

# TenderFinder

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FULL RESPONSE · \$149

## RAAF Amberley Building Upgrades

SUBMITTED BY

**Meridian Building Services Pty Ltd**

ABN 11 234 567 890 · Licensed Builder VIC BLD-98765 · QLD QBCC 1234567

**TENDER REFERENCE**

ATM ID: ATM2025-001234

**PREPARED BY**

TenderFinder AI Bid Generator

**ISSUING AGENCY**

Department of Defence

**DATE PREPARED**

15 April 2026

**DOCUMENT TYPE**

Approach to Market (ATM)

**VERSION**

1.0 — Draft for Client Review

**TIER**

Full Response — \$149

**STATUS**

SAMPLE — Illustration Only

**IMPORTANT — SAMPLE DOCUMENT**

This document is a sample bid response generated by TenderFinder to illustrate what the Full Response (\$149) tier delivers. Meridian Building Services Pty Ltd is a fictional company. All project details, pricing, and credentials are illustrative only. A real response would be tailored to your business details and the actual tender documents.

**Meridian Building Services Pty Ltd**

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15 April 2026

**Director Procurement — Infrastructure Division**

Department of Defence  
ATM Reference: ATM2025-001234

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**Re: Response to Approach to Market — RAAF Amberley Building Upgrades**

Dear Director Procurement,

Meridian Building Services Pty Ltd (Meridian) is pleased to submit this response to the Approach to Market for Building Upgrades at RAAF Base Amberley, Queensland.

Meridian is a licensed commercial builder with over 14 years of experience delivering building upgrade, fitout, and facilities maintenance projects for Australian government and defence clients. We hold current licences in Queensland (QBCC 1234567) and Victoria (BLD-98765), and operate under an ISO 9001:2015 certified quality management system.

Our response demonstrates our relevant experience, technical capability, and commitment to delivering this project on time, on budget, and to the exacting standards required at a Commonwealth defence facility.

Key points we wish to draw to your attention:

- 14+ years delivering Commonwealth and state government building projects
- Three directly comparable defence facility upgrade projects completed in the past five years
- Current DISP membership (clearance level: Facility) enabling access to restricted areas
- QLD QBCC and VIC BL licences; all subcontractors pre-qualified to equivalent standards
- Committed project team available to commence within 4 weeks of contract award

We understand the importance of security, heritage, and operational continuity at RAAF Amberley. Our proposed methodology prioritises minimal disruption to base operations, with all works sequenced to align with the base's operational schedule.

We welcome the opportunity to discuss our response with the evaluation panel and are available for briefings or site visits at your convenience.

Yours sincerely,

**James Hartley**

Managing Director, Meridian Building Services Pty Ltd

### 3. CAPABILITY STATEMENT

#### 3.1 Company Overview

Meridian Building Services Pty Ltd was established in 2010 and is headquartered in Brisbane, Queensland. The company specialises in commercial construction, building upgrades, fitout, and facilities maintenance for government, defence, healthcare, and education clients across Queensland and Victoria.

**14+**

Years in operation

**\$2.4M**

Avg annual revenue

**62**

Employees

**ISO 9001**

Certified QMS

#### 3.2 Licences & Certifications

Licence / Certification	Jurisdiction	Number	Status
QBCC Contractor Licence	QLD	1234567	Active — expires 31 Mar 2027
Building Practitioner Licence	VIC	BLD-98765	Active — expires 30 Jun 2027
DISP Membership — Facility	Commonwealth	DISP-F-00432	Active — annual review Jul 2026
ISO 9001:2015 Quality Mgmt	SAI Global	QMS-78123	Active — expires 14 Nov 2026
Safe Work Method Statement	Internal	SWMS-REV12	Current version Apr 2026

#### 3.3 Relevant Project Experience

Project	Client	Value	Scope
RAAF Williamtown Infrastructure Upgrades — 2024	Dept of Defence	\$1.8M	Hangar structural upgrade, electrical, fire suppression
Lavarack Barracks Amenities Refurb — 2023	Defence Housing	\$640K	Ablution blocks, kitchens, HVAC, heritage compliance
Townsville Airport Terminal Fitout — 2022	Townsville City Council	\$920K	New terminal fitout, access, security integration
Gallipoli Barracks Facilities — 2021	Dept of Defence	\$1.1M	Office refurb, roofing, stormwater, painting

## 4. EVALUATION CRITERIA RESPONSES

### Criteria 1: Relevant Experience

Weighting: 30%

Meridian Building Services brings directly relevant, demonstrable experience to this project. Over the past five years, we have successfully completed four building upgrade projects on active Commonwealth defence facilities, including two projects at RAAF bases. The following examples directly address the evaluation criteria for relevant experience.

#### Example 1 — RAAF Williamtown Infrastructure Upgrades (2024)

Scope: Structural upgrade to Hangar 4, full electrical rewire, installation of FM-200 fire suppression system, and concrete apron repairs. Contract value \$1.8M. Delivered on time, 2% under budget. Key challenge: maintaining flight operations continuity throughout — achieved through weekend/night shift scheduling approved by base commander.

#### Example 2 — Gallipoli Barracks Facilities Upgrade (2021)

Scope: Office accommodation refurbishment, roofing replacement (heritage-listed building), stormwater management, and full repaint to DHA colour standards. Contract value \$1.1M. 100% of defect notices cleared within 28 days. Achieved 4.9/5 client satisfaction score on DHA post-project survey.

**Our experience directly addresses all sub-criteria under Criteria 1. We can supply referee contact details, project completion certificates, and financial statements on request.**

### Criteria 2: Technical Capability

Weighting: 25%

Meridian's technical approach is structured to deliver the full scope of the RAAF Amberley project within the required timeframe. Our proposed project team has specific technical experience in defence facility environments.

Role	Nominee & Qualifications
Project Manager	Sarah Nguyen — 12 years PM experience, 4 defence projects, PMP certified
Site Supervisor	Mark Webb — QBCC licenced, DISP cleared, 8 years defence facility experience
Structural Engineer	[INPUT REQUIRED: Insert your nominated structural engineer's details]
Safety Officer	Greg Papadopoulos — RSP (Registered Safety Professional), certified ICAM investigator

## 5. COMPLIANCE CHECKLIST

Generated from ATM documents. Review each item before submission.

Requirement	Status
ATM submission form completed and signed	MEETS
ABN and company details provided	MEETS
Proof of QBCC licence — Builder Open	MEETS
DISP membership certificate attached	MEETS
Public liability insurance — min \$20M	MEETS
Professional indemnity — min \$5M	MEETS
WHS management system documentation	MEETS
ISO 9001:2015 certificate (current)	MEETS
Project methodology — max 8 pages	MEETS
Referee contact list — min 3 projects	MEETS
Price schedule — Schedule A completed	ACTION
Site visit attendance confirmation	ACTION
Key personnel CVs attached (max 2pp each)	ACTION
Conflict of interest declaration signed	ACTION
Financial statements — last 2 years	ACTION

## 6. PRICING SCHEDULE — SCHEDULE A

[INPUT REQUIRED] — Complete all line items with your actual pricing before submission.

#	Description	Quantity	Basis	Price (AUD)
1	Preliminary & General — site establishment, temp fencing, safety	Allow	Lump Sum	\${INSERT}
2	Structural repairs — load-bearing walls, slab, columns	132 m <sup>2</sup>	Rate/m <sup>2</sup>	\${INSERT}
3	Electrical — distribution boards, lighting, power outlets	Allow	Lump Sum	\${INSERT}
4	Mechanical — HVAC replacement, ducting, diffusers	Allow	Lump Sum	\${INSERT}
5	Hydraulic — hot/cold water, sanitary, stormwater	Allow	Lump Sum	\${INSERT}
6	Finishes — painting, floor coverings, ceiling tiles	1,240 m <sup>2</sup>	Rate/m <sup>2</sup>	\${INSERT}
7	External works — fencing, line marking, landscaping	Allow	Lump Sum	\${INSERT}
8	Contingency (typically 10–15%)	Allow	Lump Sum	\${INSERT}
	<b>TOTAL CONTRACT PRICE (exc. GST)</b>			<b>\${INSERT}</b>
	<b>GST (10%)</b>			<b>\${INSERT}</b>
	<b>TOTAL CONTRACT PRICE (inc. GST)</b>			<b>\${INSERT}</b>

**PRE-SUBMISSION CHECKLIST — 16 ITEMS**

Complete every item on this checklist before uploading your response to AusTender. Items marked [INPUT REQUIRED] require you to insert real data before the document is submission-ready.

**Document Completeness**

- Verify all [INPUT REQUIRED] placeholders have been replaced with actual information
- Cover letter signed by authorised company representative
- All referee contact details confirmed as current (phone + email)
- Key personnel CVs attached — maximum 2 pages each per ATM requirement

**Mandatory Attachments**

- ATM submission form downloaded from AusTender, completed and signed
- Current QBCC licence certificate attached (must show Open Builder)
- Public liability insurance certificate — minimum \$20M, expiry after project end
- Professional indemnity certificate — minimum \$5M
- ISO 9001:2015 certificate — verify expiry date is current
- Financial statements — last 2 full financial years (signed by accountant)
- DISP membership certificate — facility clearance level or above

**Pricing & Submission**

- Pricing Schedule A fully completed — all line items priced, no blanks
- Pricing checked for arithmetic errors and GST calculation
- Total price cross-referenced against internal estimate
- Submission packaged as required by ATM (check page limits, file size, format)
- Upload to AusTender — confirm submission before closing date/time

**Next step: review, edit, and submit**

This document is your structured first draft. Review every section for accuracy, replace all [INPUT REQUIRED] fields, and have a colleague check the final version before uploading to AusTender. Questions? Contact [hello@tenderfinder.com.au](mailto:hello@tenderfinder.com.au)