

|  |
| --- |
| [insert your (Respondent’s) name and logo if applicable] |

**Request for Proposals (RFP)**

# **Stream 1: Catalyst grants (up to $50,000)**

# **Response form**

## In response to the Request for Proposals

By: Health Promotion National Public Health Service, Health New Zealand | Te Whatu Ora

For: Alcohol Harm Prevention Community Action Fund

Reference: HNZ Catalyst Grant 2025

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

### **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 (Stream 1 or Stream 2) to fill out your response. **Make sure** **you are using the correct Response Form for the funding stream you are applying for.**
* The RFP Terms. Read these carefully.
1. Before filling out this form, read the RFP, especially Section 2 (Our Requirements) and Section 3 (Our Evaluation Approach). This will help you decide if your project fits the Fund 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 responses.
* If you have extra images or graphs, insert them as part of your answer or add them to 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 the PURPLE text before sending the Response Form. Everything shaded in BLUE can be edited by you. When you have completed the BLUE areas, please un-shade them.

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

Write your response in the blue sections. Remove the blue areas once you have filled these out.

1. Remember to make a note of the Deadline for Questions. The Q & A section is helpful for all Respondents so feel free to ask us anything if it is unclear.

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|  |  RESPONDENT TIP: How to improve your RFP response**i**Head over to <https://www.procurement.govt.nz/suppliers-2/> for some great resources to help you through the procurement process, including:* Building up a collection of documents that you can use for all RFPs.
* Tips about responding to RFPs – what to include in your response and how to present it.
* An expanded checklist to work through.
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### **Checklist for Respondents**

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| **Have you:** |  |
| 1. Filled out all sections of the Response Form.
 | [ ]  |
| 1. Removed all the purple ‘Supplier Tip’ boxes from this Form.
 | [ ]  |
| 1. Deleted the PURPLE instructions from this Form.
 | [ ]  |
| 1. Un-shaded the **BLUE** highlighting where you fill out your answer.
 | [ ]  |
| 1. File size: Your email attachment should be no greater than 50MB (unless otherwise specified in Section 1.4 of the RFP).
 | [ ]  |
| 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. Prepared your Proposal
	1. We prefer that you submit your response through [GETS](https://gets.govt.nz) .
 | [ ]  |
| 1. Arrange for the Proposal to be submitted electronically before the Deadline for Proposals.
 | [ ]  |

## About the Respondent

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| --- | --- | --- |
|  |  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.
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### **Organisation details**

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.

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| --- | --- |
| **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] |
| **Organisation 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] |

### **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] |

## Response to the Requirements

|  |  |  |
| --- | --- | --- |
|  |  RESPONDENT TIP**i*** Carefully read RFP Section 2 (Our Requirements) and Section 3 (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.
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### **Pre-conditions**

|  |  |  |
| --- | --- | --- |
|  |  RESPONDENT TIP**i*** You must be able to answer 'yes' to each of these pre-conditions. Make sure you can verify this.
* 'Yes' means you currently meet the pre-condition. If you cannot answer 'yes' to all, your Proposal will not be evaluated further.
 |  |

| **#** | **Pre-condition** | **Meets** |
| --- | --- | --- |
|  | The Respondent is a non-profit or charitable or community organisation which includes non-government organisations, charitable trusts, marae trustees and iwi, and collaborative networks working in alcohol harm prevention. | [Yes/No] |
|  | The Respondent have the resources (staff, infrastructure, etc.) to effectively manage and implement the project. | [Yes/No] |
|  | The Respondent confirms the proposed project can commence delivery from May 2025.  | [Yes/No] |

### **Proposed Activities/ Project/ Plan**

Please provide an overview and describe the community aspects of your project/activity.

|  |  |  |
| --- | --- | --- |
|  |  RESPONDENT TIP**i*** This should summarise your entire response in a paragraph or two. Keep it simple.
* Other respondents may all have similar skills, tools and methods. Know what sets you apart and clearly communicate it in your response.
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## SECTION 3: Evaluation criteria and price

#### **Part A – Non-price evaluation criteria**

### **Detailed response to Requirements**

|  |  |  |
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|  |  RESPONDENT TIP**i*** These are questions relating to the evaluation criteria (see Section 3 of the RFP). Your Proposal will be scored against your answers to these criteria. Aim to give answers that are relevant, concise and comprehensive.
* Consider the percentage 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.
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| 1. **Proposed Solutions (fit for purpose)**

 Provide an overall description of your proposed project | **Weighting 60%** |
| * 1. How long will the project take to complete?
 |
| [insert answer here] |
| * 1. Who is your target audience?
 |
| [insert answer here] |
| * 1. How does the project prioritise populations with high need? And how is this identified?
 |
| [insert answer here] |
| * 1. What are the project objectives and outcomes? How does the project align with the Fund?
 |
| [insert answer here] |
| * 1. Describe any new ideas or processes you offer which are catalyst or innovative. Describe the benefits/potential of these e.g. greater efficiency, better quality solution, potential to scale etc. Describe how the benefits will be measured.
 |
| [insert answer here] |

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| **2. Tailoring to the local community** Describe how your proposed programme is tailored to the local community, including: | **Weighting 30%** |
| * 1. Where will the project take place? (e.g. Region, city, town)
 |  |
| [insert answer here] |  |
| * 1. What experience your organisation has in delivering community-led projects.
 |  |
| [insert answer here] |  |
| * 1. Any relationship you have with community groups or organisation you are working with.
 |  |
| [insert answer here] |  |
| * 1. The demand for your proposed initiatives in the location for your project.
 |  |
| [insert answer here] |  |

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| **Broader outcomes** |
| Not Applicable |

#### **Part B – Price**

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|  |  RESPONDENT TIP**i*** Refer to the RFP Section 4 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.
* If asked, a ‘whole-of-life’ cost is the total cost to the Buyer over the whole life of the Contract. See [Guide to Total Cost of Ownership and TCO calculator](https://www.procurement.govt.nz/procurement/guide-to-procurement/plan-your-procurement/review-previous-procurements/) on our website..
 |  |

### **Price as a weighted criterion**

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| --- | --- |
| **Public value (based on whole-of-life cost – can be up to $50,000) Weighting 10%** |  |
| Provide the total price for all costs to be paid under the Contract throughout its entire duration. |  |
| [insert answer here] |  |
| Detail any other cost including any costs that the Respondent expects to the Buyer to incur directly with third parties in order to facilitate performance of the Contract. |  |
| [insert answer here] |  |

### **Pricing schedule**

**Pricing Schedule as part of response form**

Please submit your financial information and pricing using the following table. 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. You can use as many rows as required.

#### Budget Breakdown

| **Item** | **Contribution Sought (excl. GST)** |
| --- | --- |
| [e.g. named product] | [$ X] |
| [e.g. person’s daily fee rate] | [$ X] |
| **Total** | **[$ X]** |

### **Assumptions**

|  |  |  |
| --- | --- | --- |
|  |  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.
 |  |

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

## SECTION 4: Proposed Contract

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|  |  RESPONDENT TIP**i*** The terms and conditions of the Proposed Contract are in Section 4 of 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 Section 4, 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 Section 4, 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] |

## SECTION 5: Referees

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|  |  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. (Referees can be a family member if they can provide a truly independent reference based on the work).
* 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 a referee’s details check with them to make sure that they consent to acting as a 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] |

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

## Our declaration

|  |  |  |
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|  |  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.
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| **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:  |  |