

Registration Response Form

In response to the call for Registrations of Interest

by: Ministry of Social Development, National Contracts, Service Delivery

for: IRRS Housing Services Auckland

ref: MSD 2014.035

Date of this Registration: 11 December 2014

|  |  |
| --- | --- |
| **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 Registration*’. Definitions are at the end of ROI Section 6. |

**Instructions for Respondents**

* Please use this Response Form in responding to our ROI. 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 call for Registrations of Interest (ROI) in full and understand our Requirements (ROI Section 2), our Evaluation Approach (ROI Section 3) and ROI Process, Terms and Conditions (shortened to ROI-Terms described in ROI Section 4). If anything is unclear or you have any questions please get in touch with our Point of Contact (ROI Section 1 paragraph 1.3) before the Deadline for Questions (ROI 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!
* 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.business.govt.nz/procurement/for-agencies/guides-and-tools/A-to-Z-guides-tools-templates)

**Check list for Respondents**

|  |  |
| --- | --- |
| **Task** | **✓** |
| 1. Complete all sections of the Response Form.
 |  |
| 1. Delete all ‘supplier tip’ boxes from the Response Form.
2. Remove all yellow highlight from the Response Form.
 |  |
| 1. Arrange for the declaration to be signed.
 |  |
| 1. Prepare your Registration for electronic submission by creating a final soft copy file.
 |  |
| 1. Arrange for the Registration to be submitted electronically before the Deadline for ROIs.
 |  |

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 ROI 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 Registration 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 Registration.
 |

**Our profile**

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

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

**OR** This is a [joint/consortium] Registration of interest 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): | [incorporated society / charitable trust / partnership / limited liability company or other entity / 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 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**

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

**Questions relating to the evaluation criteria**

|  |  |
| --- | --- |
| **Supplier****tips** | * Here you are asked to answer questions relating to the evaluation criteria. Your Registration 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**
 | **Weighting 100%** |
| * + 1. **Provide a schedule of potential vacant properties available for Income Related Rent tenancies using the template provided at Appendix 1.**
		2. **Outline an expected term over which your organization would expect to contract with MSD for the provision of these IRR tenancies**
		3. **Describe the expected household characteristics for whom your organisation would provide tenancy services**
		4. **Describe any further services that you would provide to households over and above standard tenancy management services**
 |
| [insert your answer here] |
| 1. **Capacity of the Respondent to deliver**
 | **Meets Requirements [Yes / No]** |
| **2.4.1 Demonstrate that your organisation, or where you will not be the tenancy manager your proposed tenancy manager, is a registered Community Housing Provider (CHP) or able to achieve registration as a CHP and meet the required tenancy performance standards (refer** [**http://www.shu.govt.nz/chra-home/chra-performance-standards-and-guidelines/**](http://www.shu.govt.nz/chra-home/chra-performance-standards-and-guidelines/) **)**  |
| [insert your answer here] |
| 1. **Pricing Structure**
 | **Not weighted** |
| **2.5.1 Identify any proposed fee components over the proposed contract term** |
| [insert your answer here] |

**Assumptions**

Please state any assumptions that 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.

1. **Our declaration**

|  |  |
| --- | --- |
| **Supplier****tips** | * Here you are must answer questions in making 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 Registration each Respondent (supplier involved in the joint bid or consortium) must complete a separate declaration.
 |

|  |
| --- |
| **Respondent’s declaration**  |
| **Topic** | **Declaration** | **Respondent’s declaration** |
| **ROI Process, Terms and Conditions:** | I/we have read and fully understand the ROI, including the ROI Process, Terms and Conditions (shortened to ROI-Terms detailed in Section 6, as amended by Section 1, paragraph 1.6. if applicable). I/we confirm that Respondent/s agree to be bound by them. | **[agree / disagree]** |
| **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 Registration.

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 Registration 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 ROI
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 Respondent warrants that it has no actual, potential or perceived Conflict of Interest in submitting this Registration, or entering into a Contract to deliver the Requirements. Where a Conflict of Interest arises during the procurement process the Respondent 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 Registration and this declaration:**1. **the information provided is true, accurate and complete and not misleading in any material respect**
2. **the Registration does not contain Intellectual Property that will breach a third party’s rights**
3. **I/we have secured all appropriate authorisations to submit this Registration, to make the statements and to provide the information in the Registration 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 Registration may result in the Registration being eliminated from further participation in the ROI process and may be grounds for termination of any Contract awarded as a result of the ROI.****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 – Schedule of Properties for IRR Tenancies**

**Please complete the attached schedule for each property (add additional rows if required)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Location (Auckland City Board)** | **No. of Bedrooms** | **General Condition** | **Date Available from** | **Specific Modifications/ Characteristics** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |