**RFQ Response Form**

Instructions for Respondents

* Please use this Response Form in responding to our RFQ. 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 Quotations (RFQ) in full and understand our Requirements (RFQ Section 2), our Evaluation Approach (RFQ Section 3) and the RFQ Process, Terms and Conditions (shortened to RFQ-Terms described in Section 6) including Unitec terms and conditions. If anything is unclear or you have any questions please get in touch with our Point of Contact (RFQ Section 1 paragraph 1.3) before the Deadline for Questions (RFQ 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!

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| --- | --- |
|  | 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’. |

**Instruction to Unitec user:**

You may modify this document to suit your specific procurement project. However please do not make any changes to the sequence of the headings/sub-headings and the numbering.

Also, please make sure you delete all ‘**Instruction to Unitec user:’** in GREEN font before releasing the document along with the RFQ

[Insert your organisation name and logo or branding]

Response Form

In response to Request for Quotations

By: Unitec New Zealand Limited trading as Unitec Institute of Technology

For: [insert name of procurement]

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

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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 Quotation’*. Definitions are at the end RFQ Section 6. |

April 2022

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 RFQ 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 Quotation 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 Quotation. |

**Our profile**

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

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

**OR** This is a [joint/consortium] Quotation, 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] |

1. **Response to the Requirements**

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| **Supplier**  **tips** | * In this section you are asked to provide your response to our Requirements (RFQ Section 2) by demonstrating your organisation’s ability to meet our criteria (RFQ Section 3: Our Evaluation Approach). Carefully read RFQ 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 RFQ-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 Quotation. Do not submit the whole brochure. Please do not include any advertising brochures or similar material in your Quotation. * You may include information not specifically requested by us in your Quotation. But only if it adds value and is relevant to the Requirements. |

**Pre-conditions Unitec TO DELETE IF NOT APPLICABLE. However it is recommended to keep Pre-condition 1**

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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 Quotation will not meet the basic Requirements and will be declined. |

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| **#** | **Pre-condition** | **Meets** |
| 1. | Acceptance of Unitec standard payment terms – Clause 5 of Unitec terms and conditions (refer to Appendix 2 of the RFQ) | [Yes/No] |
| 2. | **Instruction to Unitec user:** [Describe any requirement that must be met e.g. a relevant quality standard in relation to a product. To be a pre-condition it must be a requirement that is capable of being fulfilled at the time of submitting the Quotation. If you intend to allow Respondents to meet a requirement at a later date then it is not a pre-condition and should not be included here.] | [Yes/No] |
| 3. |  | [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 Quotation 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. |

**Instruction to Unitec User**:

1. 1. Please insert the applicable weighting (xx %)
2. 2. You may add more criteria to the list as appropriate
3. 3. You may also include a ‘Yes/No’ criteria for specific technical requirements for your ease of evaluation. Suggest attaching a separate sheet is need be.

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| 1. **Fit for purpose / proposed solution (Methodology)** | **Weighting XX%** |
| E.g. Explain how your good/services meet or exceed our Requirements. | |
| [insert your answer here] | |
| E.g. Describe how you measure quality in meeting or exceeding our Requirements. | |
| [insert your answer here] | |
| E.g. Describe any new ideas or processes you offer which are innovative. Describe the benefits of these e.g. greater efficiency, better quality solution etc. Describe how the benefits are measured. | |
| [insert your answer here] | |
| E.g. 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). | |
| [insert your answer here] | |

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| 1. **Capability of the Respondent to deliver (Resources)** | **Weighting XX%** |
| E.g. Describe how you will deliver the Requirements. | |
| [insert your answer here] | |
| E.g. List the relevant qualifications and experience of named personnel to deliver the Requirements. | |
| [insert your answer here] | |
| E.g. Describe the track record of the named personnel in delivering similar goods/services. | |
| [insert your answer here] | |

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| 1. **Capacity of the Respondent to deliver (Track Record)** | **Weighting XX%** |
| E.g. Describe your organisation’s track record in delivering similar goods/services (same quantity, quality, delivered on time, to specification and within budget). | |
| [insert your answer here] | |
| E.g. 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. | |
| [insert your answer here] | |
| E.g. Provide information about your operational and financial systems to track and manage delivery. | |
| [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. If none, please state ‘No assumptions’

1. **Price**

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| **Supplier**  **tips** | * In the RFQ 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. * **If we have asked for a two envelope response you must put all financial and pricing information (i.e. remove Section 3 – Price) in a separate sealed envelope or separate soft copy document.** |

**Price as a weighted criterion Unitec User**: please delete if price is not a weighted criteria

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| 1. **Price (based on whole-of-life cost)** | **Weighting XX%** |
| e.g. Provide the total price and a breakdown of the total costs over whole-of-life of the Contract. |  |
| e.g. Detail any other cost and benefits. |  |

**Pricing schedule**

Please submit your financial information and pricing using the following pricing schedule

**Instruction to Unitec user:** You may redesign this schedule to suit your specific procurement activity. If need be an Excel spreadsheet attached, prepared to suit your requirements and for ease of evaluation

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| --- | --- | --- | --- |
| **Item** | **Unit price**  **excluding GST** | **Number** | **Sub-total**  **excluding GST** |
| [e.g. named product] | [$ X] | [number of units] | [$ X] |
| [e.g. person’s daily fee rate] | [$ X] | [number of days] | [$ X] |
| **Total** | | | **[$ X]** |

**Assumptions**

Please state any assumptions you have made in relation to the cost and pricing information. If none, please state ‘No assumptions’

1. **Proposed Contract**

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| **Supplier**  **tips** | * In the RFQ 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 RFQ Section 5 and Unitec terms and conditions, 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 RFQ Section 5 and Unitec terms and conditions, 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:

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| **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] |

1. **Referees Unitec User:** please remove if not relevant to your specific procurement activity.

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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 at a similar comparable value. * 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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| **Supplier**  **tips** | * 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 Quatation. 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 including value] |
| 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 including value] |
| 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. **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 Quotation each Respondent (supplier involved in the joint or consortium Quotation) must complete a separate declaration. |

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| **Respondent’s declaration** | | | |
| **Topic** | **Declaration** | | **Respondent’s declaration** |
| **RFQ Process, Terms and Conditions:** | I/we have read and fully understand this RFQ, including the RFQ Process, Terms and Conditions (shortened to RFQ-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]** |
| **Unitec Contract terms including general terms and conditions** | I/we have read and fully understand Unitec Contract terms including general terms and conditions and will accept them in the event of an awards of a purchase order or a contract. | | **[agree / disagree]** |
| **If you mark ‘disagree’ to either of above topics, please make sure your concerns were clearly identified and alternate solution(s) offered where provided under Section 4 – Proposed Contract.** | | | |
| **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 Quotation.   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 Quotation 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 RFQ 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 Quotation, 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, including any associated companies and/or subcontractors warrants that it has no actual, potential or perceived Conflict of Interest in submitting this Quotation, or entering into a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the Respondent/s will report it immediately to the Buyer’s Point of Contact. | | **[agree / disagree]** |
| **Details of conflict of interest if you marked ‘disagree’. If the conflict is Actual, Potential or Perceived, please provide details against each item provided:**  A conflict of interest is a situation in which a participant could gain (or be seen to gain) an unfair advantage through an association with an individual or organisation. Associations include financial, personal, professional, family-related or community-related relationships.  An **actual** conflict of interest is where there already is a conflict.  A **potential** conflict of interest is where the conflict is about to happen or could happen.  A **perceived** conflict of interest is where other people might reasonably think there is a conflict. | | | |
| Does any person in your organisation have a close friend or relative who is (or could be) involved in any evaluation or decision-making relating to this procurement process? | | 🞏 Actual 🞏 Potential 🞏 Perceived | |
| Has any person in your organisation recently offered any special discounts, gifts, trips, hospitality, rewards or favours to any person involved in any evaluation or decision-making relating to this procurement process? (e.g. free travel, free samples for personal use) | | 🞏 Actual 🞏 Potential 🞏 Perceived | |
| Does any person involved in any evaluation or decision-making relating to this procurement process have a financial interest in your organisation? (e.g. the person is an employee of, or a shareholder in, your organisation) | | 🞏 Actual 🞏 Potential 🞏 Perceived | |
| Are you aware of anything that might give the appearance that any person involved in the evaluation stage or decision-making stage of this procurement process is biased towards or against your organisation? (e.g. the person has used your organisation’s corporate box) | | 🞏 Actual 🞏 Potential 🞏 Perceived | |
| Is there anything else that we should know? | | 🞏 Actual 🞏 Potential 🞏 Perceived | |
| **DECLARATION**  **I/we declare that in submitting the Quotation and this declaration:**   1. **the information provided is true, accurate and complete and not misleading in any material respect** 2. **the Quotation does not contain intellectual property that will breach a third party’s rights** 3. **I/we have secured all appropriate authorisations to submit this Quotation, to make the statements and to provide the information in the Quotation 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 Quotation` may result in the Quotation being eliminated from further participation in the RFQ process and may be grounds for termination of any Contract awarded as a result of the RFQ.**  **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:** |  | | |

1. **Health & Safety**

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| **Supplier**  **tips** | * Here you are asked to detail your industry relevant Health and Safety accreditations, policy and processes for recording and highlighting prevention of workplace accidents etc. * If the RFQ you are responding to is related to physical works or services, then you need to require to complete Unitec Health & Safety Questionnaire as attached. |

**Instruction to Unitec user:** [Please delete this item in its entirety if the procurement project is not associated with physical works or services and or does not require conformity for Health and Safety by the supplier] [If applicable please do not forget to attach Unitec’s Health & Safety Questionnaire]