# **Request for Proposal (RFP)**

*A picture containing indoor, plastic

Description automatically generatedPanel of Suppliers for the Provision of Taonga Tūturu Services*

**Manatū Taonga** │ Ministry for Culture and Heritage

**Website**: [www.mch.govt.nz](http://www.mch.govt.nz)

**Address:** Old Public Trust Building, 131 Lambton Quay, Wellington  
**Contact**: [taonga@mch.govt.nz](mailto:taonga@mch.govt.nz)

## **About the Respondent**

|  |  |
| --- | --- |
| Trading name | Click or tap here to enter text. |
| Full legal name *(if different)* | Click or tap here to enter text. |
| Name of parent company *(if applicable)* | Click or tap here to enter text. |
| Physical address *(if more than one office – put the address of your head office)* | Click or tap here to enter text. |
| Postal address *(If different)* | Click or tap here to enter text. |
| Registered office | Click or tap here to enter text. |
| Business website | Click or tap here to enter text. |
| NZBN | Click or tap here to enter text. |
| Country of residence *(insert country where you (if you are a sole trader) or your organisation is resident for tax purposes)* | Click or tap here to enter text. |
| GST registration number | Click or tap here to enter text. |

**Type of entity**

|  |  |  |
| --- | --- | --- |
| Sole trader | |  |
| Partnership | |  |
| Limited liability company | |  |
| Other (please specify) | Click or tap here to enter text. |  |

#### **Point of Contact**

|  |  |
| --- | --- |
| Contact person | Click or tap here to enter text. |
| Position | Click or tap here to enter text. |
| Phone number | Click or tap here to enter text. |
| Email address | Click or tap here to enter text. |

#### **Response to the Requirements**

* In this section you are asked to provide your response to our Requirements (RFP Section 2) by demonstrating your organisation’s ability to meet our criteria (RFQ Section 3).
* Your response 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.
* 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.

**Pre-condition**

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| --- | --- |
| Capable of following relevant statutory and regulatory requirements, including, but not limited to, the *Protected Objects Act* 1975. | Choose an item. |

**Experience/track record, specialist skills, expertise – Weighting 50%**

|  |
| --- |
| Overview of services  Please provide an overview of your services. In your answer, please describe the specialist skill/s and activities you are offering to provide to MCH. |
| Click or tap here to enter text. |
| List the specific activities you are willing to offer and the specific locations you are willing to service |
| Click or tap here to enter text. |
| For Sole Traders  Provide a brief resume confirming your relevant skills and experience. List the relevant qualifications, affiliations and experience of named personnel that is relevant deliver the Requirements, including:   * qualifications or proof of formal education * professional affiliations and memberships (e.g. New Zealand Conservators of Cultural Materials Pū Manaaki Kahurangi association), associations, memberships or educational courses.   For organisations with multiple personnel  Provide a brief resume for each resource proposed, confirming their relevant skills, credentials/qualifications, and their specific experience in past projects. In your answer you should provide details of:   * Their experience in providing specialist services * Their experience working in cultural, heritage, or conservation sector   Please note you can annex CVs and other information to this response if preferred. |
| Click or tap here to enter text. |

**Capacity to deliver services – Weighting 30%**

|  |
| --- |
| Describe your organisation’s track record in delivering similar goods/services set out in this RFP (quality, delivered on time, to specification and within budget) |
| Click or tap here to enter text. |
| Describe your organisation’s size, structure, and annual turnover. Explain why this is enough to deliver the Requirements in full, on time and to specification |
| Click or tap here to enter text. |
| Provide information about your operational and financial systems to track and manage delivery |
| Click or tap here to enter text. |
| Detail your capacity to deliver the services as and when required by MCH  Where relevant, identify any additional resources that you may require to deliver the services. |
| Click or tap here to enter text. |
| Describe the procedures that you or your organisation has in place that will provide assurance to MCH over your delivery of Services, including:   * management of sub-contracting arrangements (where relevant) * business continuity and disaster recovery (e.g. cloud based back up) |
| Click or tap here to enter text. |

**Professional knowledge of the cultural and heritage sector – Weighting 20%**

|  |
| --- |
| Summarise your professional knowledge of the heritage sector and the challenges of working in such an environment |
| Click or tap here to enter text. |
| Describe any business relationship experience you have had with Māori and pacific communities |
| Click or tap here to enter text. |

**Assumptions**

|  |
| --- |
| Please state any assumptions you have made in relation to the Requirements. Where you have made assumptions in relation to the costs and pricing information, please state these in the next section: |
| Click or tap here to enter text. |

**Price**

* In the RFP Section 4 we have outlined the pricing information that we are seeking. This should inform you how to present your proposed price. Where we have provided a template, you must use this for your pricing information. You may append any additional documentation to your respones for this section. Copy and paste the table below for any additional personnel.

**Person one**

|  |  |
| --- | --- |
| Name | Click or tap here to enter text. |
| Skill level *(i.e. apprentice, qualified monumental mason, qualified conservator)* | Click or tap here to enter text. |
| Hourly rate excluding GST | Click or tap here to enter text. |
| Daily rate excluding GST | Click or tap here to enter text. |
| Weekly rate excluding GST | Click or tap here to enter text. |
| Outline your approach to managing and recovering costs for travel, accommodation, and other expenses | Click or tap here to enter text. |
| Please state any assumptions you have in relation to the cost of pricing information | |
| Click or tap here to enter text. | |

**Proposed Contract – Master Services Agreement**

* Appendix B of the RFP and on the Manatū Taonga website we have detailed the terms and conditions of our Master Services Agreement (MSA). We need to know whether you are prepared to do business on the Proposed MSA. If you have any points that you wish to make about the Proposed MSA this is where you tell us.

**Choose one:**

|  |  |
| --- | --- |
| Having read and understood the Proposed Contract, in the RFQ Appendix B, 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. |  |
| Having read and understood the Proposed Contract, in the RFQ Appendix B, 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: |  |

* Note below any suggestions you wish to propose. It is important that, if asked, you can explain why your changes are important to you. In deciding Respondent/s to shortlist we will consider each Respondent’s willingness to meet the proposed MSA’s terms and conditions.

|  |
| --- |
| For each clause you’d like to negotiate please note the clause number; briefly describe your concern about the clause; and describe your suggested alternative wording for the clause or your solution [*insert more rows as needed*] |
| Click or tap here to enter text. |

## **Referees**

* Please supply the details of two referees for your organisation. Include a brief description of the goods or services that your organisation provided and when. These must be work related i.e., not a friend of family member/ The best referees are those for whom you have recently delivered similar goods or services.

**Referee one**

|  |  |
| --- | --- |
| Name of referee | Click or tap here to enter text. |
| Organisation *(name of their organisation)* | Click or tap here to enter text. |
| Goods/services provided *(brief description of the goods/services you provided to this referee)* | Click or tap here to enter text. |
| Date of provision *(when you provided the goods/services)* | Click or tap here to enter text. |
| Address | Click or tap here to enter text. |
| Phone | Click or tap here to enter text. |
| Email | Click or tap here to enter text. |
| Please contact me before you approach a referee for a reference? | Choose an item. |

**Referee two**

|  |  |
| --- | --- |
| Name of referee | Click or tap here to enter text. |
| Organisation *(name of their organisation)* | Click or tap here to enter text. |
| Goods/services provided *(brief description of the goods/services you provided to this referee)* | Click or tap here to enter text. |
| Date of provision *(when you provided the goods/services)* | Click or tap here to enter text. |
| Address | Click or tap here to enter text. |
| Phone | Click or tap here to enter text. |
| Email | Click or tap here to enter text. |
| Please contact me before you approach a referee for a reference? | Choose an item. |

**Declaration**

* Remember to get the declaration signed by someone who is authorised to sign for the organisation you are responding for and able to verify each of the elements of the declaration e.g., chief executive or a senior manager.

**Respondent’s declaration**

|  |  |  |
| --- | --- | --- |
| RFQ Process, Terms and Conditions – I/we have read and fully understand the RFQ, including the RFP Process, Terms and Conditions. I/we confirm that the Respondent/s agree to be bound by them. | | Choose an item. |
| 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 Quote.   The Respondent/s agrees that all such information will be confidential to the Buyer. | | Choose an item. |
| Requirements – I/we have read and fully understand the nature and extent of the Buyer’s Requirements. 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. | | Choose an item. |
| Ethics – In submitting this Proposal 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 RFP 3. has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer. | | Choose an item. |
| Offer Validity Period – I/we confirm that this Quote, including the price, remains open for acceptance for the Offer Validity Period stated in Section 1.6 of the RFP. | | Choose an item. |
| Conflict of Interest declaration – The Respondent warrants that it has no actual, potential or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the Respondent/s will report it immediately to the Buyer’s Point of Contact. | | Choose an item. |
| 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: | Click or tap here to enter text. | |
| I/we declare that in submitting the Proposal and this declaration:   1. the information provided is true, accurate and complete and not misleading in any material respect 2. the Quote does not contain Intellectual Property that will breach a third party’s rights 3. I/we have secured all appropriate authorisations to submit this Quote, to make the statements and to provide the information in the Quote and I/we am/are not aware of any impediments to enter into a formal Contract to deliver the Requirements. | Choose an item. | |
| Information –  I/we understand that the falsification of information, supplying misleading information or the suppression of material information in this declaration and 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 process. | Choose an item. | |

* 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 |  |
| Title/position | Click or tap here to enter text. |
| Name of organisation | Click or tap here to enter text. |
| Date | Click or tap here to enter text. |