ROI Response Template

**Unit 3, Manukau Bus Station**

Procurement Number: 754-24-497-GS

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# Submission Checklist for participants

## Information to be submitted by participants

This is an optional EOI response form to help guide the structure of your response. By using this template, respondents will ensure they have provided all requirements in line with the EOI evaluation criteria. You can complete the EOI response form in the fields within this template or send a custom response form.

If any information you provide is commercially sensitive to your business, you must let us 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 following information is to be send to Auckland Transport by emailing:

[**procurement@aucklandtransport.govt.nz**](mailto:procurement@aucklandtransport.govt.nz)

**Subject line: 754-24-497-GS Unit 3, Manukau Bus Station**

EOI Information

|  |  |
| --- | --- |
| **Documents** | **Included**  **✓** |
| Completed ROI Response Template (**this document or your own version**) |  |
| Precondition requirement as per Section 2.1 Precondition |  |
| Additional supporting documents |  |

## Respondents Information

|  |  |
| --- | --- |
| Trading name\* | [insert the name that you do business under] |
| Full legal name (if different) | [if applicable] |
| Physical address |  |
| Postal address |  |
| Registered office |  |
| Business website |  |
| Type of entity (legal status) |  |
| Registration number |  |
| Country of residence |  |
| GST registration number |  |

## Point of Contact

|  |  |  |
| --- | --- | --- |
| Contact Person for this ROI | [name of the person responsible for communicating with Auckland Transport] | |
| Position |  | |
| Phone number/ Mobile number |  |  |
| Email address |  | |

# EOI Attribute Response

In this section you are asked to demonstrate your organisations ability against Evaluation Attributes set out in the ROI.

## Preconditions

You must be able to answer ‘yes’ to each of these precondition requirements. Make sure you are able to verify that this is the case, if asked.

|  |  |
| --- | --- |
| **Preconditions** | **Meets** |
| You agree that: | Yes/No |
| The terms Auckland Transport Agreement / Deed of Lease are acceptable. |  |
| The tenant has the ability to sign the Agreement & Deed of Lease within two weeks of issue. |  |
| The tenant acknowledges the fit-out design and plans must meet all necessary consenting requirements. |  |
| All associated costs and consents to meet the above requirement are the responsibility of the tenant. |  |

## Proposed use, product or service offering(25%)

|  |
| --- |
|  |

## Service delivery model (20%)

|  |
| --- |
|  |

## Rental offer and covenant strength (25%)

|  |
| --- |
|  |

## Track record (15%)

|  |
| --- |
|  |

## 

## Business and marketing plan (including fitout) (15%)

|  |
| --- |
|  |

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 response and I/we am/are not aware of any impediments to enter into a contract to deliver the requirements.
4. I/we agree to notify Auckland Transport as soon as possible of any conflicts of interest that arise (or could arise) in the future.
5. The offer will remain open for acceptance for insert number of months calendar months from the deadline for responses.
6. I/we have read and agreed to the ROI Terms.

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 participant to make this declaration on its behalf.

In the case of unincorporated JV or consortium, where one person has or will sign the Registration, the participant shall submit written evidence of the authority from each JV party to sign on its behalf.

|  |  |
| --- | --- |
| **Signature:** |  |
| **Full name:** |  |
| **Title / position:** |  |
| **Date:** |  |
| **Name of organisation:** |  |