

RETURNABLE SCHEDULE

Women's Housing Company — Property Assessment Survey

1. Tender Information

Principal / Client	Women's Housing Company (WHC)
Project Address	Various – See Appendix B
Tender Closing	26 th May 2026
Contact	Courtney Thomson – Asset Officer

2. Company Details

Legal Entity Name	
ABN/ACN	
Registered Address	
Primary Contact (Name, Role)	
Phone	
Email	
Years in Operation	

3. Insurance Details

Public Liability (Insurer / Policy No. / Expiry / Limit)	
Workers Compensation (Insurer / Policy No. / Expiry)	
WHS Management System (Yes/No – provide copy)	

4. Pricing Schedule

Complete pricing breakdown as per attached spreadsheet

Total Lump Sum (ex GST)	\$ _____
GST	\$ _____
Total Lump Sum (inc GST)	\$ _____

5. Inclusions, Exclusions & Alternatives

Key Inclusions (confirm scope coverage, QA, testing)	
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Exclusions	
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6. Program & Methodology

Earliest Start Date	
Working Hours	

7. Key Personnel & Resourcing

Name	Role	Availability %

8. Major Subcontractors/Suppliers – If Applicable

Trade/Package	Proposed Subcontractor/Supplier	Prequalification/Accreditations

9. WHS, Quality & Environmental

Project-specific SWMS attached (Y/N)	
Quality Management (inspection & test records) – Use of Womens Housing Company Template	

10. References

Provide up to three references that you have worked with in the last 3 years:

Client	Referee (Name/Phone/Email)

11. Current Commitments & Capacity

Capacity to complete all properties Q1 & Q2 of FY26/27 (1 July 2026 – 31 December 2026)	
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12. Assumptions, Clarifications & Risks

Assumptions/Clarifications	
Identified Risks & Mitigations	

13. Conflict of Interest Declaration

We declare that no conflict of interest exists, or disclose details below:

14. Compliance Declarations

The Tenderer confirms:

- We have reviewed the Tender Documents
- Our price is a fixed lump sum (unless stated otherwise) and includes all taxes/duties except GST.
- We agree to WHC Contractor Code of Conduct and site rules.

15. Authorisation

Authorised Signatory Name	
Position/Title	
Signature	
Date	

Appendix A — Compliance requirements

This tender seeks to engage a suitably qualified contractor to deliver Property Technical Inspections across the Women's Housing Company (WHC) residential portfolio. The contractor will undertake inspections to confirm that properties are maintained and comply with relevant legislation, standards and WHC requirements, including (but not limited to) the Building Code of Australia (BCA), National Construction Code (NCC), applicable Australian Standards, Homes NSW requirements (including the Asset Management Framework for Existing Properties, as amended from time to time) and obligations under the Residential Tenancies Act 2010 (NSW).

The contractor must notify WHC immediately of any identified safety risks and urgent works requiring remediation. Any additional rectification works identified must be reported promptly (2 days) to WHC.

The scope of services includes, but is not limited to:

- Conducting comprehensive Property Technical Inspection to assess the safety, condition, and compliance of residential properties
- Identifying and reporting on hazards, maintenance issues, and non-compliance with legislative and safety requirements
- Assessing key safety elements, including (but not limited to) smoke alarms, electrical safety, trip hazards, structural concerns, ventilation, and general property condition
- Verifying compliance of installed safety devices and identifying where upgrades, repairs, or replacements are required
- Recommending and prioritising rectification works based on risk and urgency
- Undertaking follow-up inspections where required to confirm completion of works and compliance
- Ensuring all inspections are conducted in a consistent, thorough, and tenant-sensitive manner
- Completing inspections and reporting within agreed timeframes, including escalation of urgent safety issues
- Maintaining accurate, detailed, and auditable records, including inspection reports, photographs, identified risks, actions required, and compliance status

The contractor must demonstrate a proactive, risk-based approach to property safety, ensuring that all properties are regularly assessed and maintained to a standard that supports the safety, wellbeing, and comfort of tenants.

Appendix B – Women's Housing Company Portfolio Locations per LGA

Total Property Count = 292

LGA	Property Type	1 Bed	2 Bed	3 Bed	Total Properties
BAYSIDE	Unit	1			1
BLACKTOWN	House			2	4
BLACKTOWN	Villa			2	
BURWOOD	Common Area x 1				1
CAMPBELLTOWN	Villa			1	4
CAMPBELLTOWN	House			3	
CANADA BAY	House		1		1
CANTERBURY-BANKSTOWN	Unit	3	6		20
CANTERBURY-BANKSTOWN	Villa	3	3		
CANTERBURY-BANKSTOWN	Common Area x 5				
CUMBERLAND	Unit		7		20
CUMBERLAND	Villa		10		
CUMBERLAND	Common Area x 3				
FAIRFIELD	Duplex			3	29
FAIRFIELD	Villa	16	8		
FAIRFIELD	Common Area x 2				
INNER WEST	Townhouse	4			10
INNER WEST	Unit		1		
INNER WEST	Common Area x 5				
LIVERPOOL	Duplex			4	42
LIVERPOOL	House		1	2	
LIVERPOOL	Townhouse		2	5	
LIVERPOOL	Unit	15	6		
LIVERPOOL	Villa	3	2		
LIVERPOOL	Common Area x 2				
MOSMAN	Unit	27			32
MOSMAN	Common Area x 5				
NORTHERN BEACHES	Unit	63	8		91
NORTHERN BEACHES	Villa	11	3		
NORTHERN BEACHES	Common Area x 6				
PARRAMATTA	Unit	8	4		17
PARRAMATTA	Villa	2			

PARRAMATTA	Common Area x 3				
PENRITH	Townhouse			3	3
RANDWICK	Unit		1		2
RANDWICK	Common Area x 1				
STRATHFIELD	Common Area x 1				1
SUTHERLAND SHIRE	Unit		2		2
SYDNEY	Bedsit	6			
SYDNEY	Unit	4			12
SYDNEY	Common Area x 2				
Total Properties					292