



**The University of Newcastle's
Commercial Services**

Capital Works Supplier Qualification

Formula Interiors - Application

**Commercial Services
The Chancellery/University of Newcastle
University Drive, Callaghan NSW 2308**

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Qualified Supplier Application

Capital Works



Part 1 – General Information

| | | | |
|--|---|---|---|
| Business Name | Formula Interiors Pty Ltd | | |
| Trading as | Formula Interiors | | |
| Date Established | 1957 | | |
| Australian Company Number | ACN | 128 925 066 | |
| | ABN | 91 128 925 066 | |
| Address of Office <i>Responsible for tenders</i> | Level 4, 27 Albert Ave, Chatswood NSW 2067 | | |
| Postal Address <i>Responsible for tenders</i> | Level 4, 27 Albert Ave, Chatswood NSW 2067 | | |
| Contact Person Name | Jamie Pontifex | | |
| Position In Company | General Manager | | |
| Email Address | jamie.pontifex@formulainteriors.com.au | | |
| Telephone | (02) 8440 5807 | | |
| Mobile | 0414 690 908 | | |
| Business Type (Please tick) | <input type="checkbox"/> Sole Trader | <input type="checkbox"/> Partnership | <input type="checkbox"/> Limited Liability |
| | <input type="checkbox"/> Public Organisation | <input checked="" type="checkbox"/> Other – Please Specify: Private Company | |
| Consultancy | <input type="checkbox"/> Architectural | <input type="checkbox"/> Civil/Structural Engineering | |
| | <input type="checkbox"/> Quantity Surveyor | <input checked="" type="checkbox"/> Construction Project Management | |
| | <input type="checkbox"/> Geotechnical | <input type="checkbox"/> Other – Please Specify: | |
| Building Engineering Services | <input type="checkbox"/> Electrical/Lighting | <input type="checkbox"/> Mechanical | |
| | <input type="checkbox"/> Communications / IT | <input type="checkbox"/> Security | |
| | <input type="checkbox"/> Hydraulic | <input type="checkbox"/> Fire | |
| | <input type="checkbox"/> Other – Please Specify: | | |
| Capital Works Building (Construction) | <input type="checkbox"/> Construction (New Build) | <input checked="" type="checkbox"/> Construction (Refurbishment Works) | |
| Project Value Range (Please tick) | <input checked="" type="checkbox"/> less than \$100,000 | <input checked="" type="checkbox"/> less than \$500,000 | <input checked="" type="checkbox"/> less than \$1 Million |
| | <input checked="" type="checkbox"/> less than \$5 Million | <input checked="" type="checkbox"/> less than \$10 Million | <input checked="" type="checkbox"/> greater than \$10 Million |
| | <input type="checkbox"/> Other – Please Specify | | |

Part 2 – Organisation Resources

Briefly describe your company capability (Max 200 words)

With 50+ years’ experience, the Formula Interiors team has developed an unrivalled customer-oriented approach to Australian commercial interiors.

In February 2008, Brisbane-based Formula Interiors (est. 1982) and Melbourne firm Eveready Partitions (est. 1957) merged under the Formula Interiors name to form one of Australian’s leading fit out, refurbishment and maintenance companies. We joined forces in order to enhance our delivery of high quality, cost effective, commercial fit outs; incorporating building refurbishments, tenancy make goods and maintenance. We operate as a Construction Manager or Principal Contractor with a dedicated team to produce superior outcomes and complete customer satisfaction. We now have evolved into a national business capable of delivering quality service to clients across Australian.

Our combined customer base is now receiving a broader product offering, superior levels of service and greatly enhanced customer support. The sum of the two parts has successfully completed fitout and refurbishment projects worth in excess of \$850+ million across a diverse range of business sectors throughout Australian.

Formula Interiors has proven systems to ensure all client expectations and project deadlines are met. This includes comprehensive timelines, weekly site meetings with all contractors and site-service consultants, and regular meetings and reports for clients.

OFFICE LOCATIONS

Please provide a list of locations at which the organisation currently has staffed offices **(Australia only)**

| Office Location | Street Address, Phone and Fax Numbers |
|-------------------------------|---|
| New South Wales Office | Level 4, 27 Albert Avenue Chatswood NSW 2067 Phone: 02 8440 5807 Fax: 02 8440 5811 |
| Queensland Office | 21 Wellington Road East Brisbane Qld 4160 Phone: 07 3435 4100 Fax: 07 3891 5734 |
| Victorian Office | 9 Gateway Court Port Melbourne VIC 3207 Phone: 03 8581 6000 Fax: 03 9583 5156 |

The University’s main campuses are located in Callaghan (Newcastle) and Ourimbah (Central Coast) in NSW. There are also regional locations that require servicing under University supply of goods & services. Identify your branch locations responsible for these areas.

| UoN Location | Branch Suburb | Address | # of Staff | Head Office Suburb |
|---------------------|---------------|---|------------|--------------------|
| Callaghan, NSW | Chatswood | Level 4, 27 Albert Avenue Chatswood, NSW 2067 | 10 | Chatswood |
| Ourimbah, NSW | Chatswood | Level 4, 27 Albert Avenue Chatswood, NSW 2067 | 10 | Chatswood |
| Sydney, NSW | Chatswood | Level 4, 27 Albert Avenue Chatswood, NSW 2067 | 10 | Chatswood |
| Port Macquarie, NSW | Chatswood | Level 4, 27 Albert Avenue Chatswood, NSW 2067 | 10 | Chatswood |
| Orange, NSW | Chatswood | Level 4, 27 Albert Avenue Chatswood, NSW 2067 | 10 | Chatswood |
| Tamworth, NSW | Chatswood | Level 4, 27 Albert Avenue Chatswood, NSW 2067 | 10 | Chatswood |

| Identify Directors & Senior Managers who would be managing UoN Account | | | | | | |
|--|-----------------|-----------------|-------------------------|------------------|--|--------------------------|
| Role | Name | Location | Yrs Industry Experience | Yrs With Company | Qualifications | CV Available (Y/N) |
| 1. General Manager | Jamie Pontifex | NSW - Chatswood | 20+ years | 3 | Bachelor of Construction Management (Building) Degree WorkCover NSW General Safety Induction | Y Please see attached |
| 2. Senior Project Manager | Paul Opie | NSW - Chatswood | 15+ years | 2 | Bachelor of Applied Science (Hons.) Construction Management, RMIT Green Star Accredited Professional – Design & As Built (Aug 2013 – Jun 2014) Workcover NSW General Induction for Construction Work First Aid Certificate | Y Please see attached |
| 3. Project Manager | Ori Abhay | NSW - Chatswood | 10+ years | 3 | Bachelor of Commerce (Accounting) Certificate IV In Retail Management Certificate IV In Project Management Green Star Accredited Professional – Design & As Built (Aug 2013 - Jun 2014) Autodesk AutoCAD Software, Forrest Training (2006) | Y Please see attached |
| 4. Site Foreman Manager | Scott Armstrong | NSW - Chatswood | 10+ years | 2 | Licensed Carpenter and Joiner Certificate IV Building Studies General Safety Induction Senior First Aid Certificate) | Y Please see attached |
| 5. Contracts Administrator | Ryan Simons | NSW - Chatswood | 8+ years | 1 | Certificate IV in Project Management – Holmesglen Institute of TAFE (Moorabbin VIC) Advanced Diploma of Architectural Technology – Distinction Southern Sydney Institute of TAFE (Kogarah NSW) Diploma of Architectural Technology Southern Sydney Institute of TAFE (Kogarah NSW) | Y Please see attached |
| 6. | | | | | | |
| 7. | | | | | | |
| 8. | | | | | | |
| 9. | | | | | | |



JAMIE PONTIFEX

Project Director

Jamie started in the construction industry in the early 1980's and his experience spans from time on the tools to managing his own fitout company. His detailed knowledge of the commercial interiors and construction process makes him an asset to every project is he is involved in.

Jamie 'sits on the shoulder' of all projects, streamlining the processes and keeping a watchful eye to ensure smooth delivery.

QUALIFICATIONS & PROFESSIONAL AFFILIATIONS

Bachelor of Construction Management (Building) Degree

WorkCover NSW General Safety Induction

SPECIAL FIELD OF COMPETENCE

- Project Delivery
- Customer Relations
- Programming and Program Management
- Quality Control

RECENT MAJOR PROJECTS

| Project Description | Customer Name | Approx. Value |
|---|--------------------------|---------------|
| Glebe Juvenile Justice Centre Roof Membrane Replacement, Waterproofing & Paving | STATE PROPERTY AUTHORITY | \$1.2M |
| Careers Australia Sydney CBD Fitout | CAREERS AUSTRALIA | \$1.2M |
| Integral Energy Training Centre, Hoxton Park | INTEGRAL ENERGY | \$1.0M |
| Sanitarium Development & Innovation | SANITARIUM AUSTRALIA | \$850K |
| Nomura Australia Office Fitout | NOMURA AUSTRALIA | \$766K |
| Bravura Solutions Office Fitout | BRAVURA SOLUTIONS | \$526K |
| Adecco Office Rollouts (three in total) | ADECCO AUSTRALIA | \$400K |



CONTACT US
formulainteriors.com.au
1300 034 034

NEW SOUTH WALES
Level 4, 27 Albert Avenue
Chatswood NSW 2067
02 8440 5807

QUEENSLAND
21 Wellington Road
East Brisbane QLD 4169
07 3435 4100

VICTORIA
9 Gateway Court
Port Melbourne VIC 3207
03 8581 6000



PAUL OPIE
Senior Project Manager

Paul has over 15 years' experience in the construction industry. His initial experience was gained at the workplace and rapidly developed his experience and skills on a number of difficult and unique projects.

Paul's education, coupled with his strong experience, has allowed him to develop into a very capable construction project manager. He has a dynamic and professional attitude which gives him the ability to add value via management, build-ability, programming, resourcing, cost and procurement issues, as well as overall project delivery.



QUALIFICATIONS & PROFESSIONAL AFFILIATIONS

- Bachelor of Applied Science (Hons.) Construction Management, RMIT
- Green Star Accredited Professional – Design & As Built (Aug 2013 – Jun 2014)
- Workcover NSW General Induction for Construction Work
- First Aid Certificate

SPECIAL FIELD OF COMPETENCE

- Project Management and Delivery
- Cost Control
- Programming and Program Management

RECENT MAJOR PROJECTS

| Project Description | Customer Name | Approx. Value |
|--|---------------------------------|---------------|
| Charles Darwin University Fitout | CHARLES DARWIN UNIVERSITY | \$1.2M |
| AEC Office, 59 Goulburn St, Sydney Fitout | AUSTRALIAN ELECTORAL COMMISSION | \$1.5M |
| Careers Australia Sydney CBD Fitout | CAREERS AUSTRALIA | \$1.2M |
| CareFusion Seven Hills Refurbishment | CAREFUSION | \$900K |
| GE Computer Room, North Sydney | GE CORPORATE | \$600K |
| Star City, Main Gaming Floor Refurbishment (Completed with casino open 24hrs) | STAR CITY CASINO | \$100M |
| Macquarie Graduate School of Management | MACQUARIE UNIVERSITY | \$2.0M |
| Sydney University, Institute Building | SYDNEY UNIVERSITY | \$3.0M |



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ORI ABHAY Project Manager

Ori has 15 years commercial experience within the same company and worked as part of the ground floor operations team and store design planning department. 5 years of that time, she was head of managing and delivering both minor and major construction projects, as well as facilities maintenance nationally.

Her strengths are delivering projects on time and within set budgets, from start through to the execution, attention to detail as well as managing multiple projects at the same time. Her time spent within the retail environment has the advantage that she is very client focused in regards to project handovers.



QUALIFICATIONS & PROFESSIONAL AFFILIATIONS

Certificate IV In Retail Management

Certificate IV In Project Management

Green Star Accredited Professional – Design & As Built (Aug 2013 - Jun 2014)

Autodesk AutoCAD Software, Forrest Training (2006)

SPECIAL FIELD OF COMPETENCE

- Estimating & Bill of Quantity Take-off's
- Contract Administration
- Programming and Program Management
- Project Management

RECENT MAJOR PROJECTS

| Project Description | Customer Name | Approx. Value |
|--|------------------------------|---------------|
| Lobby & Refurbishment 81-83 Flushcombe Rd, Blacktown | DENISON FUNDS MANAGEMENT | \$900K |
| Coverforce Make Good, Baulkham Hills | COVERFORCE PTY LTD | \$85K |
| ABC Radio Studios Project Domino | AUSTRALIAN BROADCASTING CORP | \$230K |
| Toys R Us Store Expansion , Castle Hill | TOYS R US AUSTRALIA PTY LTD | \$880K |
| Toys R Us New Store construction build, Doncaster | TOYS R US AUSTRALIA PTY LTD | \$2.3M |
| Toys R Us New Store construction build, Majura Park | TOYS R US AUSTRALIA PTY LTD | \$1.2M |



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SCOTT ARMSTRONG

Site Foreman

Scott has over 10 years' experience within the Fitout and Construction industry and has been involved in a diverse range of projects from residential construction and renovations, structural works and commercial construction works for the government and private sector.

Scott has a diverse range of skills and expertise and is a hands-on manager, able to deliver and achieve fast track programs to meet restricted timeframes and client needs, while maintaining a high standard of workmanship and commitment to OH&S obligations.

QUALIFICATIONS & PROFESSIONAL AFFILIATIONS

Licensed Carpenter and Joiner

Certificate IV Building Studies

General Safety Induction

Senior First Aid Certificate

SPECIAL FIELD OF COMPETENCE

- OH&S Regulation
- Site Management
- Client Relationships and Customer Service
- Programming and Program Management
- Quality Control
- Innovative problem solving

RECENT MAJOR PROJECTS

| Project Description | Customer Name | Approx. Value |
|--|---------------------------------|---------------|
| AEC Office, 59 Goulburn St, Sydney Fitout | AUSTRALIAN ELECTORAL COMMISSION | \$1.5M |
| Lobby & Refurbishment 81-83 Flushcombe Rd, Blacktown) | DENISON FUNDS MANAGEMENT | \$900K |
| Star City, Main Gaming Floor Refurbishment (Completed with casino open 24hrs) | STAR CITY CASINO | \$4M |
| University of Sydney Camperdown | UNIVERSITY OF SYDNEY | \$1M |
| Sydney Domestic Airport T2 Terminal | SYDNEY AIRPORT | \$1.5M |



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RYAN SIMONS

Estimator/Contracts Administrator

Ryan has over 8 years estimating experience and 5 years management experience, with the last 5 of those years spent working in the commercial fitout and refurbishment sector.

Ryan is a highly diversified employee with a proven track record of meeting lead times and managing the project cycle from initial tendering to final completion. His key strengths include estimating, accurate quantity take-offs, cost control and financial forecasting.

Ryan's ability to undertake numerous responsibilities, as well as support the senior project manager, helps ensure the successful delivery of each project.

QUALIFICATIONS & PROFESSIONAL AFFILIATIONS

Certificate IV in Project Management – Holmesglen Institute of TAFE (Moorabbin VIC)

Advanced Diploma of Architectural Technology – Distinction Southern Sydney Institute of TAFE (Kogarah NSW)

Diploma of Architectural Technology Southern Sydney Institute of TAFE (Kogarah NSW)

SPECIAL FIELD OF COMPETENCE

- Estimating & Bill of Quantity Take-off's
- Contract Administration
- Programming and Program Management
- Quality Cost Control

RECENT MAJOR PROJECTS

| Project Description | Customer Name | Approx. Value |
|---|---------------------------------|---------------|
| Charles Darwin University Fitout | CHARLES DARWIN UNIVERSITY | \$1.2M |
| AEC Office, 59 Goulburn St, Sydney Fitout | AUSTRALIAN ELECTORAL COMMISSION | \$1.5M |
| Careers Australia Sydney CBD Fitout | CAREERS AUSTRALIA | \$1.2M |
| CareFusion Seven Hills Refurbishment | CAREFUSION | \$900K |



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Part 3 – Supplier Experience & Performance

Please provide a list of recent engagements undertaken (within 5 years) in each of the Project Types as applicable. Only list projects completed by Offices listed in Part 2. In the last row please indicate if the National Code of Practice for the Construction Industry was applied to the nominated project.

Please only complete those sections relevant to the supplier type

If indicating expertise in multiple supplier types please specify what role(s) was performed in each engagement

| | |
|--|--|
| Education Facilities | Engagement 1 |
| Name Of Engagement | Queensland University of Technology (QUT) |
| Short description of work completed | QUT 'O' Block, Kelvin Grove – Refurbishment of 2 ½ floors |
| Were premises/area occupied during this engagement? (for Capital Works Construction only) | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide details: Other floors of building were occupied |
| Client | Queensland University of Technology |
| Project Value | \$562,000.00 |
| Engagement Value | \$562,000.00 |
| Start Date | Jan 2011 |
| End Date | Mar 2011 |
| National Code of Practice Applied? Y/N | Y |
| Education Facilities | Engagement 2 |
| Name Of Engagement | Charles Darwin University (CDU) Sydney Campus – Level 10, 815 George St, Sydney |
| Short description of work completed | 1500m2 - Office/Classroom fitout |
| Were premises/area occupied during this engagement? (for Capital Works Construction only) | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, provide details: |
| Client | Charles Darwin University |
| Project Value | \$1,692,517 |
| Engagement Value | \$1,692,517 |
| Start Date | 21-Jun-13 |
| End Date | 22-Jul-13 |
| National Code of Practice Applied? Y/N | Y |
| Education Facilities | Engagement 3 |
| Name Of Engagement | Careers Australia Sydney Campus – Level 5 & 7, 815 George St, Sydney |
| Short description of work completed | 1500m2 - Office/Classroom fitout including a nurse laboratory facility |
| Were premises/area occupied during this engagement? (for Capital Works Construction only) | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, provide details: |
| Client | Careers Australia |
| Project Value | \$1,024,130.94 |
| Engagement Value | \$1,024,130.94 |
| Start Date | 15 Dec-11 |
| End Date | 24-Feb-12 |
| National Code of Practice Applied? Y/N | Y |
| General Purpose (Office Building) | Engagement 1 |
| Name Of Engagement | Adecco Australia 3 Floors Fitout Sydney – Level 1 & Level 2, 1700m2, and Level 17 1800m2, 68 Pitt St, Sydney |
| Short description of work completed | One year long complete office fitout over 3 levels including services, joinery and workstations. Also completed ACT, VIC, and QLD offices. |
| Were premises/area occupied during this | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |

| | |
|--|--|
| engagement? (for Capital Works Building only) | If Yes, provide details: |
| Client | Adecco Australia |
| Project Value | \$1,425,357.16 |
| Engagement Value | \$1,383,699.33 |
| Start Date | 19-May-10 |
| End Date | 01-Jul-11 |
| National Code of Practice Applied? Y/N | Y |
| General Purpose (Office Building) | Engagement 2 |
| Name Of Engagement | CareFusion Office Refurbishment |
| Short description of work completed | Office refurbishment fitout over 2 levels including services, new breakout room and meeting rooms whilst occupied. |
| Were premises/area occupied during this engagement? (for Capital Works Building only) | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide details: This project was completed in stages in an occupied site. We had to work very closely with the client to enable the works to be completed on time and budget with minimum disruption to Carefusion head office and distribution centre. As this client works in the medical industry all work was scrutinised to its quality, conformance to specification and did it meet the design intent to which we were able to satisfy all their requirements. This was made even more challenging when items had been pre-procured and then novated to Formula |
| Client | CareFusion Australia |
| Project Value | \$766,863.28 |
| Engagement Value | \$766,863.28 |
| Start Date | 18-Aug-10 |
| End Date | 21-Oct-10 |
| National Code of Practice Applied? Y/N | Y |
| General Purpose (Office Building) | Engagement 3 |
| Name Of Engagement | Logicalis Office Fitout – Level 3, Tower B, 112-116 Talavera Rd, North Ryde |
| Short description of work completed | Office Fitout including services, joinery and workstations |
| Were premises/area occupied during this engagement? (for Capital Works Building only) | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, provide details: |
| Client | Logicalis |
| Project Value | \$504,320.71 |
| Engagement Value | \$524,320.71 |
| Start Date | 19-Nov-12 |
| End Date | 29-Jan-13 |
| National Code of Practice Applied? Y/N | Y |
| Health / Scientific | Engagement 1 |
| Name Of Engagement | Holy Spirit Hospital |
| Short description of work completed | Fitout of new medical suite |
| Were premises/area occupied during this engagement? (for Capital Works Building only) | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, provide details: |
| Client | Qld Cardiovascular Group – Medical Suite. Holy Spirit Hospital, Chermside |
| Project Value | \$830,527.00 |
| Engagement Value | \$830,527.00 |
| Start Date | 2010 |
| End Date | 2010 |
| National Code of Practice Applied? Y/N | Y |

| | |
|--|--|
| Health / Scientific | Engagement 2 |
| Name Of Engagement | Mater Bayside |
| Short description of work completed | Building Refurbishment, Head Building Contractor |
| Were premises/area occupied during this engagement? (for Capital Works Building only) | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, provide details: |
| Client | Mater Hospital |
| Project Value | \$5,780,000.00 |
| Engagement Value | \$5,780,000.00 |
| Start Date | 2013 |
| End Date | 2013 |
| National Code of Practice Applied? Y/N | Y |
| Health / Scientific | Engagement 3 |
| Name Of Engagement | Red Cross Southport |
| Short description of work completed | Blood Donor Centre fitout |
| Were premises/area occupied during this engagement? (for Capital Works Building only) | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, provide details: |
| Client | Australian Red Cross Blood Service |
| Project Value | \$1,079,000.00 |
| Engagement Value | \$1,079,000.00 |
| Start Date | Jul-13 |
| End Date | Aug-13 |
| National Code of Practice Applied? Y/N | Y |
| Interior Fit Out/Refurbishment | Engagement 1 |
| Name Of Engagement | Integral Energy Internal Refurbishment - Ground and 1st Floor, Hoxton Park Training Centre, Hoxton Park |
| Short description of work completed | Internal Refurbishment of office and Warehouse area |
| Were premises/area occupied during this engagement? (for Capital Works Building only) | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide details: Worked through stages and certain areas blocked off to employees |
| Client | Endeavour Energy |
| Project Value | \$1,400,000.00 |
| Engagement Value | \$1,400,000.00 |
| Start Date | 07-Feb-11 |
| End Date | 14-Apr-11 |
| National Code of Practice Applied? Y/N | Y |
| Interior Fit Out/Refurbishment | Engagement 2 |
| Name Of Engagement | Small Animal Hospital (SASH) – Building 1, 1 Richardson Place, North Ryde |
| Short description of work completed | Fitout of animal hospital |
| Were premises/area occupied during this engagement? (for Capital Works Building only) | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, provide details: |
| Client | ADM Sydney Pty Ltd |
| Project Value | \$561,835.38 |
| Engagement Value | \$545,824.30 |
| Start Date | 31-May-11 |
| End Date | 23-Aug-11 |
| National Code of Practice Applied? Y/N | Y |

| | |
|--|---|
| Interior Fit Out/Refurbishment | Engagement 3 |
| Name Of Engagement | Susquehanna - Level 41, Chifley Towers, 2 Chifley Square, Sydney |
| Short description of work completed | Interior Refurbishment |
| Were premises/area occupied during this engagement? (for Capital Works Building only) | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide details: Staged works and relocation of employees including services base building upgrade |
| Client | Susquehanna |
| Project Value | \$1,427,410.27 |
| Engagement Value | \$1,427,410.27 |
| Start Date | 27-Jul-11 |
| End Date | 14-Oct-11 |
| National Code of Practice Applied? Y/N | Y |

| | |
|--|--|
| Heritage | Engagement 1 |
| Name Of Engagement | Queensland University of Technology (QUT) |
| Short description of work completed | QUT 'H' Block, Gardens Point – Fitout of Heritage listed building that was previously a lab. Includes creation of mezzanine floor, install of kitchens |
| Were premises/area occupied during this engagement? (for Capital Works Building only) | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, provide details: Other floors of building were occupied |
| Client | Queensland University of Technology |
| Project Value | \$1,130,000.00 |
| Engagement Value | \$1,130,000.00 |
| Start Date | Mar 2011 |
| End Date | May 2011 |
| National Code of Practice Applied? Y/N | Y |

| | |
|--|--|
| Heritage | Engagement 2 |
| Name Of Engagement | n/a |
| Short description of work completed | |
| Were premises/area occupied during this engagement? (for Capital Works Building only) | <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide details: |
| Client | |
| Project Value | |
| Engagement Value | |
| Start Date | |
| End Date | |
| National Code of Practice Applied? Y/N | |

| | |
|--|--|
| Heritage | Engagement 3 |
| Name Of Engagement | n/a |
| Short description of work completed | |
| Were premises/area occupied during this engagement? (for Capital Works Building only) | <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide details: |
| Client | |
| Project Value | |
| Engagement Value | |
| Start Date | |
| End Date | |
| National Code of Practice Applied? Y/N | |

| | |
|-------------------------------------|--|
| Civil / Infrastructure Works | Engagement 1 |
| Name Of Engagement | Kings Cross Tunnel – Saccardo Plant Room |

| | |
|--|---|
| Short description of work completed | Involves the construction of a plant room in the eastern end of the tunnel in an existing confined space. The staging of the works involved numerous access and coordination/ staging issues which were successfully overcome |
| Were premises/area occupied during this engagement? (for Capital Works Building only) | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide details: Tunnel was still in use. |
| Client | UGL infrastructure Pty Ltd |
| Project Value | \$ 393,088.88 |
| Engagement Value | \$ 296,322.88 |
| Start Date | 29-Apr-11 |
| End Date | Nov-12 |
| National Code of Practice Applied? Y/N | Y |
| | |
| Civil / Infrastructure Works | Engagement 2 |
| Name Of Engagement | Glebe Children's Court - Glebe Children's Court, Ferry Lane, Glebe |
| Short description of work completed | Glebe Children's Court – Juvenile Justice Centre Minor Works. Including Lift Lobby works Exit Fencing, Waterproofing. |
| Were premises/area occupied during this engagement? (for Capital Works Building only) | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide details: Staged and after hours works |
| Client | Cardno ITC on behalf of State Property Authority |
| Project Value | \$1,200,000.00 |
| Engagement Value | \$1,200,000.00 |
| Start Date | 5-Jul-11 |
| End Date | 6-Apr-12 |
| National Code of Practice Applied? Y/N | Y |
| Civil / Infrastructure Works | Engagement 3 |
| Name Of Engagement | King Cross Tunnel - Passive Fire Protection works |
| Short description of work completed | Upgrading of the tunnel for passive safety measures in both east and westbound carriageways by sealing existing gaps with passive protection systems and refurbishing those that have deteriorated over time. |
| Were premises/area occupied during this engagement? (for Capital Works Building only) | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide details: The projects involved approximately 6 months of night works and traffic shut down in the Tunnel. |
| Client | Cardno ITC |
| Project Value | \$685,000 |
| Engagement Value | \$685,000 |
| Start Date | 15-Sep-10 |
| End Date | 27-Feb-11 |
| National Code of Practice Applied? Y/N | Y |

| | |
|--|--|
| Residential/Accommodation | Engagement 1 |
| Name Of Engagement | n/a |
| Short description of work completed | |
| Were premises/area occupied during this | <input type="checkbox"/> Yes <input type="checkbox"/> No |

| | |
|---|--|
| | If Yes, provide details: |
| Client | |
| Project Value | |
| Engagement Value | |
| Start Date | |
| End Date | |
| National Code of Practice Applied? Y/N | |
| Residential/Accommodation | Engagement 2 |
| Name Of Engagement | n/a |
| Short description of work completed | |
| Were premises/area occupied during this engagement? (for Capital Works Building only) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | If Yes, provide details: |
| Client | |
| Project Value | |
| Engagement Value | |
| Start Date | |
| End Date | |
| National Code of Practice Applied? Y/N | |
| Residential/Accommodation | Engagement 3 |
| Name Of Engagement | n/a |
| Short description of work completed | |
| Were premises/area occupied during this engagement? (for Capital Works Building only) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | If Yes, provide details: |
| Client | |
| Project Value | |
| Engagement Value | |
| National Code of Practice | |
| For further information on the National Code of Practice suppliers should refer to the following: www.deewr.gov.au/WorkplaceRelations/Policies/BuildingandConstruction/Pages/default.aspx | |

Part 4 – Insurances

Suppliers to provide insurance details. A full copy of each policy must be provided if requested by the University.

| Insurance Type | Requirements | Policy No. | Expiry Date | Cover Value |
|--|---|---------------------|-------------|--------------|
| Public and Product Liability | Minimum \$20 million unlimited in aggregate | 503074401063 | 30/11/13 | \$20,000,000 |
| Workers Compensation | As required under Statutory Obligations | WGB 10030432122 | 30/06/14 | \$558,000.00 |
| Professional Indemnity (Where required by Project Risk) | | 1 96 R001391 PLP | 30/11/13 | \$10,000,000 |

Part 5 – Quality Management System

A satisfactory response to this section is required before an application will be considered

Please list 3rd party certification of Quality Management System.

| | |
|--|---|
| Does your firm operate a Quality Management System? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
|--|---|

| If answering 'Yes' to the above question, please provide further details below | | | |
|--|---------------|------------------------------------|------------------|
| Please list 3rd party certification of Quality Management System | | | |
| Name of Certification | Year Obtained | Expiry | |
| SAI GLOBAL CERTIFIED QUALITY MANAGEMENT SYSTEM which complies with the requirements of ISO 9001:2008 for the following scope Sales, design, research, development, project management of fit-out work, maintenance and service relating to commercial, government, medical and hospital industries. Certificate No: QEC26968 | 20-Sep-2011 | 19-Sep-2014 | |
| | | | |
| | | | |
| If your company is not 3rd party certified to AS/ANZ ISO 9001:2008, indicate if the following have been obtained, and by what means: | Yes / No | External Training or Qualification | Internal Process |
| Awareness of pertinent standards and codes of practice. | | | |
| Commitment to continuous improvement of Quality Management System performance. | | | |
| Procedures for monitoring the supplier Quality Management System performance and for investigation and corrective action in the event of any non-conformance, including for subcontractors. | | | |

| Part 6 – Occupational Health Safety & Welfare System (OHS & W) | | |
|--|---|-------------|
| A satisfactory response to this section is required before an application will be considered | | |
| Please list 3rd party certification of OHS&W System. | | |
| Does your firm operate an OHS & W System? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |
| If answering 'Yes' to the above question, please provide further details below | | |
| Name of Certification | Year Obtained | Expiry |
| SAI GLOBAL CERTIFIED OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM which complies with the requirements of AS/NZS 4801:2001 for the following scope Sales, design, research, development, project management of fit-out work, maintenance and service relating to commercial, government, medical and hospital industries. Certificate No: OHS20825 | 20-Sep-2011 | 19-Sep-2014 |

| If your company is not 3rd party certified indicate if the following have been obtained, and by what means: | Yes / No | External Training or Qualification Internal Process |
|---|----------|--|
| Documented OHS&W Policy & System. | | |
| Awareness of pertinent standards and codes of practice. | | |
| Commitment to continuous improvement of OHS&W performance. | | |
| Procedures for monitoring OHS&W performance and for investigation and corrective action in the event of an environmental non-conformance, including for subcontractors. | | |
| Any reportable incidents or infringement notices under the OHS&W Act has been issued in the last 2 years, and evidence that corrective action has been implemented. | | |
| <p style="text-align: center;">No reportable incidents or infringements for Formula Interiors.</p> | | |

Part 7 – Systems & Software, Accreditations, & Professional Memberships

The UoN seeks information relating to systems and software (internal or industry standard) utilised by the Supplier and a list of systems accreditations and professional memberships held by the Supplier.

Systems & Software

Pronto – Enterprise Management System

Accreditations

BSA License
 Refrig, Aircond & Mechanical Services incl limited design, Builder Open License – 1133992

Green Star Accredited Design and As Built Professional Members

Professional Memberships

Master Builders Member
 Registered Building Practitioner Building Commission VIC
 Green Building Council Of Australia

Part 8 – Equal Opportunities

Does your organisation have a documented equal opportunities policy, to avoid discrimination? Yes No

Part 9 – Environmental Management Systems

Does your organisation use Environmentally Sustainable practices and/or Design methodology? Yes No

Please briefly provide details of your firms Environmentally Sustainable practices and/or Sustainable Design methodology below (maximum 200 words):

Brief Description: Formula is dedicated to the maintenance and protection of the environment in a proactive and affirmative way. Under our processes conducted as part of our ISO 14001, we are committed to management and efficiencies throughout all levels and areas of the business.

By complying with all relevant legislation and regulations, Formula’s aim is to continually improve our work practices and procedures that affect the environment and broader social context.

We seek to balance more immediate objectives and activities with the need to also adopt more strategic and ambitious goals. Our goals include:

Ensure consistency with specific requirements under the Green Building Council of Australia’s Green Star Office Interiors rating tool.

Ensure all work sites are responsibly managed to ensure disposal of waste is a minimum and recycling is available.

Communicate policy and educate other stakeholders on the importance of achieving higher levels of sustainability.

Nominate building materials that carry environmental credentials and recycling capabilities.

Engaging with suppliers and subcontractors to improve the sustainability performance of our supply chain.

Adjusting business processes to operate in a carbon constrained economy.

Working with industry and government to improve performance outcomes for the benefit of our stakeholders and wide industry goals.

Environmental Management Certification

| SAI GLOBAL CERTIFIED ENVIRONMENTAL MANAGEMENT SYSTEM | Date received (dd/mm/yyyy) | Inspecting Agency | Registration Number |
|---|----------------------------|-------------------|---------------------|
| which complies with the requirements of AS/NZS ISO 14001:2004 for the following scope Sales, design, research, development, project management of fit-out work, maintenance and service relating to commercial, government, medical and hospital industries. Certificate No: CEM20825 | 22/06/2009 | SAI GLOBAL | CEM20825 |

Environmental Management Processes

| Category | Evaluation Standard | Evaluation |
|-------------------------------|---|---|
| Corporate Philosophy/Policies | 1) We have a corporate philosophy regarding environmental conservation | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| | 2) We have established an environmental policy, and pledge both to continually strive for improvement and to prevent pollution | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| | 3) We pledge to respect all applicable laws and regulations in our environmental policy | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| | 4) We will ensure that all our employees comply with our environment policy and will do all we can to enable third parties to establish environmental policies as well. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Planning | 5) We have established environmental conservation targets and objectives | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| | 6) We have a plan for achieving our environmental conservation targets and | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |

| | | |
|---------------------------|--|---|
| | objectives | |
| Organisation | 7) We have clearly established individual and organisational roles for meeting our targets | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Evaluation System | 8) We control and evaluate the following and strive for improvement, | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| | i) Air pollution | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| | ii) Water pollution | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| | iii) Noise and vibrations | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| | 9) We do not use substances whose use is forbidden by law | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| | 10) We have reduced our use and disposal of voluntarily regulated substances | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| | 11) We control our use and disposal of voluntarily regulated substances | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| | 12) We dispose of waste properly | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| | 13) We conserve energy (electricity, natural gas, fuel, etc) | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| | 14) The relevant regulatory authorities have not issued us any warnings or subjected us to any penalties in the past three (3) years | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Disclosure of Information | 15) We have a product assessment system (for evaluation of our products' compatibility with the environment | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| | 16) We publish or provide information on our environment conservation policies | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |

Part 10 – Design and Construct Capability (where applicable)

Does your organisation have a Design and Construct capability?

Yes No

Please briefly provide details of your firms Design and Construct capability below (maximum 200 words):

Formula Interiors provides a combined service allowing us to provide an independent and integrated combination of services through one single point of contact. This enables us to create efficiencies and a significantly lower cost base than adopting multiple consultants.

Formula Interiors partners with designers that have proven extensive experience in delivering innovative solutions and technically complex facilities.

1.1. Schematic Design

- Confirm, refine scope of Project with relevant stakeholders
- Establish space standards to suit base building and job functions
- Prepare report and present designer's recommendations
- Prepare and review with client space plans

1.2. Development & Documentation

- Develop approved design concept and drawings
- Assist in value managing the design should project budget be exceeded
- Prepare final drawings in line with client

1.3. Designer – Momentum Partnership

PROFESSIONAL SKILLS

- Strategic Planning
- Preparation of Design & Construction Briefs & Tenders
- Management / Execution of Interior Design / Planning process

EXPERIENCE:


- Tetra Pak – Australian Headquarters Technical Centre

1,200 sqm National HQ with 3,000 sqm Technical Training Facility

- France Telecom – China R&D HQ Innovations Centre
2,000 sqm Learning and Seminar Centre
- Microsoft – China Technology Centre
1,600 sqm Software R&D Centre Interactive Showroom
- Powerhouse Museum – Original design Turbine Hall Exhibition space

Part 11 – Sign Off

Suppliers are required to sign and return the Qualified Supplier Application. The signature must have appropriate authority within their organisation and can attest that information supplied is accurate. A digitally signed document or image of the signature will suffice.

| | |
|-------------------|---|
| Signature |  |
| Print Name | Jamie Pontifex |
| Role | General Manager |
| Date | 16 August 2013 |