**Template: ITQ Response Form**

Suggested instructions for Respondents

* Please use this Response Form in responding to our ITQ. It is important that you do not change the structure (section headings and sequence). Changing this structure will make it harder for the evaluators to find relevant information quickly.
* Before starting to complete this form please make sure that you have read the Invitation to Qualify (ITQ) in full and understand our Requirements (ITQ Section 2), our Evaluation Approach (ITQ Section 3) and the ITQ Process, Terms and Conditions (shortened to ITQ-Terms described in Section 6). If anything is unclear or you have any questions please get in touch with our Point of Contact (ITQ Section 1 paragraph 1.3) before the Deadline for Questions (ITQ Section 1, paragraph 1.2).
* We have included supplier tip boxes to help you understand what is required. The areas highlighted in yellow indicate where you are to write your response.
* Remember to delete the supplier tip boxes and remove the highlight from your answers before sending us your response – they are for your use only!

|  |  |
| --- | --- |
|  | To remove highlight from text: select the text you want to remove the highlight from. In the ‘Home’ tab in the ‘Font’ group select the arrow at the right of the ‘Text highlight colour’ and select ‘no colour’. |

* For more general information on how to respond to tenders refer to the suppliers’ resource centre at: [www.procurement.govt.nz/for suppliers.](http://www.business.govt.nz/procurement/for-agencies/guides-and-tools/A-to-Z-guides-tools-templates)

**Check list for Respondents**

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| **Task** | **✓** |
| 1. Complete all sections of the Response Form.
 |  |
| 1. Delete all ‘supplier tip’ boxes from the Response Form.
2. Remove all yellow highlight from the Response Form.
 |  |
| 1. Arrange for the declaration to be signed.
 |  |
| 1. Prepare your response for electronic submission
 |  |
| 1. Arrange for the Proposal to be submitted electronically before the Deadline for Proposals.
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Response Form

In response to Invitation to Qualify

by: The Ministry of Business, Innovation and Employment

for: Electrical Worker Competence Programme

ref: 613

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| **Supplier****tips** | Words and phrases that have a special meaning are shown by the use of capitals e.g. Respondent, which means ‘*a person, organisation, business or other entity that submits a Registration in response to the ROI. The term Respondent includes its officers, employees, contractors, consultants, agents and representatives. The term Respondent differs from a supplier, which is any other business in the market place that does not submit a Registration*’. Definitions are at the end ITQ Section 6. |

1. **About the Respondent**

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| **Supplier****tips** | * The section gives the Buyer basic information about your organisation and identifies your Point of Contact for the duration of the ITQ process.
* If an item is not applicable e.g. you do not have a registered office complete the box by stating ‘not applicable’.
* If you are submitting a joint or consortium Proposal complete an ‘Our profile’ table for each Respondent. Cut and paste the table as appropriate. Provide only one Point of Contact for your joint/consortium Proposal.
 |

**Our profile**

Choose one of these statements to complete, and delete the others

This is a Proposal by [insert the name of your organisation] (the Respondent) alone to supply the Requirements.

**OR** This is a [joint/consortium] Proposal, by [insert the name of your organisation] and [insert the name of the other organisation/s] (together the Respondents) to supply the Requirements.

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| **Item** | **Detail** |
| Trading name:  | [insert the name that you do business under] |
| Full legal name (if different): | [if applicable] |
| Physical address: | [if more than one office – put the address of your head office] |
| Postal address: | [e.g. P.O Box address] |
| Registered office: | [if you have a registered office insert the address here] |
| Business website: | [url address] |
| Type of entity (legal status): | [sole trader / partnership / limited liability company / other please specify] |
| Registration number: | [if your organisation has a registration number insert it here e.g. company registration number] |
| Country of residence: | [insert country where you (if you are a sole trader) or your organisation is resident for tax purposes] |
| GST registration number: | [NZ GST number / if overseas please state] |

**Our Point of Contact**

|  |  |
| --- | --- |
| **Item** | **Detail** |
| Contact person: | [name of the person responsible for communicating with the Buyer] |
| Position: | [job title or position] |
| Phone number: | [landline] |
| Mobile number: | [mobile] |
| Email address: | [work email] |

**Health and Safety**

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| **Committed to the Health and Safety of staff** | **Detail** |
| How do you intend to address any Health and Safety issues? |  |

1. **Response to the Requirements**

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| **Supplier****tips** | * In this section you are asked to provide your response to our Requirements (ITQ Section 2) by demonstrating your organisation’s ability to meet our criteria (ITQ Section 3: Our Evaluation Approach). Carefully read ITQ Sections 2 and 3 before completing this part.
* If there is anything that you do not understand ask our Point of Contact to clarify.
* If any information you provide is commercially sensitive to your business you must let the Buyer know. Please mark the information ‘commercially sensitive’ or ‘Confidential Information’. It is not acceptable to render this whole document confidential unless this is truly the case. The Buyer has a duty to protect Confidential Information, subject to the exceptions in the ITQ-Terms (Section 6).
* If some of an answer is in another document e.g. a marketing brochure, copy and paste the relevant extract into this Proposal. Do not submit the whole brochure. Please do not include any advertising brochures or similar material in your Proposal.
* You may include information not specifically requested by us in your Proposal. But only if it adds value and is relevant to the Requirements.
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**Pre-conditions**

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| **Supplier****tips** | * You must be able to answer ‘yes’ to each of these pre-conditions. Make sure you are able to verify that this is the case, if asked.
* ‘Yes’ means that you can currently meet the pre-condition. It does not mean that you are planning to, or intend to at some time in the future.
* If you cannot answer ‘yes’ to all, your Proposal will not meet the basic Requirements and will be declined.
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| **#** | **Pre-condition** | **Meets** |
| 1. | Holds electrical registration issued under the Electricity Act appropriate to the assessment being provided | [Yes/No] |
| 2. | Holds a current practicing license | [Yes/No] |
|  |  |  |

**Overview of our solution**

Please provide an overview of your solution. For example, describe the technical aspects of the product and/or elements of the service offering.

**Questions relating to the evaluation criteria**

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| **Supplier****tips** | * Here you are asked to answer questions relating to the evaluation criteria. Your Proposal will be scored against your answers to these criteria. Aim to give answers that are relevant, concise and comprehensive.
* Consider the % weighting for each criterion. The higher the weighting the more important it is. Take the weightings into account in deciding how much detail to include.
* If you have made any assumption about the Requirements or delivery, clearly state the assumption.
* There may be several questions that relate to one criterion. If these questions are not individually weighted assume that they are of equal importance.
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| 1. **Proposed Approach**
 | **Weighting 40%** |
| Please explain your proposed approach and methodology to delivering the services including measuring effectiveness of the services. Outline of experience in delivering services in the operating structure described in this ITQ document. |
| [insert your answer here] |

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| 1. **Capability**
 | **Weighting 20%** |
| Describe your implementation plan outlining steps, process, personnel and key milestones to achieve service readiness. |
| [insert your answer here] |

|  |  |
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| 1. **Capacity**
 | **Weighting 40%** |
| Outline your availability and skills of proposed resources |
| [insert your answer here] |

**Assumptions**

Please state any assumptions you have made in relation to the Requirements. Where you have made assumptions in relation to the costs and pricing information please state these in the next section.

**Assumptions**

Please state any assumptions you have made in relation to the cost and pricing information.

1. **Pre-Qualified Supplier list**

The outcome of this selection process will be a pre-qualified supplier list that will be made publicly available. A standing notice will remain on GETS where the opportunity to apply will exist.

1. **Referees**

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| **Supplier****tips** | * Here you are asked to provide the names and contact details of your referees. These must be work related referees i.e. not a friend or family member.
* The best referees are those for whom you have recently delivered similar goods or services.
* Before including their details check with them to make sure that they consent to acting as referee on behalf of your organisation.
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Please supply the details of two referees for your organisation. Include a brief description of the goods or services that your organisation provided and when.

Please note: in providing these referees you authorise us to collect any information about your organisation, except commercially sensitive pricing information, from the referees, and use such information in the evaluation of your Proposal. You also agree that all information provided by the referee to us will be confidential to us.

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| **First referee**  |
| Name of referee: | [insert name of the referee] |
| Name of organisation: | [insert name of their organisation] |
| Goods/services provided: | [brief description of the goods/services you provided to this referee] |
| Date of provision: | [insert the date when you provided the goods/services] |
| Address: | [insert street address] |
| Telephone: | [insert mobile or landline] |
| Email: | [insert email address] |

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| **Second referee**  |
| Name of referee: | [insert name of the referee] |
| Name of organisation: | [insert name of their organisation] |
| Goods/services provided: | [brief description of the goods/services you provided to this referee] |
| Date of provision: | [insert the date when you provided the goods/services] |
| Address: | [insert street address] |
| Telephone: | [insert mobile or landline] |
| Email: | [insert email address] |

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| Please contact me before you approach a referee for a reference | Yes/Not required |

1. **Our declaration**

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| **Supplier****tips** | * Here you are asked to answer questions and make a formal declaration.
* Remember to select ‘agree’ or ‘disagree’ at the end of each row. If you don’t you will be deemed to have agreed.
* Remember to get the declaration signed by someone who is authorised to sign and able to verify each of the elements of the declaration e.g. chief executive or a senior manager.
* If you are submitting a joint or consortium Proposal each Respondent (supplier involved in the joint or consortium Proposal) must complete a separate declaration.
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| **Respondent’s declaration**  |
| **Topic** | **Declaration** | **Respondent’s declaration** |
| **ITQ Process, Terms and Conditions:** | I/we have read and fully understand this ITQ, including the ITQ Process, Terms and Conditions (shortened to ITQ-Terms detailed in Section 6, as amended by Section 1, paragraph 1.6. if applicable). I/we confirm that the Respondent/s agree to be bound by them. | **[agree / disagree]** |
| **Collection of further information:** | The Respondent/s authorises the Buyer to:1. collect any information about the Respondent, except commercially sensitive pricing information, from any relevant third party, including a referee, or previous or existing client
2. use such information in the evaluation of this Proposal.

The Respondent/s agrees that all such information will be confidential to the Buyer. | **[agree / disagree]** |
| **Requirements:** | I/we have read and fully understand the nature and extent of the Buyer’s Requirements as described in Section 2. I/we confirm that the Respondent/s has the necessary capacity and capability to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period. | **[agree / disagree]** |
| **Ethics:** | In submitting this Proposal the Respondent/s warrants that it: 1. has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor
2. has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the ITQ
3. has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
 | **[agree / disagree]** |
| **Offer Validity Period:** | I/we confirm that this Proposal, including the price, remains open for acceptance for the Offer Validity Period stated in Section 1, paragraph 1.6.  | **[agree / disagree]** |
| **Conflict of Interest declaration:** | The Respondent warrants that it has no actual, potential or perceived Conflict of Interest in submitting this Proposal, or entering into a Contract to deliver the Requirements. Where a Conflict of Interest arises during the ITQ process the Respondent/s will report it immediately to the Buyer’s Point of Contact. | **[agree / disagree]** |
| **Details of conflict of interest:** [if you think you may have a conflict of interest briefly describe the conflict and how you propose to manage it or write ‘not applicable’]. |
| **DECLARATION****I/we declare that in submitting the Proposal and this declaration:**1. **the information provided is true, accurate and complete and not misleading in any material respect**
2. **the Proposal does not contain intellectual property that will breach a third party’s rights**
3. **I/we have secured all appropriate authorisations to submit this Proposal, to make the statements and to provide the information in the Proposal and I/we am/are not aware of any impediments to enter into a Contract to deliver the Requirements.**

**I/we understand that the falsification of information, supplying misleading information or the suppression of material information in this declaration and the Proposal may result in the Proposal being eliminated from further participation in the ITQ process and may be grounds for termination of any Contract awarded as a result of the ITQ.****By signing this declaration the signatory below represents, warrants and agrees that he/she has been authorised by the Respondent/s to make this declaration on its/their behalf.** |
| **Signature:** |  |
| **Full name:** |  |
| **Title / position:** |  |
| **Name of organisation:** |  |
| **Date:** |  |