

Request for Proposals (RFP)

Signage contract

Part 2 – Response Form



RFP released: Friday 19th April 2024 NZST
Deadline for Questions: 5pm Monday 29th April 2024 NZST
Deadline for Proposals: 11:30am Friday 17th May 2024 NZST

Greater Wellington Regional Council
100 Cuba Street
Wellington

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Check list for Respondent to complete for their own benefit:

1	All sections in this Part 2 Response Form have been completed	Yes / No
2	All sections in the Part 3 Pricing Template have been completed	Yes / No
3	You have signed the supplier declaration	Yes / No

SECTION 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 Organisation

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

This is a Proposal by [insert name] (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.

Name	Detail
Trading name:	[insert the name that you do business under]
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 co / 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]
Mobile number:	[mobile]
Email address:	[work email]

SECTION 2: Solution overview



Supplier tips

- In this section you are asked to provide your response to our Requirements (Part 1 Section 2) by demonstrating your organisation’s ability to meet our criteria (Part 1 Section 3: Our Evaluation Approach). Carefully read Part 1 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.

Section 2.1 Pre-conditions



Supplier tips

- You must be able to answer ‘yes’ to each of the 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.

	Precondition / Question to produce evidence	Pass/Fail
PC1	<p>You, the Respondent, confirm that you are:</p> <ul style="list-style-type: none"> a) EITHER an accredited Avery Dennison Partner OR 3M Select Partner b) AND is listed as a New Zealand Avery Dennison or 3M Partner in one of the website links below. <p>3M Partner Programme</p> <p>Note that a 3M Partner is defined in the link above as ‘Our national network of 3M Select Partners are authorised 3M partners who can help you create and execute your graphics, architectural and window films solutions. All partners must pass 3M’s thorough auditing process to achieve this elite status and are recognised by 3M as leaders in the graphics signage, architectural finishes and window film industries.’</p> <p>Avery Dennison Partner Programme</p>	YES/NO

	<p>Note that An Avery Dennison Partner is defined in the link above as <i>'...an expert team of qualified, and certified, Avery Dennison Partners. These companies are the best-of-the-best when it comes to working with, applying and consistently delivering high-quality graphic finishes using Avery Dennison materials.'</i></p> <p>You must include supporting certifications and evidence of your official Partner status in your Proposal (see RFP questions R-09 and R-10).</p>	
PC2	<p>You, the Respondent, confirm that all employees, contractors and subcontracts who will be involved in delivering this contract will receive no less than the Living Wage Rate as set by Living Wage Aotearoa and updated annually on 1 September¹.</p> <p>The current Living Wage is NZ\$26.00/hour and from 1st September 2024, will increase to NZ\$27.80/hour.</p>	YES/NO
PC3	Public Liability Insurance (minimum cover of NZ\$20m))	YES/NO

Section 2.2 Business and solution overview

We are interested in understanding a little more about your business, size, structure, ethos, and why you believe you are best suited to delivering this contract.

Maximum of two pages.

Note: The information you provide here will not be weighted but may be considered when considering overall value for money for the whole life of the contract.

Your response here

Please provide an overview of your proposed solution.

Maximum of two pages.


Note: The information you provide here will not be weighted but may be considered when considering overall value for money for the whole life of the contract.

Your response here

¹ Living Wage Aotearoa website <https://www.livingwage.org.nz/>

SECTION 3: Response to non-price requirements

Section 3.1 Response to requirements



Supplier tips

- Here you are asked to answer questions relating to the evaluation criteria (written). 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.

3.3.1 Relevant experience and track record	
<i>We seek relevant, current evidence and case studies that demonstrate your ability to meet our needs</i>	
#	Requirement
R-01	<p>ORGANISATIONAL PROFILE</p> <p>Describe your organisation’s size, structure, number of staff, location, and annual turnover. Explain why this is sufficient to successfully deliver the outcomes described in this RFP.</p> <p style="background-color: yellow;">[Insert response here]</p>
R-02	<p>SIGNAGE REFERENCE SITES</p> <p>Provide three examples of recent or current contracts delivering and managing signage (as defined in the scope of this RFP) or similar. References in the last three years and New Zealand public sector sites are preferred. For each site, please list:</p> <ul style="list-style-type: none"> • contract and client (including contact details for reference purposes) • contract value • location and dates you provided the services • scope of services <p>For each one, include referee details in your answer below. Let us know if you wish to be contacted before we contact your named referees.</p> <p style="background-color: yellow;">[Insert response here]</p>
R-03	<p>COLLABORATION LESSONS LEARNED</p> <p>We are interested in learning from your experience working with other clients. What lessons should we be aware of and how can GW make sure we don’t repeat the same mistakes?</p> <p style="background-color: yellow;">[Insert response here]</p>

3.3.2 Relevant skills and capability	
<i>We seek evidence that showcases your team's ability to deliver and support the required services</i>	
#	Requirement
R-04	<p>LOCAL PRESENCE</p> <p>Due to the hands-on approach of the day-to-day operations and unique environment, we require a supplier that has a local presence in the Wellington Region.</p> <p>If you do not have a local presence, how does your proposal deliver day to day operations including dealing with urgent work at short notice?</p> <p style="background-color: yellow;">[Insert response here]</p>
R-05	<p>YOUR TEAM</p> <p>Using a one-page CV for each, identify the individuals who will be assigned to the GW account if you are the chosen supplier. Include relevant qualifications and relevant signage experience (including any biographies) and detail their commitment to the contract and expected working hours per month. We also need to know where each of your team members are geographically located.</p> <p>Please include an organisation chart in your response to this section, to show how your team, including sub-contractors and suppliers, fits together and will work with GW's team.</p> <p style="background-color: yellow;">[Insert response here]</p>
R-06	<p>SUBCONTRACTORS' KEY PERSONNEL</p> <p>If you are including subcontractors within your Proposal, we want to understand each subcontractor's technical and management skills. For each subcontractor organisation, provide their company details, specific role in the contract, location, key personnel and their skills and experience and detail their commitment to the contract and expected working hours per month. Include how your subcontractors will engage consistently through the appropriate channels. Please include a one-page CV of the sub-contractor's key personnel including their relevant qualifications and relevant experience associated with the works that they are being sub-contracted for.</p> <p style="background-color: yellow;">[Insert response here]</p>
R-07	<p>TEAM RATIONALE</p> <p>Why are you proposing your team and subcontractors in the way you have?</p> <p style="background-color: yellow;">[Insert response here]</p>
R-08	<p>KEY PERSONNEL RISK MANAGEMENT</p> <p>Describe how you manage key personnel (and subcontractors) changes, seamless transition and continuity of a high skill set throughout the delivery of the contract.</p> <p>What other contract commitments do they have at the same time as this contract that could impact their ability deliver on time?</p> <p style="background-color: yellow;">[Insert response here]</p>

R-09	<p>QUALIFICATIONS – TEAM MEMBERS</p> <p>For the duration of the contract, the chosen supplier will be responsible for maintaining their team’s qualifications.</p> <p>Please confirm which team members hold or will hold the required certifications to meet GW’s requirements:</p> <ul style="list-style-type: none"> a) For team members assigned to working on the rail corridor holds or will hold the required KiwiRail qualification b) For team members working on GWRC signage hold the required product certification, and/or equivalent handling competency or higher c) For team members working at height and with traffic management responsibilities, confirm they hold the appropriate qualifications/certifications d) For team members working with illuminated signs, that they hold Electrical Workers Registration Board certifications. <p>Any additional qualifications as they relate to GWRC’s requirements.</p> <p>[Insert response here]</p>
R-10	<p>QUALIFICATIONS - ORGANISATION</p> <p>For the duration of the contract, the chosen supplier will be responsible for maintaining their qualifications at the organisational level.</p> <p>Please provide evidence certifications to meet GW’s requirements:</p> <ul style="list-style-type: none"> a) For precondition 1, please confirm you have the applicable product accreditations (3M or Avery Dennison Partner), warranties and guarantees, and provide copies of these as evidence as an appendix to your Proposal. b) You have had a Permit to Enter the rail corridor with KiwiRail, issued in the last three years. Please submit a copy of this permit with your application. This doesn’t need to cover the services being tendered or be current. However, it will illustrate that the Respondent can adhere to the strict health and safety standards required by KiwiRail when applying for the permit that is required to deliver the services. <p>Any additional qualifications as they relate to GWRC’s requirements.</p> <p>[Insert response here]</p>
<p>3.3.3 Methodology and Signage Requirements</p>	
<p><i>We seek facts about your organisation, your methodology & engagement model</i></p>	
#	Requirement
R-011	<p>TRANSITION METHODOLOGY & TIMELINE</p> <p>We want to understand your process for transitioning from our incumbent signage supplier to you.</p> <p>Describe your contract implementation methodology and timeline including a detailed Gantt chart. In your methodology, please include a description with any appendices about how you will manage quality and environmental matters.</p> <p>[Insert response here]</p>

<p>R-012</p>	<p>SIGNAGE END TO END PROCESS</p> <p>We are interested in how you will deliver on GWRC’s requirements. Please describe your signage processes from design through to installation including software used to design signs.</p> <p>What are the limitations GWRC need to be aware of?</p> <p>At what points in the process do you require GWRC input, and what dependencies do you have on our teams to deliver in a timely manner?</p> <p>[Insert response here]</p>
<p>R-013</p>	<p>REPORTING AND FILE SHARING</p> <p>We are interested in how you will deliver on GWRC’s requirements. Please describe your signage processes from design through to installation.</p> <p>What are the limitations GWRC need to be aware of?</p> <p>At what points in the process do you require GWRC input, and what dependencies do you have on our teams to deliver in a timely manner?</p> <p>[Insert response here]</p>
<p>R-014</p>	<p>GWRC DESIGN AND REVIEW PROCESS</p> <p>We want to work with you to agree an efficient design and review process. Our aim is to streamline approvals and eliminate manual steps. This may include file sharing, approval steps and automated notifications that make the process as efficient as possible.</p> <p>[Insert response here]</p>
<p>R-015</p>	<p>SIGNAGE STORAGE, FABRICATION AND PRINTING FACILITIES</p> <p>We are interested in understanding your storage, fabrication, and printing facilities that you are proposing to meet GWRC’s requirements. Please introduce the facilities to us, the address and why you are proposing it for the purposes of this RFP.</p> <ul style="list-style-type: none"> a) Where are your facilities based, and how will you transport inventory from the facilities to GWRC’s sites? b) If your facilities are based outside Wellington, how will you ensure timelines for installation are met on an ongoing basis? <p>Our team may do a site visit to your facility, as described in the due diligence activities.</p> <p>[Insert response here]</p>
<p>R-016</p>	<p>MAINTENANCE</p> <p>We would like to understand how your signage maintenance programme works. Please provide an overview of how you ensure warranty and maintenance obligations are upheld.</p> <p>[Insert response here]</p>
<p>R-017</p>	<p>URGENT SIGNAGE REQUESTS</p> <p>From time to time, we might require short-notice disruption signage of a temporary nature (decals, posters or corflute signage). What is your capability and timelines for fulfilling printing and installation requests like this?</p> <p>Please exclude pricing from your answer, this will be addressed in the Excel price proposal.</p> <p>[Insert response here]</p>

R-018	<p>ASSETS EXPERT ADVICE</p> <p>We require a supplier that will work with us and provide cost effective, expert advice when we stand up new sites or enhance/re-construct existing sites to provide expert advice on sign type and placement. How will you provide advice and direction to achieve the desired outcome?</p> <p>[Insert response here]</p>
R-019	<p>INNOVATION & PRODUCT ROADMAPS</p> <p>Based on what you know about us from the RFP,</p> <ul style="list-style-type: none"> a) Tell us about innovations you've put in place to streamline the signage design/templating process. b) What new ideas or innovations can you offer, how would these benefit our organisation and how could we measure these? For example, greater efficiency, better quality solution. <p>How will you share product roadmaps on an ongoing basis, to ensure GWRC can continue to be across the latest signage solutions?</p> <p>[Insert response here]</p>
R-020	<p>SIGNAGE AND ENVIRONMENTAL OUTCOMES</p> <p>We are interested in partnering with a supplier who is committed to ongoing process improvements with environmental benefits. How will you share your process improvement initiatives with us?</p> <p>[Insert response here]</p>
R-021	<p>RISK MANAGEMENT</p> <p>Identify material risks associated with your solution and how you will mitigate these (prevent them from happening) and manage them (if they do happen).</p> <p>[Insert response here]</p>
R-022	<p>ASSET MAINTENANCE</p> <p>You will be required to manage a complex set of sites that have a high level of Health and Safety requirements. These are high risk sites and require specific access permits, training, tools, material, and trained personnel. Describe your methodology to access the sites, equipment used when providing preventative and reactive maintenance to ensure continuation of service at the specified levels and how you will adhere to all Health and Safety rules and obligations.</p> <p>[Insert response here]</p>
R-023	<p>GOVERNANCE AND ACCOUNT MANAGEMENT</p> <p>We would like to establish an efficient governance and account management model with you. For other similar clients, what governance model would you propose for GWRC? This may include monthly account meetings, quarterly senior management reviews and annual strategic reviews and roadmaps. In explaining your model, please identify the people involved and their roles.</p> <p>[Insert response here]</p>

R-024	<p>PERFORMANCE MEASUREMENT AND MANAGEMENT</p> <p>We wish to establish a robust and transparent model with you. Can you propose an initial set of Key Performance Indicators for GWRC’s consideration? Please include SLAs for urgent priority requests.</p>
	<p>[Insert response here]</p>
3.3.4	Health, safety, quality, and wellbeing requirements
R-025	<p>HEALTH, SAFETY, AND WELLBEING - INTRODUCTION</p> <p>GW are looking to understand your commitment to health, safety, and wellbeing throughout the life of the contract. The following questions are looking for proof that Health, Safety, and Wellbeing (HSW) is woven into the fabric of your business operations. Not just your end products, but also how you deliver services without harm to your staff and others. The following questions explore your commitment and practices to ensure you have and maintain effective health, safety, and wellbeing management systems. These questions also help us understand how you have harnessed the benefits of safety by design principles, as well as the integration robust health, safety, and wellbeing practices into past work or contracts.</p> <p>At a high level, how do you demonstrate that:</p> <ol style="list-style-type: none"> 1. Effective HSW is an organisational priority? 2. Your senior managers influence HSW outcomes? 3. You empower your workers to actively participate in HSW matters?
	<p>Your response here</p>
R-026	<p>HEALTH, SAFETY, AND WELLBEING – INDEPENDENT ASSESSMENT</p> <p>Has an independent assessment been conducted on your HSW management systems? If yes, who carried it out, what were the results of the assessment and why did you decided to invest in an independent assessment?</p>
	<p>Your response here</p>
R-027	<p>HEALTH, SAFETY, AND WELLBEING – HEALTH & SAFETY BY DESIGN</p> <p>In a single page, provide an example from a previous contract where you successfully incorporated the 'Health and Safety by Design 'principles²?</p> <p>In your response to this question, please outline the challenges you faced, the strategies you used to overcome them, and the impact on service provision, product safety and user experience.</p>
	<p>Your response here</p>
R-028	<p>HEALTH, SAFETY, AND WELLBEING – OVERLAPPING DUTIES</p> <p>Provide a detailed explanation of how you meet your HSW obligations when your duties overlap with other parties such as subcontractors? Specifically, we are interested in your</p>

² <https://www.worksafe.govt.nz/topic-and-industry/health-and-safety-by-design/health-and-safety-by-design-gpg/>

	<p>approach, as the main contractor, to ensuing effective consultation, cooperation, coordination³ with other parties throughout a contract.</p> <p>Your response here</p>
R-029	<p>HEALTH, SAFETY, AND WELLBEING – PLANNING & RISK MANAGEMENT</p> <p>Provide a detailed description of how you meet your HSW obligations during contract planning and risk management. Specifically, we're interested in understanding your approach to identifying potential hazards, conducting thorough risk assessments, developing effective strategies to manage these risks, and reviewing control measures to determine their ongoing effectiveness.</p> <p>Your response here</p>
R-030	<p>HEALTH, SAFETY, AND WELLBEING - TRAINING</p> <p>Please provide a short statement explaining how you meet your obligations with respect to each of the following areas.</p> <ol style="list-style-type: none"> 1. Health, Safety and Wellbeing 2. Training and competency 3. Incident management 4. Injury management 5. Emergency preparedness <p>Your response here</p>
R-031	<p>HEALTH, SAFETY, AND WELLBEING – CONTINUOUS IMPROVEMENT</p> <p>Provide a detailed explanation of how your business fosters continuous improvement in HS&W.</p> <p>Specifically, we are interested in the proactive steps and strategies that have been initiated through the routine review of daily work activities, underscoring your commitment to ongoing enhancement in safety measures.</p> <p>Your response here</p>
R-032	<p>QUALITY MANAGEMENT SYSTEMS</p> <p>We would like to understand what accreditations your organisation holds around Quality Management Systems. This covers all aspects of the contract to ensure outcomes are delivered to the highest standards, on time and to budget.</p> <p>Please provide us with an overview of what your QMS looks like, and how this provides the assurances we seek.</p> <p>Your response here</p>

³ [PCBU’s working Together: advice when contracting – Worksafe NZ](#)

3.3.5 Broader outcomes and public value	
<p><i>We want to understand the social, environmental, cultural, or economic outcomes that your solution brings. In scoring this section, we place high value on the three Broader Outcomes described below. As a minimum standard and to be considered further, please describe how these are incorporated into your Proposal, where applicable and as appropriate. Please provide evidence that demonstrates your claims.</i></p>	
	Requirement
R-033	<p>Kaitiakitanga and Social Wellbeing:</p> <p>We encourage initiatives that embrace cultural diversity, inclusivity, and recognition of our indigenous heritage.</p> <ul style="list-style-type: none"> We want suppliers to show us how they support Māori and Pasifika employees to celebrate their heritage through their work and sharing of Mātauranga Māori and traditional practices. We will also encourage suppliers to partner with Māori or Pasifika owned business or social enterprises where possible. We want contractors to show how they support social wellbeing and engagement with the local community, enabling them to be more connected and involved in the contract. <p>We require all suppliers to pay the Living Wage to all staff and support this practice through the contract supply chain.</p> <p style="background-color: yellow; padding: 2px;">[Insert response here]</p>
R-034	<p>Economic Wellbeing:</p> <p>We support prosperity through quality employment pathways. We encourage increased opportunities, upskilling and innovative supply chain initiatives, that encourage a more resilient workforce and reduced inequalities.</p> <ul style="list-style-type: none"> We want suppliers to demonstrate how they are helping create employment opportunities and career pathways for target sectors, partnering with local and agency organisations to reduce barriers to employment. We want suppliers to show how they are adding to a diverse supplier model to increase resilience and support a robust local economy. <p>We promote and support partnership applications, local suppliers and subcontractors and innovative solutions.</p> <p style="background-color: yellow; padding: 2px;">[Insert response here]</p>
R-035	<p>Environmental Wellbeing:</p> <p>We support initiatives that protect and enhance the local environment as well as considering global environmental challenges such as climate change.</p> <ul style="list-style-type: none"> We want suppliers to show how their organisation and operations support a circular economy in terms of waste minimisation. <p>We want suppliers to show how their organisation can contribute to Council’s target of being Carbon Zero by 2050 and support New Zealand’s carbon reduction commitments, through energy efficiency, use of alternative energy sources and innovative solutions through the supply chain.</p> <p style="background-color: yellow; padding: 2px;">[Insert response here]</p>

[insert your organisation name and logo or branding]

Section 3.2 Non-price Assumptions

Please state any assumptions you have made in relation to the Requirements (not Pricing).

Assumptions

Your response here

SECTION 4: Price



Supplier tips

- In the Part 1 Section 4 we have outlined the pricing information that we are seeking. This should inform you how to present your proposed price. We have provided a template you must use this for your pricing information (Part 3 Pricing Template).
- 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 within the Part 3 – Pricing Template.
- If we have asked for a two-envelope response you must put all financial and pricing information in the Part 3 Pricing Template

Section 4.1 Pricing

Please submit your financial information and pricing using Part 3 Pricing Template. This is a separate spreadsheet.

Section 4.2 Pricing Assumptions

Please state any assumptions you have made in relation to the cost and pricing information within the Part 3 Pricing Template.

SECTION 5: Proposed Contract



Supplier tips

- ~~• In the Proposed Contract 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 consider each Respondent's willingness to meet the Proposed Contract terms and conditions.~~

This section is not required.

You are not required to review the draft contract or provide any tags or feedback at this stage of the procurement. We attached the draft contract to the RFP for informational purposes only. This document is a first cut and will be a basis for discussions with shortlisted suppliers.

For now, no action is required.

SECTION 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.	[agree / disagree]
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. 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: <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 	[agree / disagree]

c) has not attempted to influence, or provide any form of personal inducement, reward, or benefit to any representative of the Buyer.

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:
