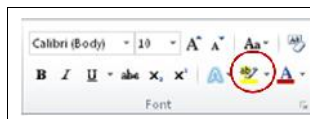


Template: RFP Response Form

Suggested instructions for Respondents

- Please use this Response Form in responding to our RFP. 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 Request for Proposals (RFP) in full and understand our Requirements (RFP Section 2), our Evaluation Approach (RFP Section 3) and the RFP Process, Terms and Conditions (shortened to RFP-Terms described in Section 6). If anything is unclear or you have any questions please get in touch with our Point of Contact (RFP Section 1 paragraph 1.3) before the Deadline for Questions (RFP 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.procurement.govt.nz/for-suppliers).

Check list for Respondents

Instruction to agency user: customise this check list to suit your procurement process. The check list should be designed to make it easy for Respondents to complete this step in process.

Task	✓
1. Complete all sections of the Response Form.	
2. Delete all 'supplier tip' boxes from the Response Form.	
3. Remove all yellow highlight from the Response Form.	
4. Make sure that you have complied with the following instructions: <ul style="list-style-type: none">• 'two envelope system': provide all financial information relating to price, expenses and costs in a separate soft copy folder.• mailbox size: ensure that your email attachment/s is no greater than 50 mb.	
5. Arrange for the declaration to be signed.	
6. Prepare your Proposal for electronic submission by creating a final soft copy file.	
7. Arrange for the Proposal to be submitted electronically before the Deadline for Proposals.	

[insert your organisation name and logo or branding]

Response Form

In response to Request for Proposals

by: Fire and Emergency New Zealand

for: Region 3 – Purchase, Maintenance & Management of Large Capacity
Output Stand-by Generators

ref: NP 2257

Date of this Proposal: [insert date of this document]



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 Proposal in response to the RFP. 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 Proposal*'. Definitions are at the end RFP Section 6.

1. About the Respondent



Supplier tips

- The section gives the Buyer basic information about your organisation and identifies your Point of Contact for the duration of the RFP 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.

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]

2. Response to the Requirements



Supplier tips

- In this section you are asked to provide your response to our Requirements (RFP Section 2) by demonstrating your organisation's ability to meet our criteria (RFP Section 3: Our Evaluation Approach). Carefully read RFP 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 RFP-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.

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.

[insert your answer here]

Questions relating to the evaluation criteria



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.

1. Fit for purpose / proposed solution

Weighting 40%

Explain how your goods and services meet or exceed our Requirements. Please include the level of certification your company holds to complete our requirements and attach relevant current certificates. (10%)
[insert your answer here and confirm you have attached relevant current certificates]
Describe how you measure quality in meeting or exceeding our Requirements. (10%)
[insert your answer here]
Describe any new ideas or processes you offer which are innovative. Include in your response the benefits of these e.g. greater efficiency, better quality solution etc, and how these benefits are measured. (5%)
[insert your answer here]
Describe all significant risks associated with your solution and how you propose to mitigate them (prevent them from happening) and manage them (in the event that they do happen). Please include health and safety risks here as well as completing the Health and Safety form at the end of this document. Note that this would include your plans/policies for working with combustible fuels in close proximity to electrical circuitry. (15%)
[insert your answer here]

2. Capability of the Respondent to deliver	Weighting 30%
Describe how you will plan to deliver the Requirements. Please include the overall process for the required checks / services required to ensure the fleet of generators are fit for purpose. (20%)	
[insert your answer here]	
List the relevant qualifications and experience of named personnel to deliver the Requirements. (5%)	
[insert your answer here]	
Describe the track record of the named personnel in delivering similar goods/services. (5%)	
[insert your answer here]	
Please attach current insurance certificates. (info)	
[insert your answer here]	

3. Capacity of the Respondent to deliver	Weighting 30%
Describe your organisation's track record in delivering similar goods/services (same quantity, quality, delivered on time, to specification and within budget). (10%)	
[insert your answer here]	
Describe your organisation's size, structure and annual turnover. Explain why this is sufficient to deliver the Requirements in full, on time, to specification and in the quantity required. (5%)	
[insert your answer here]	
How will you manage this account if successful? Include details on your operational and financial systems to track and manage delivery, of the requirements. (10%)	
[insert your answer here]	
Please explain your reporting tools and attach relevant reports which you intend to present to the FENZ representative. (5%)	
[insert your answer here and confirm that you have attached your relevant reports]	

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.

[insert your answer here]

3. Price



Supplier tips

- In the RFP Section 4 we have outlined the pricing information that we are seeking. This should inform you how to present your proposed price. Where we have provided a template you must use this for your pricing information.
- In preparing your pricing information you must consider all risks, contingencies and other circumstances relating to the delivery of our Requirements and include adequate provision for them. You must also document any assumptions that you have made in costing the full delivery of the Requirements.
- If asked for a 'whole-of-life' cost this is the total cost to the Buyer over the whole of the life of the Contract. See [Guide to Total Cost of Ownership](#) and [TCO calculator](#) (listed under 'T').

- If we have asked for a two envelope response you must put all financial and pricing information in a separate soft copy document.

Pricing schedule

Please submit your financial information and pricing and attach as a separate attachment to this response form.

We require a clear understanding of the following:

- Cost including type of servicing and frequency of servicing
- Travel costs
- Mark up on parts
- Hourly rate of all personnel or qualification (eg mechanic, apprentice, clerical etc)
- Are the costs consistent with other government agencies you supply (if any)?

[Confirm / not confirmed]

Assumptions

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

[insert your answer here]

4. Proposed Contract



Supplier tips

- In the RFP Section 5 we have detailed the terms and conditions of our Proposed Contract. We need to know whether or not you are prepared to do business based on the Proposed Contract.
- If you have any points that you wish to make about the Proposed Contract this is where you tell us. Note below any suggestions or changes you wish to propose.
- It is important that, if asked, you are able to explain why your changes are important to you.
- In deciding which Respondent/s to shortlist the Buyer will take into account each Respondent's willingness to meet the Proposed Contract terms and conditions.

Choose one and delete the other:

Having read and understood the Proposed Contract, in the RFP Section 5, I confirm that these terms and conditions are acceptable. If successful, I agree to sign a Contract based on the Proposed

Contract, or such amended terms and conditions of Contract as are agreed with the Buyer following negotiations. OR

Having read and understood the Proposed Contract, in the RFP Section 5, I have the following suggestions to make. If successful, I agree to sign a Contract based on the Proposed Contract subject to negotiating the following clauses:

Clause	Concern	Proposed solution
[insert number]	[briefly describe your concern about this clause]	[describe your suggested alternative wording for the clause or your solution]
[insert number]	[briefly describe your concern about this clause]	[describe your suggested alternative wording for the clause or your solution]

5. Referees



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.

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.

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]

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]

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

6. Our declaration



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.

Respondent's declaration		
Topic	Declaration	Respondent's declaration
RFP Process, Terms and Conditions:	I/we have read and fully understand this RFP, including the RFP Process, Terms and Conditions (shortened to RFP-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.	[acknowledged]
Collection of further information:	The Respondent/s authorises the Buyer to: <ul style="list-style-type: none"> a. collect any information about the Respondent, except commercially sensitive pricing information, from any relevant third party, including a referee, or previous or existing client b. use such information in the evaluation of this Proposal. 	[agree / disagree]

	The Respondent/s agrees that all such information will be confidential to the Buyer.	
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:	<p>In submitting this Proposal the Respondent/s warrants that it:</p> <ul style="list-style-type: none"> a. has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor b. 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 RFP c. 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 RFP 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:

- a. the information provided is true, accurate and complete and not misleading in any material respect
- b. the Proposal does not contain intellectual property that will breach a third party's rights
- c. 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 RFP process and may be grounds for termination of any Contract awarded as a result of the RFP.

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:

Appendix 1: Health & Safety

Health and Safety				
Health and safety management:				
Do you have a written health and safety policy? If so please provide a copy.	Yes		No	
Is the policy signed by the managing director (or equivalent)?	Yes		No	
How is the policy communicated to employees?				
Do you hold ISO or AS/NZS or other certificates for health and safety?	Yes		No	
If yes provide details:				
Do you have membership in health and safety organisation?	Yes		No	
If yes provide details:				
Do you have accreditation in an ACC injury prevention programme?	Yes		No	
If yes provide details:				
Do you have an employee participation scheme for dealing with health and safety issues?	Yes		No	
If yes provide details:				
Working practices:				
Name the senior manager in charge of health and safety:				
Is formal health and safety training given to employees in order to carry out their roles safely? What does the training consist of? How often is it done?	Yes		No	
Is there health and safety induction or training for new employees and apprentices?	Yes		No	
Do you have employee health and safety representatives?	Yes		No	
Provide details of how work is supervised and who is responsible for supervision:				
Records: Which of the following safety records do you maintain?				
Accident Register (as required by Health & Safety Act)?	Yes		No	
Hazard Register?	Yes		No	
Hazard information (such as Safety Data Sheets)?	Yes		No	
Are you able to provide records (for the last 5 years) for the following information?				
Fatalities?	Yes		No	

Serious harm injuries	Yes		No	
Lost days for injuries to workers?	Yes		No	
Accidents resulting in environmental damage or pollution?	Yes		No	
Health and safety related notice/warning/fine/prosecution?	Yes		No	
History: Have you received health and safety award/s?	Yes		No	
If yes provide details:				
Have you had health and safety related notice/warning/fine/prosecution?	Yes		No	
If yes provide details:				
Emergency procedures:				
Do you have an emergency procedures plan?	Yes		No	
Does the plan identify who is responsible for different procedures?	Yes		No	
Do staff receive training in the emergency procedures plan?	Yes		No	
Have emergency drills been carried out in the last 12 months?	Yes		No	
If yes, how often are drills carried out?				
Hazard assessment:				
Are formal risk/hazard assessments carried out and recorded?	Yes		No	
If yes, do these occur for each work type?				
Where hazards are identified is there a system to assess significant health and safety risks?	Yes		No	
Are accidents or incidents reviewed for the existence of significant hazards?	Yes		No	
Is there a system for identifying new hazards / health and safety risks?	Yes		No	
Are there procedures for eliminating, isolating or minimising significant hazards / health and safety risks?	Yes		No	
If required are you able to produce evidence to attest to the above?	Yes		No	
Is the accident register reviewed for hazard assessment?	Yes		No	
Accident investigation:				
Is there always an investigation into any accident that results in harm, or could have resulted in harm?	Yes		No	
Do investigations include remedial action plans to initiate future prevention?	Yes		No	
Are the following advised of accidents or 'near misses'?	Yes		No	

- the employees?	Yes		No	
- health and safety representatives?	Yes		No	
- WorkSafe NZ at the Ministry of Business, Innovation & Employment (where there is serious harm)?	Yes		No	
- the principal (i.e. the client who has engaged you to do the work)?	Yes		No	
Describe the responsibilities for notifying specified work and reporting illness or injury:				
Hazardous substances:				
Are key hazardous substances recorded?	Yes		No	
Are there safety data sheets accessible for hazardous substances?	Yes		No	
Are test certificates current for required sites?	Yes		No	
Are there approved handlers for hazardous substances?	Yes		No	
Are hazardous substances assessments carried out and regularly reviewed?	Yes		No	
List the hazardous substances used in your business:				
Plant and equipment:				
Are plant and equipment regularly inspected, tested, examined and maintained?	Yes		No	
If yes, do you have record available?	Yes		No	
Measuring and improving health and safety:				
Do you carry out:				
- regular in-house, safety meetings at the job site?	Yes		No	
- regular safety committee meetings?	Yes		No	
- regular safety inspections or audits	Yes		No	
- other forms of employee participation in health and safety?	Yes		No	
Describe how health and safety performance is systematically assessed:				
Describe what happens to the results of health and safety checks, investigations and audits:				
Describe how the principal (business owner) is involved in review processes?				

This information has been completed by the following person:	
Name:	
Position:	
Date:	
Signature:	