RFP Response Form

# Instructions for Respondents

1. Check that you have all the relevant documents, including:
* The Request for Proposals (RFP) which outlines the procurement and RFP Terms.
* The Response Form (this one) to fill out your response.
1. Before filling out this form, read the RFP carefully, particularly Our Requirements and Our Evaluation Approach. This helps you quickly decide if you are the right fit for the requirements.
2. Please follow the layout of this Response Form:
* Don’t change the section headings and sequence as this needs to be consistent across all Respondents.
* Insert any extra images or graphs either as part of your answer or in a separate attachment (but make it clear in the Response Form that you have done so).
* You can insert links to videos up to 50 MB in size.
* Do not insert links to long documents if possible. They may not be viewed.
1. Everything highlighted in **PURPLE** in this document is information for the Respondent (you). Delete these **PURPLE** parts before sending the Response Form. Everything shaded in BLUE is customisable by you. When you have completed these areas, please un-shade them.

The purple boxes are Supplier Tips. Delete these after reading.

Write your response in the blue sections. Un-shade the blue once you have filled these out.

1. Remember to make a note of the Deadline for Questions.

# Checklist for Respondents

|  |  |
| --- | --- |
| **Have you:** |  |

* Filled out all sections of the Response Form?
* Removed all the purple ‘Supplier Tips’ boxes from this form?
* Deleted the PURPLE instructions from this form?
* Un-shaded the **BLUE** highlighting where you fill out your answer?
* File size: Your email attachments should be no more than 50MB.
* Arranged for the declaration to be signed. If this is a joint consortium proposal, make sure all the consortium members sign separate declarations?
* Prepared your Proposal (if you are submitting both hard and soft copies, check that they are identical)?
* Arranged for the proposal to be submitted before the Deadline for Proposals?

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

Request for Proposal (RFP) Response Form

# In response to the Request for Proposals

By: Sexual Wellbeing Aotearoa

For: Reproductive Life Plan – procurement project

Date of this Proposal: 20 November 2024

1. About the Respondent

|  |  |  |
| --- | --- | --- |
|  |  **RESPONDENT TIP****i*** This section gives the Buyer basic information about your organisation and identifies your Point of Contact for the RFP 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 Proposal 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 Proposal.
 |  |

# Our profile

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

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

**OR [**This is a [joint/consortium] Proposal, 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** |
| **Full legal name:** | [insert the name that you do business under] |
| **Trading name (if different):** | [if applicable] |
| **Physical address:** | [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 / 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] |

# Our Point of Contact

|  |  |
| --- | --- |
| **Item** | **Detail** |
| **Contact person:** | [name of the person representing the Respondent and 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

|  |  |  |
| --- | --- | --- |
|  |  **RESPONDENT TIP****i*** Carefully read Our Requirements and 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 so that the Buyer knows. You cannot make the whole document confidential unless this is truly the case. Refer to the RFP-Terms for more information.
* Keep it simple. If an answer is in another document (e.g. a marketing brochure), just cut and paste the relevant part into this form. Do not show the whole document unless necessary - the Buyer may not read it all.
* Any video or separate document should be uploaded, and the link inserted into this form.
* You may include extra information in your Proposal but only if it adds value and is relevant.
 |  |

# Overview of your solution

Please provide an overview of your solution. Describe the technical aspects of the product and/or elements of the service offering.

|  |  |  |
| --- | --- | --- |
|  |  **RESPONDENT TIP****i*** This should summarise your entire response in a paragraph or two. Keep it simple.
* Your competitors may all have similar skills, tools and methods. Know what sets you apart, and clearly communicate it in your response.
 |  |

#### Write your overview here

1. Evaluation Criteria and Price

#### Part A – Non-Price Evaluation Criteria

# Detailed response to Requirements

|  |  |  |
| --- | --- | --- |
|  |  **RESPONDENT TIP****i*** These are questions relating to the evaluation criteria. Your Proposal 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. **Innovative Solution Weighting 25%**
 |  |
| * 1. Explain how your services meet or exceed the requirements of this project
 |  |
| [insert answer here] |  |
| * 1. Are you offering a new and innovative solution?
 |  |
| [Yes/No – describe how your solution is new and innovative] |  |
| * 1. 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 answer here] |  |

|  |
| --- |
| 1. **Robustness of platform Weighting 15%**
 |
| * 1. Describe the platform/product you are suggesting as the tool for our reproductive life plan.
 |
| [insert answer here] |
| * 1. Where and how has it been used before?
 |
| [insert answer here] |
| * 1. Describe the reliability of the platform? Please provide details of someone who can speak to this reliability.
 |
| [insert answer here] |
|  |

|  |  |
| --- | --- |
| 1. **Understanding of the requirements Weighting 5%**
 |  |
| * 1. Describe what you understand our RFP is looking to achieve?
 |  |
| [insert answer here] |  |
| * 1. Describe any specific experience of your organisation or people within your organisation which is relevant to this opportunity.
 |  |
| [insert answer here] |  |
| * 1. Provide examples of previous or current contracts demonstrating your ability to meet the requirements. Include:
* the contract / name of client (including contact details for reference purposes), and dates you provided the services
* a brief description of the scope of services performed (including the key service areas, and any ancillary services you provided)
* a brief description of how you managed the delivery of the services to the client

Note: We may conduct reference checks. Please inform us if you would like to be contacted prior to us contacting the referee. |  |
| [insert answer here] |  |
|  |  |
| 1. **Operational and financial systems to manage delivery Weighting 15%**
 |  |
| * 1. Describe what resources your organisation will use to deliver the required services, and how you ensure it is fit for purpose.
 |  |
| [insert answer here] |  |
| * 1. List the key people who will deliver the goods/services, and their qualifications and experience (including any Biographies). Describe how many personnel will be allocated to perform the Contract (include any subcontractors), and also describe how this may change and be managed throughout the delivery of the Requirements (such as with seasonal changes, for example).
 |  |
| [insert answer here] |  |
|  |  |

|  |
| --- |
| 1. **Demonstrated ability to work with web company Weighting 5%**
 |
| * 1. We are seeking a solution which is hosted on/linked to the Sexual Wellbeing Aotearoa website [www.sexualwellbeing.org.nz](http://www.sexualwellbeing.org.nz) Describe a project in which you have worked with a third party to deliver a project.
 |
| [insert answer here] |

|  |
| --- |
| 1. **Size, structure Weighting 15%**
 |
| * 1. Describe the size and structure of your organisation/company and any subcontractors you intend to employ for this project?
 |
| [insert answer here] |
| * 1. How does the size and structure of your organisation support the delivery of this project?
 |
| [insert answer here] |
| * 1. Describe how you manage work outside of scope, i.e. additional minor works. Include how you may engage additional staff or subcontractors, balance priorities, and work with stakeholders to ensure the delivery.
 |
| [insert answer here] |

|  |
| --- |
| 1. **Track record in delivering similar projects Weighting 5%**
 |
| * 1. Describe other comparable projects your organisation/company has delivered? If you have been part of a consortium delivering the project, please explain the role of your company in this work?
 |
| [insert answer here] |

#### Part B – Price

|  |  |  |
| --- | --- | --- |
|  |  **RESPONDENT TIP****i*** Refer to the RFP for information on how to present your proposed price. Where a separate pricing template has been provided as part of the RFP, you must use it for your pricing information.
* In your pricing information consider all risks, contingencies and other circumstances relating to the delivery of our Requirements and include adequate provision for them.
* Document any assumptions that you have made in costing the Requirements.
 |  |

# Price as a weighted criterion

|  |  |
| --- | --- |
| **Value Weighting 15%** |  |
| Provide the total price and a breakdown of the total costs to be paid under the Contract over the Contract. |  |
| [insert answer here] |  |
| Detail any other cost or benefits, including any costs that the Respondent expects the Buyer to incur directly with third parties in order to facilitate performance of the Contract. |  |
| [insert answer here] |  |

# Pricing Schedule

Please submit your financial information and pricing using the following table. Please provide as detailed a breakdown of the pricing as possible, and describe any assumptions where relevant (e.g. the number of people being applied to a job and why, or if, that changes over time). Where possible, please provide information regarding subcontractor input as well as your input. Please note, you can use as many rows as required.

## Fixed price with payment milestones

Please set out your proposed fixed price and payment milestones

| **Milestone** | **Estimated payment date** | **Instalment Amount (excl. GST)** |
| --- | --- | --- |
| [insert milestone details] | [insert date] | $[x] |
| [insert milestone details] | [insert date] | $[x] |
| [insert milestone details] | [insert date] | $[x] |
|  | **TOTAL** | **$[x]** |

To add more rows to the table, click or tap an existing row, then hit the ‘+’ button appearing on the far right.

## Rate card

Provide a rate card for any additional services. If you are using subcontractors, please indicate the organisation.

| **Individual** | **Role / Title** | **Organisation** | **Hourly Rate (excl. GST)** | **Day Rate (excl. GST)** |
| --- | --- | --- | --- | --- |
| [Joe Bloggs] | [e.g. Arborist] |  | $ | $ |
| [Joe Bloggs Jnr.] | [e.g. Apprentice] |  | $ | $ |

To add more rows to the table, click or tap an existing row, then hit the ‘+’ button appearing on the far right.

## Expenses

Please identify any expenses that the Buyer will be expected to reimburse, in addition to the fees and charges outlined above.

| **Expense Item** | **Maximum limit (excl. GST)** | **Expected quantity** | **Sub-total (excl. GST)** |
| --- | --- | --- | --- |
| [e.g. Flights] | [$ X] per [unit] | [number of units] | [$ X] |
| [e.g. Accommodation] | [$ X] per [unit] | [number of days] | [$ X] |
|  |  | **Total** | **[$ X]** |

# Assumptions

|  |  |
| --- | --- |
| **Assumptions** |  |
| Please state any assumptions you have made in relation to the cost and pricing information. |  |
| [insert answer here] |  |

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

1. Proposed Contract

|  |  |  |
| --- | --- | --- |
|  |  **RESPONDENT TIP****i*** The terms and conditions of the Proposed Contract are in the RFP. The Buyer needs to know whether or not you are prepared to do business based on the Proposed Contract.
* If you have any suggestions or changes that you wish to alter in the Proposed Contract, please note below (and you may be asked why it is important).
* In deciding which Respondents to shortlist the Buyer will take into account each Respondent's willingness to meet the Contract terms and conditions.
 |  |

**Choose one and delete the other:**

Having read and understood the Proposed Contract, in the RFP, 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 RFP, 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:

|  |  |  |
| --- | --- | --- |
| **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

|  |  |  |
| --- | --- | --- |
|  |  **RESPONDENT TIP****i*** Here you are asked to provide the names and contact details of referees. These must be work related referees, preferably not a friend or family member.
* If you have provided case studies as evidence of Track Record please include details of referees from those examples here.
* The best referees are those who you have recently delivered similar goods or services for.
* Before including their details check with them to make sure that they consent to acting as referee on behalf of your organisation.
* **Please note:** In providing these referees you authorise us to collect from the referees any information about your organisation that we consider relevant to the RFP, except commercially sensitive information about pricing or contract terms, and use such information in the evaluation of your Proposal. All information provided by the referee will be treated as confidential to both you and us, i.e. we are not required to disclose that information to you, but our use and disclosure of that information is subject to our confidentiality obligations under the RFP-Terms.
 |  |

Please supply the details of three referees for your organisation. Include a brief description of the goods or services that your organisation provided, and when - from the beginning date to the end date.

|  |  |
| --- | --- |
| **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] |
| **Date of provision:** | [insert the date when you provided the goods/services] |
| **Address:** | [insert street address] |
| **Phone:** | [insert mobile or landline] |
| **Email:** | [insert email address] |
| **Relationship** | [describe your relationship with this referee – e.g. Contract Manager/ Contract Owner, Key Contact] |

|  |  |
| --- | --- |
| **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] |
| **Date of provision:** | [insert the date when you provided the goods/services] |
| **Address:** | [insert street address] |
| **Phone:** | [insert mobile or landline] |
| **Email:** | [insert email address] |
| **Relationship** | [describe your relationship with this referee – e.g. Contract Manager/ Contract Owner, Key Contact] |

|  |  |
| --- | --- |
| **Third 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] |
| **Date of provision:** | [insert the date when you provided the goods/services] |
| **Address:** | [insert street address] |
| **Phone:** | [insert mobile or landline] |
| **Email:** | [insert email address] |
| **Relationship** | [describe your relationship with this referee – e.g. Contract Manager/ Contract Owner, Key Contact] |

|  |  |
| --- | --- |
| **Please contact me before you approach a referee for a reference** | [Yes/Not required] |

1. Our declaration

|  |  |  |
| --- | --- | --- |
|  |  **RESPONDENT TIP****i*** 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 Proposal each party involved in the joint or consortium Proposal must complete a separate declaration.
 |  |

|  |
| --- |
| **Respondent’s declaration** |
| Topic | Declaration | Respondent’s declaration |
| RFP-Terms: | I/we have read and fully understand this RFP, including the RFP-Terms. I/we confirm that the Respondent agrees to be bound by them. | [agree / disagree] |
| Collection of further information: | The Respondent authorises the Buyer to:* 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 Proposal. The Respondent 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 the RFP. 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. | [agree / disagree] |
| Ethics: | By submitting this Proposal the Respondent warrants that it:* has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor
* 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 RFP
* 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 Proposal, including the price, remains open for acceptance for the Offer Validity Period stated in the RFP. | [agree / disagree] |
| Conflict of Interest declaration: | The Respondent warrants that it has no actual, potential or perceived Conflict of Interest in submitting this Proposal or entering into a Contract to deliver the Requirements.Where a Conflict of Interest arises during the RFP 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 BY THE RESPONDENT

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

* the information provided is true, accurate and complete and not misleading in any material respect
* the Proposal 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 Proposal, to make the statements and to provide the information in the Proposal 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 Proposal may result in the Proposal being eliminated from further participation in the RFP process and may be grounds for termination of any Contract awarded as a result of the RFP.

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**: