

Appendix B: Returnable Schedules

Returnable Schedule 1: Pitch

This schedule will allow HNZ to evaluate the Respondent's Pitch in accordance with the Evaluation Approach outlined in Section 3 of the ITP. The Pitch should be concise and of around eight single-side pages (including this Returnable Schedule).

The Respondent must complete this Returnable Schedule and have it accompany the Pitch.

The following table provides information that helps HNZ learn about the Respondent and enables HNZ to assess whether the Respondent satisfies the pre-condition that the Respondent must demonstrate that it has the legal capacity for HNZ to contract with it, or will have by the time such a contract could come into effect. Please mark any questions or requests for information that are not applicable as **"Not Applicable"**.

Item	Detail
Trading name:	
Full legal name (if different):	
Physical address:	
Postal address:	
Registered office:	
Business website:	
Type of entity (legal status):	
Year of incorporation or establishment of entity:	
Registration number, e.g. company registration number:	
Country of residence:	
GST registration number:	
Directors/ partners	
How long has the Respondent operated under the current ownership?	
List any membership(s) of industry associations:	

Our Point of Contact

Item	Detail
Contact person:	
Position:	
Phone number:	
Mobile number:	
Email address:	

Overview of Solution

Ensure you have included an overview of your proposed offering (approximately two pages).

[Insert your answer here or identify where in your accompanying documentation your overview is located]

Initial Evaluation Criteria

In submitting your Pitch, ensure that you have addressed each of our three Initial Evaluation Criteria as outlined below. You are welcome to answer each criterion within the boxes provided or you may identify where in your accompanying documentation the criterion is addressed.

1. Potential to contribute to HNZ's objectives: *The Solution has the potential to contribute towards one (or more) of HNZ's objectives.*

[Insert your answer here or identify where in your accompanying documentation the criterion is addressed]

2. Potential to achieve value for money: *The Solution has the potential to provide value for money, be fit for purpose, achieve on time delivery and be of the right quality and quantity (as deemed applicable by HNZ for the specific Pitch).*

[Insert your answer here or identify where in your accompanying documentation the criterion is addressed]

3. Potential capability to deliver: *There is sufficient clarity and commitment regarding the Respondent's ability to deliver their Solution, including having adequate health and safety measures in place for their Solution (as deemed applicable by HNZ for the specific Pitch).*

[Insert your answer here or identify where in your accompanying documentation the criterion is addressed]

Returnable Schedule 2: Presentation

This schedule will allow HNZ to evaluate the Respondent's Presentation in accordance with the Evaluation approach outlined in Section 3 of the ITP.

The Respondent must complete this Returnable Schedule and have it accompany the Presentation

The Presentation document should be between 30 and 40 pages which is to include this Returnable Schedule and any accompanying documentation the Respondent considers necessary. HNZ recognises that additional pages may be required for some Presentations.

Overview of Solution

Ensure you have included a detailed overview of your proposed offering which incorporates any feedback given by HNZ. For example, describe the technical aspects of your product and/or elements of your service offering.

[Insert your answer here or identify where in your accompanying documentation your overview is located]

Evaluation Criteria

In submitting your Presentation, ensure that you have addressed each of our three evaluation criteria as outlined below. You are welcome to answer each criterion within the boxes provided or you may identify where in your accompanying documentation the criterion is addressed. As an annexure to this Appendix B, we have included guidance to assist Respondents in preparing their Presentations.

1. Contributes to HNZ's objectives

Explain how your Solution contributes towards one (or more) of HNZ's objectives.

[Insert your answer here or identify where in your accompanying documentation this criterion is addressed]

2. Achieves value for money

Explain how your Solution provides value for money over the whole life of the contract, is fit for purpose, will achieve on time delivery and will be of the right quality and quantity.

[Insert your answer here or identify where in your accompanying documentation this criterion is addressed. In addressing this criterion, please provide the total Price and breakdown of the total costs over the whole of life of the contract and detail any other costs and benefits]

3. Capability to deliver

Demonstrate that you have proven previous experience or track record to show that you can deliver the Solution or can otherwise generate sufficient confidence that you are capable of delivering the Solution.

[Insert your answer here or identify where in your accompanying documentation this criterion is addressed]

Demonstrate that you will have suitable health and safety measures in place to protect tenants, HNZ staff, Respondent employees, contractors and any other person that may be affected by the Respondent's Solution.

[Insert your answer here or identify where in your accompanying documentation this criterion is addressed]

Demonstrate that you have a commercial arrangements (which, where relevant, will be based on HNZ's standard terms for similar goods, services or works) and governance structure that are robust, sustainable and allocate risk effectively.

[Insert your answer here or identify where in your accompanying documentation this criterion is addressed]

Explain how you have the financial capacity to deliver the Solution. Evidence HNZ looks for in determining capacity includes audited financial accounts for the last three financial years, other independent financial assurances or financial support from a suitable third party.

[Insert your answer here or identify where in your accompanying documentation this criterion is addressed]

Feedback

Respondents should also respond to any feedback that was given by HNZ on any areas that need to be developed to address health and safety requirements, expected contractual terms and HNZ business considerations relevant to progressing the Solution.

Subcontractors and consultants

You must provide a list of any subcontractors and consultants that you propose to engage in the completion and/or delivery of your Solution. For each subcontractor or consultant, please include:

- the trade, discipline, service or goods being provided;
- the actual work that will be undertaken;
- a brief outline of qualifications, experience or skills; and
- the number of years they have been in business.

Intellectual Property

Please clearly identify any element of the Solution that you consider contains Intellectual Property rights that belong to either the Respondent or any other person so identified in the Presentation.

Assumptions

Please state any assumptions you have made in relation to your Presentation.

Referees

Please supply the details of two referees for your organisation. Please ensure that all referees listed agree to provide a reference and are reasonably available

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 Presentation. You also agree that all information provided by the referee to us will be confidential to us.

First referee	
Name of referee:	
Name of organisation:	
Goods/services provided:	
Date of provision:	
Address:	
Telephone:	
Email:	

Second referee	
Name of referee:	
Name of organisation:	
Goods/services provided:	
Date of provision:	
Address:	
Telephone:	
Email:	

Please contact me before you approach a referee for a reference	Yes/Not required
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Our declaration

Respondent's declaration		
Topic	Declaration	Respondent's declaration
ITP Process, Terms and Conditions:	I/we have read and fully understand this ITP, including the ITP-Terms detailed in Section 4. I/we confirm that the Respondent agrees to be bound by them.	[agree / disagree]
Collection of further information:	<p>The Respondent authorises HNZ to:</p> <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 Presentation. <p>The Respondent agrees that all such information will be confidential to HNZ.</p>	[agree / disagree]
Ethics:	<p>In submitting this Presentation the Respondent warrants that it:</p> <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 HNZ (other than the Point of Contact) to lobby or solicit information in relation to the ITP c. has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of HNZ. 	[agree / disagree]
Offer Validity Period:	I/we confirm that this Presentation remains open for acceptance for the Offer Validity Period stated in Section 1, paragraph 1.5.	[agree / disagree]
Conflict of Interest declaration:	The Respondent warrants that it has no actual, potential or perceived Conflict of Interest in submitting this Presentation, or entering into a Contract. Where a Conflict of Interest arises during the ITP process the Respondent will report it immediately to HNZ'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 Presentation and this declaration:

- a. the information provided is true, accurate and complete and not misleading in any material respect
- b. the Presentation does not contain intellectual property that will breach a third party's rights
- c. I/we have secured all appropriate authorisations to submit this Presentation, to make the statements and to provide the information in the Presentation and I/we am/are not aware of any impediments to enter into a Contract.

I/we understand that the falsification of information, supplying misleading information or the suppression of material information in this declaration and the Presentation may result in the Presentation being eliminated from further participation in the ITP process and may be grounds for termination of any Contract awarded as a result of the ITP.

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

Signature:

Full name:

Title / position:

Name of
organisation:

Date:
