**Request for Quote (RFQ) Response Form**

**PAC117 –– Cultural Awareness Training**

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| **Organisation Information** | |
| Legal Entity Name (based on ABN registration) |  |
| Trading/Business Name |  |
| Australian Business Number (ABN) |  |
| Street Address |  |
| Postal Address |  |
| Phone Number |  |

|  |  |
| --- | --- |
| **Contract details for RFQ**  (For receipt of all communications and notices regarding this Tender) | |
| Contact Name |  |
| Position |  |
| Email Address |  |
| Phone Number |  |

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| **Conflict of Interest** | | |
|  | Is the Tenderer, to the best of its knowledge after making diligent inquiry, aware that a conflict of interest exists or is likely to arise? | **Y / N** |
|  | If so, provide all details of that conflict of interest:  **<insert details of Conflict of Interests here>** | |

Insurance

The Tenderer should provide details of the policies it currently holds for the following insurances:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Type of insurance** | **Insurer** | **Policy No.** | **Extent of cover per incident** | **Extent of cover in aggregate** | **Expiry date of Policy** |
| **Public Liability** |  |  |  |  |  |
| **Professional Indemnity** |  |  |  |  |  |

**References**

Upon acceptance of quotation CHN will notify the respondent when we wish to conduct reference checks.

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|  | **Referee 1** | **Referee 2** |
| **Name** |  |  |
| **Position** |  |  |
| **Organisation** |  |  |
| **Phone** |  |  |
| **Email** |  |  |
| **Relationship/details** |  |  |

Assessment Criteria

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| **1. Skills and experience (Weighting 40%)**  Describe your relevant skills and experience in:   * Delivering cultural awareness training programs targeted towards health providers, health administrators and staff.   Word limit: 1,000 |
| Response: |
| **2. Local vision (Weighting 20%)**  Clear demonstration of:   * Sufficient understanding of the complexity of needs of First Nations peoples * Sufficient understanding of the barriers/challenges in delivering culturally safe health care services to First Nations peoples.   Word limit: 1,000 |
| Response: |
| **3. Approach (Weighting 20%)**  Please describe your proposed approach to providing the required services and meeting the key outcomes including:   * The delivery of three, face to face Cultural Awareness training sessions in the ACT between March and June 2025 for Primary health care providers, CHN commissioned service providers and CHN staff. * An outline of the proposed programme agenda for each session. * How you will monitor and provide support to participants, as may be required, during training.   Word limit: 1,000 |
| Response: |
| **4. Budget and Value for Money (Weighting 20%)**  Responses must include demonstrated value for money and quotation.  Word limit: 500 |
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