## Registration of Interest (ROI) Response Form

## Instructions for the Buyer

An ROI is often used when you anticipate a large number of responses to a procurement tender. Use this Response Form with the ROI procurement template.

A few terms to know. The ‘Buyer’ is the government agency using this ROI to determine interest in the procurement contract. The ‘Supplier’ is the recipient, who becomes a ‘Respondent’ once they make a formal submission.

Everything highlighted in **RED** in this document is information for the Buyer (that’s you). Delete these **RED** parts prior to publishing the ROI. Anything shaded in **YELLOW**  is customisable by the Buyer (you). When you have completed these areas please un-shade them.

Everything highlighted in **PURPLE** or **BLUE** is information for the Respondent.

**Have you:**

##### Checked that the content in this Response Form is correct.

* + Do not alter the section headings and sequence. Consistency makes it easier for suppliers to respond to opportunities.
  + Checked, however, that the content is aligned to your agency’s procurement practice

##### Deleted all Buyer instructions and tips (RED) and unshaded YELLOW bits.

1. **Checked the document is simple and easy to understand.**



**BUYER TIP:**

Research shows suppliers find both the instructions and checklistreally useful. It improves the quality of responses and makes it easier to complete these forms. Adapt the instructions below and checklist to your needs.

## Instructions for Respondents

1. Check that you have all the relevant documents, including:
   * The Registration of Interest (ROI) which outlines the procurement.
   * The Response Form (this one) to fill out your response.
   * The ROI Process, Terms and Conditions. **Read these carefully**.
2. Before filling out this form, read the Registration of Interest (ROI) 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.

1. 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.
   * You can insert images and graphs.
   * Do not insert links to long documents if possible. They may not be viewed.
   * You can insert links to videos up to 50 MB in size.

##### 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. 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.

2.Removed all the **PURPLE** ‘Supplier Tip’ boxes from this Form.

##### 3. Deleted the PURPLE instructions from this Form.

4.Un-shaded the **BLUE** highlighting where you fill out your answer.

5.Arranged for the declaration to be signed. If this is a joint or consortium   
 Registration make sure all the consortium members sign separate declarations.

6.Prepared your Registration.   
 a. Send it to [email address] as a digital copy by email or via GETS

7.Arranged for the Registration to be [submitted electronically] before the   
 Deadline for Registrations.

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

# Registration of Interest (ROI)

# Response Form

In response to the Registration of Interest

By: [insert name of government agency]  
For: [insert name of procurement]  
Reference: [procurement reference number]

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

## 1: About the Respondent

**SUPPLIER TIPS:**

* This section gives the Buyer basic information about your organisation and identifies your Point of Contact for the ROI 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 Registration complete an ‘Our profile’ table for each Respondent. Cut and paste the table as appropriate. Provide only one Point of Contact for your joint/consortium Registration.



### Our profile

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

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

**OR**

This is a [joint/consortium] Registration of interest, 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** |
| **Trading name:** | [insert the name that you do business under] |
| **Full legal 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 / 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 responsible for communicating with the Buyer] |
| **Position:** | [job title or position] |
| **Phone number:** | [landline] |
| **Mobile number:** | [mobile] |
| **Email address:** | [work email] |

## info icon2: Response to the Requirements

**SUPPLIER TIPS:**

* Carefully read ROI Section 2 (Our Requirements) and Section 3 (Our Evaluation Approach). Then provide your response by demonstrating your organisation’s ability to meet our 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 ROI Process, Terms and Conditions 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 link inserted into this form.
* You may include extra information in your Registration but only if it adds value and is relevant.

### Pre-conditions

**SUPPLIER TIPS:**

* You must be able to answer ‘yes’ to each of these pre-conditions. Make sure you are able to   
  verify this.
* ‘Yes’ means that you can currently meet the pre-condition.
* If you cannot answer ‘yes’ to all, your Registration will not meet the basic Requirements and will   
  be declined.



**BUYER TIPS**

* The pre-conditions in the table below are examples only. Customise this table according to your ROI.
* Delete this section if not applicable.

### These are examples only, insert your own pre-conditions here.

|  |  |  |
| --- | --- | --- |
| **#** | **Pre-conditions** | **Meets** |
| 1. | [Example: All drivers of a vehicle being operated in a small passenger service must hold a passenger (P) endorsement on their driver licence and have a current ID card.] | [Yes/No] |
| 2. | [Example: Laptop must have a minimum of 8GB data storage.] | [Yes/No] |
| 3. | [Example: Supplier must hold current New Zealand Law Society practicing certificate.] | [Yes/No] |
| 4. | [Example: Supplier must have current professional indemnity insurance up to NZ$5M.] | [Yes/No] |
| 5. | [Example: Supplier must hold current ISO 9001 Certification.] | [Yes/No] |

### 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.

**SUPPLIER TIPS:**

* 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.
* Look at the evaluation criteria and cover the important aspects with just a sentence or two - you can expand further at the RFP stage.
* Try to show what extra value you can offer to make you stand out.
* If relevant cover off what experience or clients you have as case stories.
* If you have made any assumption about the Requirements or delivery, clearly state the assumption.



| [Describe first key outcome] |
| --- |
| [insert answer here] |
| [Describe next key outcome] |
| [insert answer here] |
| [Describe next key outcome] |
| [insert answer here] |
| [Describe next key outcome] |
| [insert answer here] |

### Assumptions

Please state any assumptions you have made in relation the Registration.

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

**SUPPLIER TIP:**

* An assumption is something that is accepted as true or as certain to happen without proof e.g. that a third party will provide certain information or assistance so that the Respondent can accurately register its interest.



### The Evaluation Criteria

**SUPPLIER TIPS:**

* These are questions relating to the evaluation criteria (see Section 3 of the ROI). Your Registration 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.
* 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. **Track record** | **Weighting XX%** |
| Describe what experience your organisation has in delivering goods/services required under this contract. | |
| [insert answer here] | |

|  |  |
| --- | --- |
| 1. **Capability of the Respondent to deliver** | **Weighting XX%** |
| Describe how you will deliver the Requirements. | |
| [insert answer here] | |

|  |  |
| --- | --- |
| 1. **Capacity of the Respondent to deliver** | **Weighting XX%** |
| Describe your organisation’s track record in delivering similar goods/services (same quantity, quality, delivered on time, to specification and within budget). | |
| [insert answer here] | |

|  |  |
| --- | --- |
| 1. **Proposed solution** | **Weighting XX%** |
| Explain how your goods/services meet or exceed our Requirements. | |
| [insert answer here] | |

|  |  |
| --- | --- |
| 1. **Broader Outcomes [Delete Broader Outcomes if not applicable]** | **Weighting XX%** |
| [Customise this section and weighting to the Broader Outcomes that have been identified in the Requirements]. | |
| [insert answer here] | |

|  |  |
| --- | --- |
| 1. **Price** | **Weighting XX%** |
| Provide the total price and a breakdown of the total cost of the Contract. | |
| [insert answer here] | |

## 3. Our declaration

**SUPPLIER TIPS:**

* 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 Registration each Respondent (supplier) involved in the joint or consortium Registration must complete a separate declaration.



|  |  |  |
| --- | --- | --- |
| **Respondent’s declaration** | | |
| **Topic** | **Declaration** | **Respondent’s declaration** |
| **ROI Process, Terms and Conditions:** | I/we have read and fully understand this ROI, including the ROI Process, Terms and Conditions (shortened to ROI-Terms detailed in Section 4. 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 a referee, or previous or existing client 2. use such information in the evaluation of  this Registration.   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:** | By submitting this Registration 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 ROI 3. has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer. | [agree/disagree] |

|  |  |  |
| --- | --- | --- |
| **Conflict of Interest declaration:** | The Respondent warrants that it has no actual, potential or perceived Conflict of Interest in submitting this Registration, or entering into a Contract to deliver the Requirements. Where a Conflict of Interest arises during the procurement 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 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 Registration 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 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 Respondent/s to make this declaration on its/their behalf.**

**Signature:**

**Full name:**

**Title/position:**

**Name of organisation:**

**Date:**