**Template: RFA Response Form**

Instructions for Respondents

* Please use this Response Form in responding to our RFA. 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 Request for Applications (RFA) in full and understand our Requirements (RFA Section 2), our Evaluation Approach (RFA Section 3) and the RFA Process, Terms and Conditions (shortened to RFA-Terms detailed in Section 6). If anything is unclear or you have any questions please get in touch with our Point of Contact (RFA Section 1 paragraph 1.3) before the Deadline for Questions (RFA 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!

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| --- | --- |
|  | To remove highlight from text: select the text you want to remove the highlight from. In the ‘Home’ tab in the ‘Font’ group select the arrow at the right of the ‘Text highlight colour’ and select ‘no colour’. |

**Check list for Respondents**

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| **Task** | **ü** |
| 1. Complete all sections of the Response Form. |  |
| 1. Delete all ‘supplier tip’ boxes from the Response Form. |  |
| 1. Remove all yellow highlight from the Response Form. |  |
| 1. Arrange for the declaration to be signed. |  |
| 1. Prepare your Response in PDF format for electronic submission by creating a final soft copy file. Please ensure that your email including attachment/s is no bigger than 15mb. |  |
| 1. Arrange for the Response to be submitted via [cngp@mfe.govt.nz](mailto:cngp@mfe.govt.nz) before the Deadline for Application. |  |

[insert your organisation name and logo or branding]

Response Form

In response to Request for Application

By: The Ministry for the Environment

For: Supplier list for CNGP participants

Date of this Quote: insert date of this document

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| **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 an Application in response to the RFA. 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 an Application*.’ Definitions are at the end of RFA Section 6. |

1. **About the Respondent**

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| **Supplier**  **tips** | * The section gives the Buyer basic information about your organisation and identifies your Point of Contact for the duration of the RFA process. * If an item is not applicable e.g. you do not have a registered office, complete the box by stating ‘not applicable’. |

**Our profile**

This is a Response by [insert the name of your organisation] alone to supply the Requirements.

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| --- | --- |
| **Item** | **Detail** |
| Trading name: | [insert the name that you do business under] |
| Full legal name (if different): | [if applicable] |
| Name of parent company: | [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): | [sole trader / 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] |
| NZBN Number | [if your organisation has a NZBN 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] |

**Ongoing Point of Contact**

Please provide the details of the person who will be the ongoing Point of Contact for updates and List notifications.

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

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| --- | --- |
| **Supplier**  **tips** | * In this section you are asked to provide your response to our Requirements (RFA Section 2) by demonstrating your organisation’s ability to meet our criteria (RFA Section 3: Our Evaluation Approach). Carefully read RFA 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 RFA-Terms (Section 6). * If some of an answer is in another document e.g. a marketing brochure, copy and paste the relevant extract into the Application. Do not submit the whole brochure. Please do not include any advertising brochures or similar material in your application. * You may include information not specifically requested by us in your application, but only if it adds value and is relevant to the Requirements. |

**Questions relating to the evaluation criteria**

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| **Supplier**  **tips** | * Here you are asked to answer questions relating to the evaluation criteria. Your Application will be scored against your answers to these criteria. Aim to give answers that are relevant, concise and comprehensive. * 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. |

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| **Service Provision Capability** |
| **1.1 Ability to provide:**  Advisory services to support the measurement and reporting of GHG emissions ***in accordance with*** ISO 14064-1:2018 and / or the Greenhouse Gas Protocol. |
| [Describe your organisation’s service offer and capability (100 words max] |
| **1.2 Ability to provide:**  Verification services to independently assure GHG statements and inventories, ***conducted in accordance with*** ISO 14064-3: 2019 or the Assurance Engagements on Greenhouse Gas Statements (ISAE (NZ) 3410) standard. |
| [Describe your organisation’s service offer and capability (100 words max] |
| **1.3 Accreditation Standards**  Do the ***verification services you provide*** meet third-party accreditation standards or have been assessed and certified by a professional organization? (Examples of accreditation or certification of verifiers include a professional recognition from the NZICA, a carbon auditor certification from Carbon and Energy Professionals New Zealand (CEP), or organisations accredited to ISO 14065 (accreditation for an assurance provider). |
| [Specify the specific services (50 words max] |
| **1.4 Ability to provide:**  **Advisory services** to analyse, develop, implement, support and manage **emissions reduction plans** and strategies |
| [Describe your organisation’s service offer and capability (100 words max] |
| **1.5** **Ability to provide:**  **Software solutions or tools** or other kinds of support to manage **emissions reduction plans** and strategies |
| [Describe your organisation’s service offer and capability (100 words max] |

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| **Documentation Evidence** |
| Please list any documentation attached as evidence of certifications and/or accreditations |
| [insert your answer here e.g. professional recognition from the NZICA, a certification from Carbon and Energy Professionals New Zealand (CEP), or evidence of organisation accreditation to ISO 14065] |

| **Information for publishing** | |
| --- | --- |
| If a successful applicant, your information will be published on the supplier list.  Provide a summary of your services from the above for publishing **(200 words max, and you can include hyperlinks but no images):** | |
| Do you give permission for the CNGP to publish this summary on the supplier list? | Yes/No |

**Assumptions**

[Please state any assumptions you have made in relation to the Requirements]

1. **Our declaration**

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| --- | --- |
| **Supplier**  **tips** | * Here you are asked to answer questions and make 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 Quote each Respondent (supplier involved in the joint or consortium Quote) must complete a separate declaration. |

|  |  |  |
| --- | --- | --- |
| **Respondent’s declaration** | | |
| **Topic** | **Declaration** | **Respondent’s declaration** |
| **RFA Process, Terms and Conditions:** | I/WE have read and fully understand the RFA, including the RFA Process, Terms and Conditions (shortened to RFA-Terms detailed in Section 6, as amended by Section 1, paragraph 1.6. if applicable). I/we confirm that the 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 referees (where applicable), or previous or existing clients 2. use such information in the evaluation of this Response.   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 Response 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 RFA 3. 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:** | N/A | **[agree / disagree]** |
| **Conflict of Interest declaration:** | The Respondent warrants that it has no actual, potential or perceived Conflict of Interest in submitting this Response, or entering into a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFA process the Respondent/s 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 Response and this declaration:**   1. **the information provided is true, accurate and complete and not misleading in any material respect** 2. **the Response does not contain Intellectual Property that will breach a third party’s rights** 3. **I/we have secured all appropriate authorisations to submit this Response, 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 formal 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 Response may result in the Response being eliminated from further participation in the RFA process and may be grounds for termination of any Contract awarded as a result of the RFA process.**  **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:** |  | |

**Section 6: RFx Terms and Conditions**

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