



Request for Tender: Greater Wellington Bus Services

Part 1 Returnable: Preliminary Matters

Tenderer's name

[Insert Tenderer's name here]

Overview - Part 1: Preliminary Matters

This Part 1 Returnable seeks information about the ownership, governance and company history of the Tenderer. This information will form part of the contracting documents and may also be used to undertake the due diligence review of the Preferred Tenderer/s.

Part 1 needs to be completed and returned as a stand-alone document in the Tender response. Enter the required information directly into this document where indicated. Only one copy of this document is required per Tenderer.

The original signed version of the executed Tenderer Declaration in Part 1 needs to be returned as part of the Tender submission.

Note:

- GWRC will accept tenders from consortiums. See section 10.31 of the RFT Terms and Conditions
- Any mention of 'Tenderer' in this document refers to (if applicable) the lead Consortium Member.

The electronic file naming conventions for this Returnable and any supplementary material are:

Part 1-[Tenderer name]

Eg, 'Part 1-Bus Co Ltd'

For supplementary information:

Part 1-[Tenderer name]-supplementary-[specific question number supplementary information answers or relates to]

Eg, 'Part 1-Bus Co Ltd-Supplementary-3.2'

For the Executed Tenderer Declaration

Part 1-[Tenderer name]-executed Declaration

Capitalised terms used in this Part 1 Returnable have the meaning given to them in the Greater Wellington Bus Services Request for Tender document, which was issued by GWRC.



1. About the Tenderer

1.1. Trading name [The name you do business under]	
1.2. Full legal name (if different) [If applicable]	
1.3. Physical address [If more than one office – give your head office address]	
1.4. Postal address	
1.5. Registered office address [If applicable]	
1.6. Business website address [URL address]	
1.7. Type of entity (legal status) [Partnership / limited liability company / if other, please specify]	
1.8. Registration number [If your organisation has a registration number, insert it here eg. company registration number]	
1.9. GST number [NZ GST number / if overseas please state]	
1.10. Type of business [Briefly describe the type of goods and/or services your organisation specialises in delivering]	
1.11. Year established	
1.12. Single organisation or a Consortium? [Choose one] If a Consortium, please complete section 4	<input checked="" type="radio"/> Single organisation <input type="radio"/> Consortium
1.13. Company structure [Including parent company and interconnected bodies corporate and all Related Parties of the Tender – provide as supplementary page if required]	
1.14. Details of contact person for this RFT [Name, position, phone number, email address]	
1.15. Name of parent company or	



companies that will provide a Parent Company Guarantee [If applicable]	
1.16. Details of company or companies [Main office location, company registration number, date of incorporation]	

2. Individuals involved in the preparation of Tenders

List the details of the individuals and entities who are, or will be involved in preparing this Tender or Tender Process. Include personnel from external entities such as contractors or consultants.

	Name	Role in preparation of tender	Employer or engaging entity
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Repeat these rows to add more names if necessary.



3. Tenderer Insurance

<p>3.1. Please provide either:</p> <ul style="list-style-type: none">• A copy of your organisation's material damage policy, or• Certificate of currency of such policy, or• Agreement to acquire prior to commencement, duly signed by an authorised signatory. <p>[Attach copy as supplementary using the naming convention]</p>	
<p>3.2. Please provide either:</p> <ul style="list-style-type: none">• A copy of your organisation's public liability policy, or• Certificate of currency of such policy, or• Agreement to acquire prior to commencement, duly signed by an authorised signatory. <p>[Attach copy as supplementary using the naming convention]</p>	

4. Consortium member details (if applicable)

<p>4.1. Trading name</p>	
<p>4.2. Full legal name (if different)</p>	
<p>4.3. Type of business</p> <p>[Briefly describe the type of goods and/or services your organisation specialises in delivering]</p>	
<p>4.4. High-level consortium structure diagram</p> <p>[Insert diagram (right) or attach file – using correct naming convention]</p>	



4.5. If the response is being made by a Consortium, to the extent that the identity of any constituent part of the Consortium is not yet known, please provide details (including timescale) as to the proposed approach and timing to identify and obtain the relevant expertise.

[Insert (right or below) or attach file – using correct naming convention]

Each Consortium Member must separately complete section 4. Create a new table as required for each additional Consortium Member.



5. Sub-contractor details (if applicable)

5.1. Does the Tenderer intend to enter any arrangement under which a sub-contractor is to provide any Scheduled Services or Special Event Services on any Route?	<input type="radio"/> No <input type="radio"/> Yes – Please provide sub-contractor details
5.2. Sub-contractor #1:	
Name:	
Address:	
Specialisation:	
Sub-contractor's deliverables:	
5.3. Sub-contractor #2:	
Name:	
Address:	
Specialisation:	
Sub-contractor's deliverables:	
5.4. For each subcontractor that will provide any Scheduled Services or Special Event Services on any Route, provide a binding heads of terms or full subcontract between the Tenderer and the subcontractor in respect of those services	<p>Attach as a separate document for each subcontractor</p> <p><i>[This will be reviewed as part of Stage 9: Due diligence.]</i></p>

Repeat these boxes to add more subcontractors as necessary.



6. Tenderer Declaration

Tenderer's are required to complete and execute the Tenderer Declaration. If the Tenderer is a Consortium, each Consortium Member must complete a separate Tenderer Declaration.

Topic	Declaration	Tenderer's declaration
RFT Process, Terms and Conditions:	<p>We have read and fully understood the RFT Terms and Conditions and Contract. We acknowledge receipt of all Addenda, NTT's and other information provided via the Data Room.</p> <p>We confirm that the Tenderer/s agree to be bound by them and we warrant and represent that we have complied and will continue to comply with such terms.</p>	Agree / Disagree
Price:	We confirm that all information regarding price is in our responses to the Returnable Part 4 which is in a separate sealed envelope to the other Returnables.	[agree / disagree]
Collection of further information:	<p>We authorise GWRC to:</p> <ul style="list-style-type: none"> Collect any information about the tenderer (except commercially sensitive pricing information), from any relevant third party, including a referee and/or client (previous or existing) Use such information in the evaluation of this tender. <p>We agree all such information will be treated as confidential in accordance with section 10.10 of the RFT.</p>	Agree / Disagree
Requirements:	We have read and fully understood the nature and extent of GWRC's requirements, as described in the RFT. We confirm that the tenderer has the necessary capacity and capability to fully meet or exceed the requirements and will be available to deliver the Services throughout the relevant Contract period for the Bus Units, the subject of all Tenders submitted by the Tenderer.	Agree / Disagree
Contract	Have read and fully understood the Contract and agree to the terms and conditions and to enter into the Contract on the terms as issued with the RFT should the Tenderer be successful as being selected as the Preferred Tenderer.	Agree / Disagree
Ethics and probity	<p>In submitting Tenders we warrant that the Tenderer:</p> <ul style="list-style-type: none"> Has not entered into any improper, illegal, collusive or anti-competitive arrangements with any competitor or any other 	Agree / Disagree



	<p>Tenderer</p> <ul style="list-style-type: none">• Has not directly or indirectly approached any representative of GWRC (other than in accordance with the RFT) to lobby or solicit information in relation to the RFT• Has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of GWRC. <p>We acknowledge, and have been fully and sufficiently informed of, GWRC's commitment to probity in the conduct of the RFT process. We agree:</p> <ul style="list-style-type: none">• To act in accordance with the standards of probity and integrity required by the RFT Terms and Conditions and GWRC's Probity Framework.• To comply with any directions or requirements of GWRC in relation to probity management, including in respect of the identification, disclosure, and management of conflicts of interest involving GWRC personnel and Tenderer personnel.• To inform GWRC promptly, in accordance with the processes set out in the RFT Terms and Conditions, of any matter of probity that comes to our attention in the course of the Tender process (including, without limitation, any matter that could affect GWRC's ability to conduct an independent and impartial evaluation of Tenders) and to cooperate with GWRC and its advisers and auditors in the management of probity issues.	
Offer validity period:	We confirm that the Tenders submitted by us, including the price, remains open for acceptance for the period of 270 days from the Tender Closing Date (Validity Period).	Agree / Disagree
No changes or withdrawal:	<p>We agree:</p> <ul style="list-style-type: none">• Not to withdraw the Tenders prior to the expiry of the Validity Period and that any notice withdrawing or purporting to withdraw the Tenders which is given during the Validity Period will be ineffective;• Not to replace, amend or supplement the Tenders unless requested to do so by GWRC; and• That the Tenders may be accepted by GWRC at any time before the expiration of the Validity Period.	Agree / Disagree



	<p>We will immediately bring to the attention of GWRC any matter of which we become aware which renders the information in our Tenders (including this deed) untrue, inaccurate, misleading or incomplete.</p>	
<p>Conflict of interest declaration:</p>	<p>We warrant that the Tenderer has no conflict of interest in relation to its submission of this Tender or its entering of any Contract to deliver the Services (acknowledging that being party to an existing Operator contract, or the holder of a Directly Appointed Unit, in the Wellington region does not in itself constitute a conflict of interest) except as noted below.</p> <p>We acknowledge that a conflict of interest may be financial or non-financial, and could arise either directly or indirectly through interests of the Tenderer, an entity associated in any way with the Tenderer for the purposes of the Tender, or an individual or someone associated with an individual.</p> <p>Should an actual or potential conflict of interest arise during the Tender process, we will declare the conflict immediately to the PTOM Bus email address.</p> <p>We will comply with any direction given by GWRC (in its sole discretion, acting reasonably) in relation to a conflict of interest, whether declared or undeclared.</p>	<p>Agree / Disagree</p>
<p>Details of conflict of interest:</p> <p>If you think you may have a conflict of interest, briefly describe the conflict and how you propose to manage it. Otherwise write 'not applicable'.</p>		



Declaration:

We declare that in submitting the tender and this Declaration:

- The information provided is true, accurate and complete and not misleading in any material respect
- The Tender does not contain intellectual property that will breach a third party's rights
- We have secured all appropriate authorisations to submit this tender, to make the statements and to provide the information in the Tender and we are not aware of any impediments to enter into a contract to deliver the requirements
- We understand that any Tender or combination of Tenders that exceed our Tenderer's Capacity (if specified) will be eliminated from the Tender Process
- We understand the importance of conduct and probity throughout the tender process and are aware that we can raise probity concerns in writing to either the Probity Adviser or the Probity Auditor
- We understand that the falsification of information, supplying misleading information or the suppression of material information in this declaration and the tender, may result in the tenderer being eliminated from further participation in the RFT process and may be grounds for termination of any contract awarded as a result of the RFT.

Where the Tenderer comprises more than one person, we agree that each person constituting the Tenderer is bound jointly and severally by this Declaration.

We confirm that the undersigned is authorised to submit this Tender in accordance with and on the terms of the RFT.

Signature:	
Full name:	
Title / position:	
Name of organisation:	
Date:	

For a Consortium Tender, repeat this entire declaration for each Consortium Member.