Otago Regional Council Request for Proposal – Survey of the Kakanui and Kauru Rivers

**Proposal Form – Form A**

**ABOUT THE SUBMITTER**

1. I/We the undersigned submit the following information for the Proposal Survey of the Kakanui and Kauru Rivers in accordance with this RFP, Council’s Specification and Conditions of Contract.

**2** Name of Submitter: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3** Address for correspondence:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**4** Physical address if different from above

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**5** Submitter principal contact for the purpose of this Proposal:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5.1 Telephone number: Landline: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**6** Submitter’s principal contact for management of the contract

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6.1 Address for correspondence:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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6.2 Telephone number: landline: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RESPONSE TO THE REQUIREMENTS**

1. Please list who will carry out the Service. Include in Attachment A with the heading: Form A – Question 7.
2. Please provide details of qualifications, skills and experience relevant to the Service; supporting written evidence is essential. Include in Attachment A with the heading: Form A – Question 8.
3. Please describe relevant experience of those personnel in carrying out similar work. Include in Attachment A with the heading: Form A – Question 9.
4. Please detail your methodology and approach to be used. Include in Attachment A with the heading: Form A – Question 10.
5. Please provide details for three referees; name, phone number, and email address.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name | Phone Number | Email Address |
| Referee 1 |  |  |  |
| Referee 2 |  |  |  |
| Referee 3 |  |  |  |

12 Checklist

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| --- | --- |
| ⬜ | Details of how the Submitter will address all points listed in the Specifications. |
| ⬜ | Detail of any core assumptions made in the tender. |
| ⬜ | Qualifications and experience of the person responsible for providing the Service. |
| ⬜ | Confirmation that the Service can be provided in the timeframe stipulated. |
| ⬜ | Details of any similar work undertaken |
| ⬜ | Health and Safety Plan |
| ⬜ | Referees |
| ⬜ | Supplementary pages included |

Additional Information:

1. Where space provided is insufficient attach additional pages providing full responses.
2. Attach supporting information where required.
3. Include in Attachment A any additional non-price information supporting the Proposal.
4. The nature and purpose of the further or additional information must clearly be stated

**OUR DECLARATION**

|  |  |  |
| --- | --- | --- |
| **Submitter’s declaration** | | |
| **Topic** | **Declaration** | **Respondent’s declaration** |
| **RFP Process, Terms and Conditions:** | I/we have read and fully understand the RFP, including the RFP Process, Terms and Conditions. I/we confirm that Submitter/s agree to be bound by them. | **[agree / disagree]** |
| **Requirements:** | I/we have read and fully understand the nature and extent of the Services as described in Section 2 - Specification. I/we confirm that the Submitter /s has the necessary capacity and capability to fully provide the Services and will be available to deliver throughout the relevant Contract period. | **[agree / disagree]** |
| **Ethics:** | In submitting this Proposal the Submitter /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 ORC (other than the Point of Contact) to lobby or solicit information in relation to the RFP 3. has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer. | **[agree / disagree]** |
| **Conflict of Interest declaration:** | The Submitter warrants that it has no actual, potential or perceived Conflict of Interest in submitting this Proposal, or entering into a Contract to deliver the Services. Where a Conflict of Interest arises during the procurement process the Submitter will report it immediately to the ORC’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.**   **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 Submitter/s to make this declaration on its/their behalf.** | |
| **Signature:** |  |
| **Full name:** |  |
| **Title / position:** |  |
| **Name of organisation:** |  |
| **Date:** |  |