

Attachment A: Description of Goods and/or Services to be provided

1 Purpose

The relocation of successful participants relocating to Canberra, ACT from multiple locations across Australia.

2 Background

Relocation of participants who have been successful in gaining a position on the department's 2025 Graduate Development Program.

Relocations will commence from at any point after contracts are signed with all relocations being completed by Tuesday 4 February 2025 at the latest. The Entry Level Program team will provide incoming candidates with the department's Relocation Form (attached for your information) and provide this to you as required to commence the relevant services for the individual.

Participant numbers are not yet known, all candidate details and requirements will be sent through as soon as they are known.

3. Requirement

- Coordination with candidates seeking removalist services to provide guidance on inclusions
- Provision of individual quotes to EntryLevelPrograms@infrastructure.gov.au for approval based on requirements to the organisation
- Supply of packing materials prior to uplift
- Relocation and storage of client's personal effects for up to three weeks for up to 10 cubic metres per person, additional 5 cubic metres per dependant
- Delivery of personal effects to client's permanent housing in Canberra, ACT in the first instance, or after 3-week storage period if utilised
- Insurance costs associated with removals and storage
- All invoices to be provided to the department for payment by 31 May 2025.
- Regular engagement with the department's Entry Level Programs team for approval of all spending, and advice for any requests outside of the above scope of work.

