

*****Please note the editable version of this document will be sent when you register to receive the Expression of Interest documents via our online request form *****

Expression of Interest (EOI) Response Form

Instructions for Respondents

1. Check that you have all the relevant documents, including:
 - The Expressions of Interest (EOI) which outlines the opportunity and process
 - The Response Form (this one) to fill out your response.
 - The EOI-Terms. Read these carefully.
2. Before completing this form, read the EOI carefully, particularly Section 2 (Our Requirements) and Section 3 (Our Evaluation Approach). This will help you quickly decide if you are the right fit for the requirements.
3. Please follow the layout of this Response Form:
 - Do not change the section headings and sequence as this needs to be consistent across all Respondents.
 - Insert any additional information e.g. images or graphs, either as part of your response or in a separate attachment (ensuring to clarify in the Response Form that you have done so).
 - Links to videos can be included in your response that are up to 50MB in size.
 - Do not insert links that navigate to long and/or complex documents if possible. They may not be viewed.
4. Everything highlighted in **PURPLE** in this document is information for the Respondent (you). Delete the **PURPLE** areas before sending the Response Form.

All areas shaded in **BLUE** are customisable by the Respondent (you). When you have completed these areas, please unshade them.

 - The purple boxes are Supplier Tips. Delete these after reading.
 - Write your response in the blue sections. Unshade the blue once these are completed.
5. Remember to make a note of the Deadline for Questions. The Questions and Answers section is helpful for all Respondents, so feel free to ask us anything if it is unclear.

Checklist for Respondents

Have you:

1. Filled out all sections of the Response Form.

2. Removed all the purple 'Supplier Tip' boxes from this Form.

3. Deleted the **PURPLE** instructions from this Form.

4. Unshaded the **BLUE** highlighting where you complete your response.

5. File size: Your email attachment should be no greater than 50MB (unless otherwise specified in Section 1.4 of the EOI).

6. Arranged for the declaration to be signed. If this is a joint or consortium EOI, ensure all consortium members sign separate declarations.

7. Prepared your EOI.

8. Arrange for the EOI to be submitted electronically before the Deadline for Expressions (5pm, 17 May 2024) to Levintowncentre@horowhenua.govt.nz

[insert your (Respondent's) name and logo]

Expression of Interest (EOI) Response Form

In response to the Call for Expressions of Interest

Reimagining the Levin War Memorial Hall and Village Green

By: Horowhenua District Council

For: Expression of Interest for Levin War Memorial Hall and Village Green

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

SECTION 1: About the Respondent

i RESPONDENT TIP

- This section gives Council the basic information about your organisation and identifies your Point of Contact for the EOI 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 EOI complete an 'Our profile' table for each member of the consortium. Cut and paste the table as appropriate. Provide only one Point of Contact for your joint/consortium EOI.

1.1 Our profile

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

This is an EOI by [insert the name of your organisation] (the Respondent) in response to the requirements outlined in the Call for Expressions of Interest – Reimagining the Levin War Memorial Hall and Village Green.

OR This is a [joint/consortium] EOI, by [insert the name of your organisation] and [insert the name of the other organisation/s] (together the Respondents) in response to the requirements outlined in the Call for Expressions of Interest – Reimagining the Levin War Memorial Hall and Village Green.

Item	Detail
Full legal name:	[insert your business name]
Trading name (if different):	[if applicable]
Physical address:	[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 / registered charity / other - please specify]
NZBN number:	[if your organisation has a NZBN registration number, insert it here]
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]

1.2 Our Point of Contact

Item	Detail
Contact person:	[name of the person representing the Respondent and responsible for communicating with Council]
Position:	[job title or position]
Phone number:	[landline]
Mobile number:	[mobile]
Email address:	[work email]

SECTION 2: Response to the Requirements

RESPONDENT TIP

- Carefully read EOI Section 2 (Our Requirements) and Section 3 (Our Evaluation Approach). Then provide your response by demonstrating your organisation's ability to meet the criteria.
- Please mark any information that is 'commercially sensitive' or 'Confidential Information' to your business for Council's awareness. You cannot make the whole document confidential unless this is truly the case. Refer to the EOI-Terms for more information.
- Keep it simple. If an answer is in another document e.g. a marketing brochure, simply cut and paste the relevant section into this form. Do not show the whole document unless necessary - Council may not read it all.
- Any video or separate document should be uploaded and the url link inserted into this form.
- You may include additional information to in your EOI but only if it adds value and is relevant.

2.1 Pre-conditions

RESPONDENT TIP

- You must be able to answer 'yes' to each of these pre-conditions. Please ensure to verify this.
- 'Yes' means you currently meet the pre-condition. If you cannot answer 'yes' to all, your EOI will not be evaluated further.

#	Pre-condition	Meets
1.	A proven track record of conducting successful opportunities of a similar nature and scale, which have provided positive outcomes for communities including, but not limited to, wellbeing, economic, cultural and environmental.	[Yes/No]
2.	A proven capability to deliver on such a project as the Levin Town Centre as a respondent has articulated within the registration. This includes financial personnel and network.	[Yes/No]
3.	Current Professional Liability/Indemnity Insurance relevant to the scale of the registration submitted or the ability to obtain such insurance prior to the next step of the process.	[Yes/No]
4.	A proven entitlement to operate and develop within New Zealand.	[Yes/No]
5.	A commitment to incorporate our Broader Outcomes during the Levin Town Centre project if successful.	[Yes/No]

2.2 Overview of your EOI

Please provide an overview of your EOI. Describe the ideas for the site(s), which site(s) you will use, and any examples of similar developments.

What will you need from Council to make your ideas work, and are there any assumptions that will influence the feasibility of this EOI?



RESPONDENT TIP

- This area is where you can explain your idea, keep it high-level and no more than 2-3 pages.
- Communicate your ideas for the site, and explain how this will enhance the Levin Town Centre Transformation.
- You don't need to supply all the details or exact designs at this stage; the next stage of the process will ask for more detailed information.

Write your overview here

SECTION 3: Evaluation Criteria and Financial

3.1 Alignment to desired Town Centre Outcomes

i **RESPONDENT TIP**

- These are questions relating to the evaluation criteria (see Section 3 of the EOI). Your EOI will be scored against your answers to these criteria. Aim to give answers that are relevant, concise and comprehensive.
- If you have made any assumption about the requirements or delivery, clearly state the assumption..

1. Your ideas

Describe your ideas for the site(s).

[insert answer here]

2. Site(s) required for this development

Will you want to utilise all of the sites, or which ones?

[insert answer here]

3. Experience

What is your experience with developments of this type and have you got examples you can share with us?

[insert answer here]

4. Council assistance required

What will you need from Council to make your ideas work?

[insert answer here]

3.2 Assumptions

Assumptions

Please state any assumptions you have made.

[insert answer here]



RESPONDENT TIP

- An assumption is something that is accepted as true or as certain to happen without proof e.g. that Council (or a third party) will provide certain information or assistance so that the Respondent can accurately cost and price its EOI.

SECTION 4: Our declaration

RESPONDENT TIP

- Here you are asked to make a formal declaration. Select 'agree' or 'disagree' at the end of each row. If you don't, you will be deemed to have agreed.
- Have the declaration signed by someone who is authorised to sign and able to verify the declaration, e.g. chief executive or a senior manager.
- If you are submitting a joint or consortium EOI, each party involved in the joint or consortium EOI must complete a separate declaration.

Respondent's declaration

Topic	Declaration	Respondent's declaration
EOI-Terms:	I/we have read and fully understand this EOI, including the EOI-Terms, as amended by Section 1.6 of the EOI (if applicable). I/we confirm that the Respondent agrees to be bound by them.	<input type="text" value="agree / disagree"/>
Collection of further information:	<p>The Respondent authorises Council to:</p> <ul style="list-style-type: none"> • collect any information about the Respondent, except commercially sensitive pricing information, from any relevant third party, including a referee, or previous or existing client • use such information in the evaluation of this EOI. The Respondent agrees that all such information will be confidential to Council. 	<input type="text" value="agree / disagree"/>
Requirements:	I/we have read and fully understand the nature and extent of the Council's Requirements as described in Section 2. I/we confirm that the Respondent has the necessary capacity and capability to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.	<input type="text" value="agree / disagree"/>

Ethics:	<p>By submitting this EOI the Respondent warrants that it:</p> <ul style="list-style-type: none"> • has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor • has not directly or indirectly approached any representative of Council (other than the Point of Contact) to lobby or solicit information in relation to the EOI • has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of Council. 	[agree / disagree]
Conflict of Interest declaration:	<p>The Respondent warrants that it has no actual, potential or perceived Conflict of Interest in submitting this EOI, or entering into a Contract to deliver the Requirements.</p> <p>Where a Conflict of Interest arises during the EOI process, the Respondent will report it immediately to the Council’s Point of Contact.</p>	[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 BY THE RESPONDENT

I/we declare that in submitting the EOI and this declaration:

- the information provided is true, accurate and complete and not misleading in any material respect
- the EOI does not contain any material that will infringe a third party’s intellectual property rights
- I/we have secured all appropriate authorisations to submit this EOI, to make the statements and to provide the information in the EOI 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, the EOI may result in the EOI being eliminated from further participation in the EOI process and may be grounds for termination.

By signing this declaration the signatory below represents, warrants and agrees that they have been authorised by the Respondent to make this declaration on its/their behalf.

Signature: _____

Full name: _____

Title/position: _____

Name of organisation: _____

Date: _____