Request for Proposal (RFP) Response Form

**500/22/029** **Marokopa Holiday Park and adjacent site lease or operations management**

# Instructions for Respondents

1. Check that you have all the relevant documents, including:
* The Request for Proposals (RFP) which outlines the procurement.
* The Response Form (this one) to fill out your response.
1. Before filling out this form, read the RFP carefully, particularly Section 2 (Our Requirements) and Section 3 (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).
1. Everything shaded in BLUE is customisable by you. When you have completed these areas, please un-shade them.

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. The Q & A section is really 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.
 | [ ]  |
| 1. Un-shaded the **BLUE** highlighting where you fill out your answer.
 | [ ]  |
| 1. Arranged for the declaration to be signed. If this is a joint or consortium Proposal make sure all the consortium members sign separate declarations.
 | [ ]  |
| 1. Arranged for a hard copy of the Proposal to be delivered to Waitomo District Council before the Deadline for Proposals. Please note the requirements of section 1.5 of the RFP
 | [ ]  |
| 1. Arranged for price to be submitted at same time but in a separate envelope from the non-price attributes. Please note the requirements of section 1.5 of the RFP
 | [ ]  |

# Request for Proposal (RFP) Response Form

In response to the Request for Proposals

for: Marokopa Holiday Park - Operation and Management Services

ref: 500/22/009

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

## About the Respondent

### 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] 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] |

### Respondent’s Point of Contact

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

## Response to the Requirements

### Please select the options your response will be based on

| **Schedule** | **Options** | **Yes / No** |
| --- | --- | --- |
| 1 | Lease of Site 1 – Marokopa Holiday Park | Yes / No |
| 2 | Management Service Contract – Site 1 Marokopa Holiday Park | Yes / No |
| 3 | Lease of Site 3 – Site adjacent to Marokopa Holiday Park with Old School Building and Tennis Courts | Yes / No |

Please Note respondents can bid for one or both or the Sites in any configuration, options for completion of schedules are:

* Schedule 1 Only;
* Schedule 1 & 3;
* Schedule 2 Only;
* Schedule 2 & 3; or
* Schedule 3 Only

Go to the corresponding Schedule(s) and complete for submission and then carry on through the document.

### PART A – NON-PRICED ATTRIBUTES Schedule 1 – Lease of Marokopa Holiday Park - Overview of your proposal

1. **Service Delivery** - Please provide a detailed proposal including whether the lease will be sub-contracted and how quality will be ensured.

Please ensure that we have a full understanding of the experience and support that will be provided to ensure the operation of the site is competently managed. The services you will provide and the operating model.

Describe the full range of services that you intend to provide. Describe any new ideas or processes you offer which are innovative and the benefits of these.

Describe how you intend to improve the quality of service provided.

Describe how you will market and promote the facility to engage the community and increase utilisation

#### Write your overview here

1. **Experience** - Provide a full overview of the expected staff / roles for the site and the hours they will be on-site.

Describe your experience in delivering these services (Holiday Park Operational Management or leasing and development of sites), preferably in a community related environment. Experience must be relevant and recent.

List the key people who will deliver the services, and their qualifications and experience. Describe how many personnel will be allocated to perform the Contract, and also describe how this may change and be managed throughout the delivery of the Requirements (such as with seasonal changes, for example).

#### Write your overview here

1. **Health & Safety** Provide a full overview of how you will manage all health and safety aspects of the site.

Respondents shall confirm that they are aware of a requirement to obtain SHE Ltd (or equivalent) registration prior to start of the Contract.

Respondent shall confirm that they are aware of the requirement to provide Public Liability Insurance to the value of $1 million

#### Write your Health and Safety Plan here

1. **Term** - Please provide an indicative term you would want for the lease

#### Write your proposed lease term here

1. **Innovation** - Please provide any improvements / modifications you will look to make to the site during the term of the lease

#### Write your improvements / modifications here

### Schedule 2 – Operational Service Agreement of Marokopa Holiday Park - Overview of your proposal

1. **Service Delivery** - Please provide a detailed proposal. Please ensure that we have a full understanding of the experience and support that will be provided to ensure the operation of the site is competently managed.

Describe the full range of services that you intend to provide. Describe any new ideas or processes you offer which are innovative and the benefits of these.

Describe how you intend to improve the quality of service provided.

Describe how you will market and promote the facility to engage the community and increase utilisation

#### Write your overview here

1. **Experience** - Provide a full overview of the expected staff / roles for the site and the hours they will be on-site.

Describe your experience in delivering these services (Holiday Park Operational Management or leasing and development of sites), preferably in a community related environment. Experience must be relevant and recent.

List the key people who will deliver the services, and their qualifications and experience. Describe how many personnel will be allocated to perform the Contract, and also describe how this may change and be managed throughout the delivery of the Requirements (such as with seasonal changes, for example).

#### Write your overview here

1. **Health & Safety** - Provide a full overview of how you will manage all health and safety aspects of the site.

Respondents shall confirm that they are aware of a requirement to obtain SHE Ltd (or equivalent) registration prior to start of the Contract.

Respondent shall confirm that they are aware of the requirement to provide Public Liability Insurance to the value of $1 million

#### Write your Health and Safety Plan here

1. **Term -** Please provide an indicative term you would want for the contract

#### Write your proposed contract term here

1. **Innovation -** Please provide any improvements / modifications you will look to make to the site during the term of the lease

#### Write your improvements / modifications here

### Schedule 3 – Lease of the site adjacent to Marokopa Holiday Park (with old school building and tennis courts) - Overview of your proposal

1. **Service Delivery -** Please provide an overview of your proposal including what you intend to do with site.

Describe how you will market and promote the facility to engage the community and increase utilisation

#### Write your overview here

1. **Experience** - Provide a full overview of the expected staff / roles for the site after completion.

Describe your experience in delivering these services, preferably in a community related environment. Experience must be relevant and recent.

List the key people who will deliver the establishment and subsequent service delivery for the site, and their qualifications and experience. Describe how many personnel will be allocated to perform the Contract, and also describe how this may change and be managed throughout the delivery of the Requirements (such as with seasonal changes, for example).

#### Write your overview here

1. **Health And Safety -** Provide a full overview of how you will manage all health and safety aspects of the site, in particular if there is to be any demolition / construction.

Respondents shall confirm that they are aware of a requirement to obtain SHE Ltd (or equivalent) registration prior to start of the Contract.

Respondent shall confirm that they are aware of the requirement to provide Public Liability Insurance to the value of $1 million

#### Write your Health and Safety Plan here

1. **Term -** Please provide an indicative term you would want for the lease

#### Write your proposed lease term here

1. **Innovation -** Please provide any improvements / modifications you will look to make to the site during the term of the lease

#### Write your improvements / modifications here

### General Information

|  |  |
| --- | --- |
| **General Information** |  |
| * 1. Provide 3 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), location of contract, and dates you provided the goods/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 goods/services to the client
* a brief commentary of the quality and timeliness of the services, including where possible examples of times you were asked to provide additional services outside of scope (i.e. events)
* commentary on how you managed health and safety.

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] |  |
| c. Provide relevant information on community and public service experience

|  |  |
| --- | --- |
| [insert answer here] |  |

d. Provide relevant information on promotional and marketing experience |  |

[insert answer here]

**PART B – PRICING THIS MUST BE SUPPLIED SEPARATELY TO PART A**

### Pricing Schedule

Please complete the relevant pricing schedule below. Respondents may price one or both options.:

OPTION 1 – SCHEDULE 1 ONLY – LEASE OF MAROKOPA HOLIDAY PARK

|  |  |
| --- | --- |
| Respondent Name: | NAME |
| Schedule 1 | Proposed Annual Lease Cost (Respondent to pay) |
| Respondent leases Marokopa Holiday Park | $ |

OPTION 2 – SCHEDULE 1 & SCHEDULE 3 – LEASE OF MAROKOPA HOLIDAY PARK & THE ADJACENT SITE WITH OLD SCHOOL BUILDING & TENNIS COURTS

|  |  |
| --- | --- |
| Respondent Name: | NAME |
| Schedule 1 | Proposed Annual Lease Cost (Respondent to pay) |
| Respondent leases Marokopa Holiday Park | $ |
| Schedule 3 | Proposed Annual Lease Cost (Respondent to Pay) |
| Respondent leases the site adjacent Marokopa Holiday Park with the Old School Building and Tennis Courts | $ |

OPTION 3 – SCHEDULE 2 ONLY – MANAGEMENT SERVICE CONTRACT FOR MAROKOPA HOLIDAY PARK

|  |  |
| --- | --- |
| Respondent Name: | NAME |
| Schedule  | Proposed Annual Contract Cost (Respondent to receive) |
| Respondent operates Marokopa Holiday Park | $ |

OPTION 4 – SCHEDULE 2 & SCHEDULE 3 – MANAGEMENT SERVICE CONTRACT FOR MAROKOPA HOLIDAY PARK & LEASE OF THE ADJACENT SITE WITH OLD SCHOOL BUILDING & TENNIS COURTS

|  |  |
| --- | --- |
| Respondent Name: | NAME |
| Schedule 2 | Proposed Annual Contract Cost (Respondent to receive) |
| Respondent operates Marokopa Holiday Park | $ |
| Schedule 3 | Proposed Annual Lease Cost (Respondent to Pay) |
| Respondent leases the site adjacent Marokopa Holiday Park with the Old School Building and Tennis Courts | $ |

OPTION 5 –SCHEDULE 3 – LEASE OF THE ADJACENT SITE WITH OLD SCHOOL BUILDING & TENNIS COURTS

|  |  |
| --- | --- |
| Respondent Name: | NAME |
| Schedule 3 | Proposed Annual Lease Cost (Respondent to Pay) |
| Respondent leases the site adjacent Marokopa Holiday Park with the Old School Building and Tennis Courts | $ |

### Assumptions

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

## Referees

Please supply the details of three referees for you or your organisation. Include a brief description of the goods or services that you or 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] |

## Our declaration

Please complete the declaration below:

|  |
| --- |
| **Respondent’s declaration** |
| Topic | Declaration | Respondent’s declaration |
| RFP-Terms: | I/we have read and fully understand this RFP, including the RFP-Terms, as amended by Section 1.6 of the RFP (if applicable). 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 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. | [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 Section 1, paragraph 1.6 of 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**: