosecutions.

The health professions currently regulated by the national scheme are:

- 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.

Procurement Scope

This Request for Quote is limited to Australian and New Zealand entities that conduct health-related consultancy and/or standards development in the public, non-government and/or private sector.

In accordance with the national registration and accreditation scheme in Australia, the Physiotherapy Board of Australia can only enter contract arrangements via AHPRA. The Physiotherapy Board of New Zealand and the Physiotherapy Board of Australia have agreed that AHPRA will manage contractual arrangements for the project.

Specification

1. Background

1a) Physiotherapy Regulation in New Zealand and Australia

The Physiotherapy Board of New Zealand (PBNZ) and the Physiotherapy Board of Australia (PhysioBA) are national bodies concerned with the regulation of the physiotherapy profession in New Zealand and Australia respectively, including the registration of physiotherapists and the accreditation of programs of study leading to registration as a physiotherapist.

The PBNZ is the regulatory authority for physiotherapists, established under the Health Practitioners Competence Assurance Act 2003 (HCPA Act). The principal purpose of this Act is to protect the health and safety of members of the (NZ) public by providing for mechanisms to ensure that health practitioners are competent and fit to practise their professions.

The PhysioBA is a body corporate with perpetual succession and is established under the Health Practitioner National Law Act 2009 (National Law) as in force in each Australian state and territory. The objectives of the national registration and accreditation scheme are, in part, to provide for the protection of the (Australian) public by ensuring that only health practitioners who are suitably trained and qualified to practise in a competent and ethical manner are registered; and, to facilitate the rigorous and responsive assessment of overseas-trained health practitioners.

Qualifying statements provide the physiotherapy profession with a benchmark for the knowledge, skills and attributes of a safe and effective entry-level physiotherapist. Qualifying statements represent an important foundation of accreditation functions of the respective boards. They also provide:

- a framework for practitioners to assess their own competence
- a benchmark to assist board decisions regarding competence of practitioners, which includes assessment of overseas applicants
- a benchmark to assist respective boards to make decisions regarding professional conduct matters
- a benchmark to assist the respective boards to make decisions regarding the need for (or otherwise) supervision arrangements

The PBNZ and the PhysioBA recognise the benefits of professional mobility made possible by the Trans-Tasman Mutual Recognition Arrangement (the TTMRA) and the legislation giving effect to this arrangement in New Zealand and Australia. To this end, the PBNZ and the PhysioBA have agreed to work towards shared entry-level statements that describe the elements of entry-level practice for the physiotherapy profession. It is the intent that the end product will meet the needs of both parties.

Whilst the document will be owned by the boards (owned by AHPRA on behalf of the PhysioBA in Australia) it is acknowledged that it will have wide utility across the profession.

1b) Existing arrangements.

1b)i) New Zealand

Under the HPCA Act, PBNZ is empowered to prescribe qualifications for registration and to accredit programs of study for the purposes of registration. Section 118 (i) of the Act provides that a function of

PBNZ is to set standards of clinical competence, cultural competence, and ethical conduct to be observed by physiotherapists. The PBNZ Physiotherapy Competencies for Physiotherapy Practice in New Zealand (2009) describe the standards of clinical, professional and cultural competence required in order to practise physiotherapy in New Zealand, and are the existing entry level qualifying statements for the physiotherapy profession in New Zealand. Applicants for registration in New Zealand must demonstrate that they meet each competency established by the board as the standard to practise autonomously as an entry level physiotherapist. The established Board competencies are used in both curriculum development and in the audit for accreditation of physiotherapy programmes in New Zealand. The competencies also provide the profession with a benchmark for safe and effective practice as an entry level physiotherapist. In cases of competence or conduct, the competencies are used in the investigation, assessment, and management as the benchmark of the expected standard of physiotherapy practice. PBNZ's standards of ethical conduct are articulated in the board's Physiotherapy Code of Ethics and Professional Conduct. Standards of cultural competence are currently integrated into both the Code of Ethics and the Physiotherapy Competencies. This is made clear in the PBNZ position statement on cultural competence. PBNZ has 4,255 registrants with Annual Practising Certificates and a further 1,955 registrants who are non-practising.

1b)ii) Australia

The Australian Standards for Physiotherapy (ASP) underpin and provide the foundation for registration and accreditation standards, codes and guidelines developed by the PhysioBA and provide a benchmark for a variety of its functions under the National Law, including determination of competence of practitioners for registration, including practitioner self-assessment, and decisions regarding the nature and scope of conditions, undertakings and supervision arrangements. The ASP are also used in the assessment of the knowledge and clinical competence of overseas educated applicants for registration as physiotherapists in Australia, and the assessment, investigation and management of notifications about registered physiotherapists with respect to health, professional conduct and performance matters. The Australian Physiotherapy Council (APC) is the accreditation authority responsible for accrediting programs of study for the physiotherapy profession in Australia. The APC assesses programs of study in physiotherapy against the accreditation standards that have been approved by the PhysioBA. The accreditation requirements articulated in the accreditation standards embed the Australian Standards for Physiotherapy. In the APC Accreditation Manual (<http://www.physiocouncil.com.au/files/accreditation-manual>), it is stated that the ASP "provide the physiotherapy profession with a benchmark for the knowledge, skills and professional attributes of a safe and effective entry level physiotherapist in Australia." The ASP therefore are the existing entry level qualifying statements for the physiotherapy profession in Australia. As at February 2013, the PhysioBA had 24,446 registrants.

1b)iii) Project Scope

It is envisaged that the new statements will be developed based on consideration of the existing New Zealand and Australian competency and standard documents, known best practice with regard to entry level statements, and guidance via broad stakeholder consultation. The project will be governed by a Steering Committee, established by the boards. The Steering Committee will be provided with expert advice and assistance to develop the statements by an Expert Reference Group reporting through the Project Manager.

AHPRA prefers that any Agreement awarded following this Request for Quote (RFQ) is held with one agency or individual (that is, one nominated individual has the responsibility for conducting and completing the required Service). However, there may be aspects of the Service, which may require more than one individual. Therefore, AHPRA may consider subcontracting or joint venture proposals, provided respondents can assure AHPRA that:

- the terms of any subcontracting arrangement are no less favourable to AHPRA than the terms between AHPRA and the bidder;

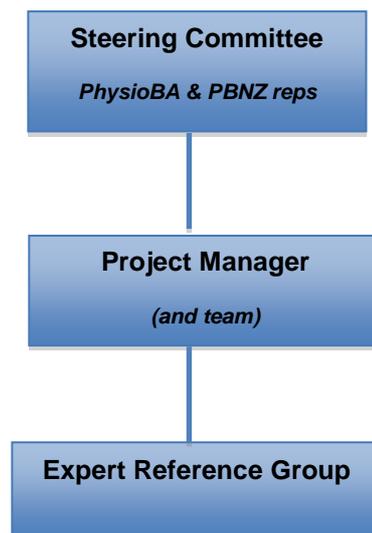
- all persons proposed as subcontractors or partners to the agreement are nominated in the response template set out at the end of this RFQ;
- where there are two or more subcontractors, a head contractor is identified, and will be held accountable for both their own performance, and that of any subcontractors during the term of the contract; and
- AHPRA reserves the right to review any subcontracting arrangements to ensure that they are no less favourable between AHPRA and the bidder.

The successful bidder will ideally be an individual, or a company nominating individual(s) who have relevant and extensive experience in the development of health related performance statements. The successful bidder will be required to work with a wide range of stakeholders at a senior level across New Zealand and Australia. Evidence of delivery against challenging project targets in a complex environment will be required.

The successful bidder will act as the Project Manager and will be required to meet the Key Project Deliverables described below. The Project Manager will facilitate reporting by the Expert Reference Group (via the chair) to the Steering Group.

The Steering Committee will oversee the project, monitor the work of the Project Manager, consider reports from the Project Manager and Expert Reference Group and facilitate communication between the respective boards on the progress of the development of the statements.

Governance and Reporting Model



Steering Committee

The Steering Committee has ultimate accountability for the successful delivery of the project, providing guidance and overall direction, controlling changes to the project's scope, assisting with identifying and working with key stakeholder groups and advising on appropriate communication /consultation mechanisms. As at April 2013, the Steering Committee consists of the following members.

Kathy Grudzinskas (Chair) - PhysioBA member

Alison Bell – PhysioBA member

Maree Grbin - PBNZ Chair

Janice Mueller - PBNZ member

Request for Quote

With respective Board support personnel

Jill Humphreys – Executive Officer, Physio BA

Jeanette Woltman-Black – Chief Executive Officer, PBNZ

Expert Reference Group

The purpose of the Expert Reference Group is to provide expert input to the development of shared entry level statements. The Expert Reference Group is time limited to the life of the project. Its functions include:

- working with the Project Manager to provide expert advice, opinion and expertise on the components of entry-level skills and abilities, reflecting the views and requirements of the profession for entry level practice in physiotherapy;
- providing strategic advice, opinion and information to the Project Manager on related issues and key themes emerging as the project progresses (see attached Terms of Reference for further detail);
- participating in consultation/liaison with persons/groups that may provide relevant additional information or advice required for the development of the statements;
- participating in the communication and implementation of the project outcomes and outputs as required; and
- providing cultural competence advice, opinion and expertise as it relates to the requirements of the profession for entry level practice in physiotherapy. Where additional country specific statements are required, these will be developed locally under the overall leadership of the Project Manager, and within the project timelines as much as possible. Country specific cultural statements and consultation on these statements will be the responsibility of each respective Board, inclusive of any additional cost.

Key Project Deliverables

The overall objective of this project is to determine and publish evidence based, stakeholder supported qualifying statements for the physiotherapy profession in New Zealand and Australia.

Deliverable	Timing	Proposed Payment schedule
<p>Stage 1</p> <p>Description of proposed methodology for establishing the first draft of the statements, including</p> <ol style="list-style-type: none"> 1. Ascertain current stakeholder level of satisfaction with the current documents in Australia and New Zealand. 2. Identification of the most appropriate and contemporary format and nomenclature of qualifying statements, with an undertaking to develop the final document in this format. 3. Identification of best practice approaches to undertaking the development of new, shared entry level qualifying statements (across health, and beyond), and presentation of a plan for the project, which is in line with this best practice. This will include consideration of the use of relevant focus groups. 4. A review of current and possible future health policy relevant globally and specifically to Australia and New Zealand, as it relates to qualifying statements. 5. Development and description of a communication plan which appropriately engages the various stakeholders in each stage of the project (including the Expert Reference Group, current users of the existing qualifying statements in both countries, the 	<p>3 months from date of signing agreement</p>	<p>30% upon completion of stage 1 to the satisfaction of the Steering Committee</p>

Steering Committee, stakeholders and the broader public).		
<p>Stage 2</p> <p>A process which utilises the methods identified in Stage 1 to develop an initial draft of the statements for approval by both Boards prior to stakeholder consultation. Working drafts may come to the Steering Committee, as required, at the discretion of both boards and the project manager.</p>	<p>5 months from date of approval of methodology proposal (by Steering Committee)</p>	<p>30% upon completion of stage 2 to the satisfaction of the Steering Committee</p>
<p>Stage 3</p> <p>Wide-ranging public consultation in accordance with AHPRA (for the PhysioBA) and PBNZ consultation policies.</p>	<p>4 months from date of approval of draft statements by both Boards</p>	
<p>Stage 4</p> <p>Delivery of a final draft of the statements, incorporating feedback from wide-ranging public consultation for the respective Board's consideration and feedback.</p>	<p>1 month from the end of public consultation</p>	
<p>Stage 5</p> <p>Following respective Boards feedback, either the proposed new qualifying statements will be endorsed as final new qualifying statements for implementation, <i>or</i> further consultation may be required. This will then result in delivery of the final draft of the proposed new statements to the respective Boards for their final decision.</p>	<p>3 months from end of consultation, 6 months from date of approval of draft statements</p>	<p>40% upon completion of stage 5 to the satisfaction of the Steering Committee</p>

Evaluation of Quotes

Timetable

Key timelines for this proposal are indicated below. These dates are advised as a guide only to projected timelines. The Steering Committee will make every effort to maintain this schedule, but reserves the right to vary dates.

Date RFQ released	0900 AEST Monday June 10 2013
Closing date for requests for further information	1700 AEST Monday July 8 2013
Closing date for submission of quotes	1700 AEST Monday July 15 2013
Shortlisting completed by	1700 AEST Friday 26 July 2013
Interviews conducted by	1700 AEST Friday 16 August 2013
Contract commencement	0900 AEST Monday September 9 2013
Contract completion	1700 AEST Friday 12 September 2014

Evaluation Criteria

All bidders will be evaluated against the evaluation criteria specified below.

1	The bidder is either an Australian or New Zealand entity that conducts health related consultancy and/or standards development in the public, non-government and/or private sector.	Mandatory
2	The bidder has appropriate and current expertise in project management, utilises current project management methodology and is available to deliver the project outcomes at the times indicated.	3
3	The bidder has relevant and extensive experience in development of significant professional standards and/or competencies documents.	3
4	The bidder has expertise and experience in identifying and engaging with peak bodies that can guide appropriate attention to cultural competence.	3
5	The bidder has, or is prepared to access expertise in drafting, formatting, and editing professional documents, as evidenced by provision of, or reference to three projects undertaken previously.	3
6	The bidder has experience in facilitating wide-ranging stakeholder input into development of peak professional documents.	2
7	The bidder is able to manage costs, and provide service within the agreed quote.	2

The evaluation criteria have been weighted to reflect their relative importance. The weighting scale is:

Importance of criterion	Weighting
Vital	Mandatory
Highly important	3
Important	2
Desirable	1

Evaluation and Scoring

Quotes will be evaluated against the criteria listed above, using the following scale:

Evaluation	Score
Exceeds all aspects of the evaluation criterion	4
Exceeds some aspects of evaluation criterion (and meets all other aspects of the evaluation criterion)	3
Meets the selection criterion	2
Fails some aspects of the selection criterion	1
Fails all aspects of the selection criterion.	0

An initial evaluation may be used to shortlist proposals. Following shortlisting, one or more bidders may be interviewed to provide clarification or further information. Shortlisted bidders may be invited, as part of the evaluation process, to submit a Best and Final Offer in relation to all or certain aspects of their respective quotes.

All bidders will be advised of the final outcome of the selection process.

The successful bidder will be engaged under the AHPRA standard contract for services and consultancy – see attached.

Pricing

Quotes are sought on a fixed price basis (e.g. lump sum, hourly rate including expenses, milestone payments).

For services, as part of the quote a breakdown of the proposed resource allocation should be included indicating what resources are to be provided, time commitment, hourly rate (if applicable) and individual resource cost as well as total project cost.

All prices are to be fixed for at least 90 days from the date of submission of quotes.

All prices are to be inclusive of GST.

Terms and Conditions

The RFQ process will be managed in accordance with the terms and conditions set out below.

1. *General.* Bidders should familiarise themselves with this document and ensure that their quotes conform to the requirements set out in it. Bidders are deemed to have examined statutory requirements and satisfied themselves that they are not participating in any anti-competitive, collusive, deceptive or misleading practices in structuring and submitting the quote.
2. *Acceptance.* Non-complying quotes may be rejected. AHPRA may not accept the lowest priced quote and may not accept any quote.
3. *Explanations.* AHPRA shall not be bound by verbal explanations or instructions given prior to acceptance of a proposal.
4. *Financial Assessments.* AHPRA reserves the right to engage a third party to carry out assessments of bidders' financial, technical, planning and other resource capability.
5. *Legal Entity.* Bidders must be a legal entity with which AHPRA can contract, under relevant Australian or New Zealand legislation. Bidders must provide evidence of their legal status.
6. *Taxation Requirements.* Bidders must provide evidence of their taxation status under relevant Australian or New Zealand legislation. For Australian entities the Australian Business Number (ABN) must be supplied in the bidder's response. For New Zealand entities, evidence of registration for GST must be provided.
7. *Additional Information.* If additional information to that contained in this document is required by AHPRA when bids are being considered, written information and/or interviews may be requested to obtain such information at no cost to AHPRA. AHPRA may also provide additional information or clarification.
8. *Process.* AHPRA reserves the right to withdraw from the request for quote process described in this document for whatever reason, prior to the signing of any agreement/contract with any party for the delivery of goods or services described in this document, and/or to alter the process.
9. *Negotiation.* AHPRA reserve the right to negotiate with shortlisted bidders after the request for quote closing time and to allow any bidder to alter its quote.
10. *Part Quotes.* AHPRA reserves the right to accept quotes in relation to some and not all of the scope of activity described, or appoint one, more than one or no organisation on the basis of the quotes received.
11. *Conflicts of Interest.* Bidders must declare to AHPRA any matter or issue which is, may be perceived to be or may lead to a conflict of interest regarding their proposal or participation in the supply of the goods or services described. Bidders must describe a strategy so that any conflict of interest will be avoided.
12. *Confidentiality.* All bids and any accompanying documents become the property of AHPRA and the PBNZ. Ownership of all information, reports or data provided by AHPRA and the PBNZ to bidders resides in AHPRA and the PBNZ. The bidder shall not, without the written approval of the CEOs of both AHPRA and PBNZ, use the information or reports other than in the development of the quote or the delivery of the goods or services. Such information, in whatever form provided by AHPRA or the PBNZ or converted by the bidder, must be destroyed in a secure fashion following advice of the outcome of the request for quote process or at completion of the provision of the goods or services.
13. *Notification of Probity Breach Required.* Should any bidder consider that the request for quote process has failed to accord it fair right to be considered as a successful bidder or that it has been prejudiced by any breach of these Terms and Conditions or other relevant principle affecting the bids or their evaluation, the bidder must provide immediate notice of the alleged failure or breach to the Contact Person. This notification must set out the issues in dispute, the impact on the bidder's interests, any relevant background information and the outcome desired.
14. *Lobbying.* Any attempt by any bidder to exert influence on the outcome of the assessment process by lobbying, directly or indirectly, AHPRA or PBNZ staff, Board members, Agency

Management Committee members or Members of Parliament, will be grounds for disqualification of the bid from further consideration.

15. *Pricing.* Quotes must be clearly represented in either Australian or New Zealand dollars, according to the bidder's origin. Price variations over the period of the contract must be advised. Bidders must state the factor and reasons for any variation. Prices are to be provided that are inclusive of GST.

Queries

Queries can be directed to:

Contact Name	Ms Kathy Grudzinskas (Chair, Steering Committee)
Email Address	physio@physioboard.org.nz Email subject lines must include att. Australia and New Zealand entry level Statements project.

All requests for clarification or for additional information must be lodged by the nominated date (refer to the process timetable above) to allow sufficient time for response and information to be provided to all parties quoting. AHPRA reserves the right to not respond to such requests, irrespective of when such requests are received.

Submission of Quotes

All quotes must be made by completing and signing the attached Response Schedule, which is to be submitted as follows:

Email Address	Tenders@ahpra.gov.au
Quotes must be received at the above Email Address by	1700 AEST Monday July 15 2013

Response Schedule

Background Information

Bidder Details

Full Legal Name of the Bidder	
Trading Name	
Entity Status (eg: Partnership, Company etc)	
ACN number	
Registration for GST	(Yes or No)
Australian Business Number (ABN)	
Place of Incorporation	
Postal Address	
Principal office	
Contact Person	
Position/Title	
Telephone No	
Mobile No	
Facsimile No	
E-mail address	

Qualifications and Experience of all Project Staff (inclusive of any sub-contractors)

Add more tables if required.

1 Name	
Title/Office Held	
Role: Director, Employee, Sub-contractor, Consultant	
Qualifications	
Length of Relationship with Company/ Bidder	
Previous Experience	
Role/functions to be performed	

2 Name	
Title/Office Held	
Role: Director, Employee, Sub-contractor, Consultant	
Qualifications	
Length of Relationship with Company/ Bidder	

Previous Experience	
Role/functions to be performed	

Financial Capability

<p>Bidders are required to demonstrate that they have the financial capacity to provide, over the term of the contract, all the requirements specified in this RFQ. Accordingly, please provide the following information.</p> <p>If the answer to any of the following questions is yes, provide an explanation.</p>	
(a) Are there any significant events, matters or circumstances which have arisen since the end of the last financial year which may significantly affect the operations of the Bidder?	
(b) Are there any relevant mergers/acquisitions either recent (within the past 12 months) or which are imminent?	
(c) Are there any proceedings, either actual or threatened, against the Bidder, its parent or associated entities or any director of the Bidder, its parent or associated entities or have there been any such proceedings within the past five years? If so, what (if any) remedial action has been taken in respect of such proceedings?	
(d) Are there any bankruptcy actions against a director of the Bidder, its parent or associated entities, or has there been within the past five years?	
(e) Are there any de-registration actions against the Bidder, its parent or associated entities on foot, or have there been any within the past five years?	
(f) Are there any insolvency proceedings, actual or threatened (including voluntary administration, application to wind up, or other like action) against the Bidder, its parent or associated entities on foot, or have there been any within the past five years?	
(g) Is the Bidder, its parent or associated entities currently in default of any agreement, contract, order or award that would or would be likely to adversely affect the financial capacity of the Bidder to provide the Goods and/or Services contemplated by this RFQ?	
(h) Are there any other factors which could adversely impact on the financial ability of the Bidder to successfully perform the obligations contemplated by this RFQ?	
(i) Is the Bidder solvent and able to meet its debts as and when they fall due in the normal course of its business?	
<p>In addition to the information required above, bidders are required to undertake to provide to AHPRA and the PBNZ upon request all such information as AHPRA and the PBNZ reasonably requires to satisfy itself that the Bidder is financially viable and has the financial capability to provide the goods and/or</p>	

services for which they are bidding and to otherwise meet their obligations under the proposed contract.	
Provide your signature as your undertaking to comply with this request.	
Will you provide valid tax invoices?	(Yes or No)

Insurance (please provide details as relevant to your quote)

Proof of insurance cover:	Provider	Policy Number	Expiry Date	Limit of Liability
• Public liability				
• Professional indemnity				
• Others as relevant				
• Relevant exclusions:	(Provide separately summary of any <i>relevant</i> exclusions to the above, and their potential impact on this contract)			

Referees (please provide at least two)

	Referee 1	Referee 2
Company Name		
Postal Address		
Contact Person		
Position/Title		
Telephone Number		
Email Address		
Nature of work performed		
Length and nature of professional relationship		

	Referee 3	Referee 4 (if needed)
Company Name		
Postal Address		
Contact Person		
Position/Title		
Telephone Number		
Email Address		
Nature of work performed		
Length and nature of professional relationship		

Proposal

Overview

Describe, by completing the tables below, the capability of your team and proposed methodology to meet the project requirements, including details of how the project will be implemented, managed and monitored. The extent to which a practical and workable approach is developed is a key consideration.

Capability

Briefly (in less than 300 words) provide an executive summary of the key points of your response, indicating why you should be the preferred bidder.
Provide up to 3 descriptive summaries of separate pieces of work completed within the last three years (maximum of 300 words each) that demonstrates your ability to provide the Services that meet the 'Evaluation Criteria' 2-7.
In 2000 words or less, provide information that will assure the Steering Committee that all nominated individuals set out in the Background Information in the Response Schedule above are able to meet the 'Key Project Deliverables' requirements of this RFQ.

Methodology

Briefly describe the methodology you plan to use to complete the required Services described in the 'Key Project Deliverables' within the proposed timeframe. What are the risks to the successful provision of Services? What would you do to mitigate these risks?
How will you ensure the Services are independent of bias?
How will you manage communication with relevant stakeholders as described in Stage One of the 'Key Project Deliverables'? (You should also identify the main stakeholders).
How will you ensure that your services are delivered in a culturally appropriate manner?
List any assumptions or caveats to your response.

Summary of Costs

Please complete the Excel pricing template attached to this RFQ (Attachment 2). Note price is to be inclusive of GST.

Acceptance of Terms and Conditions

IMPORTANT: An authorised officer of the Bidder must signify acceptance of the Terms and Conditions of this quote.

If the response is submitted by post, the authorised officer's signature as indicated in this part, and submission of a quote in response to the request for quote, signifies acceptance of all Terms and Conditions.

If the quote is submitted by e-mail, you must type the words "I ACCEPT" in the signature space to signify your acceptance of all Terms and Conditions.

Acceptance of Conditions and Endorsement

Signature of Authorised Officer	(sign here or type your acceptance)
Name of Authorised Officer	
Title/Office Held	
Date	

**Attachment 1:
AHPRA standard contract**
