

**Part C**

**Response to Invitation for Expressions of Interest (EOI)**

EOI title: Office accommodation via long term office lease in the Adelaide CBD, city fringe or western suburbs node

Response submitted by: <Supplier name>

Instructions to Suppliers for completing this template:

1. You must respond to all sections of this template within the specified fields in the format requested.

2. Where necessary, any supporting material (e.g. spreadsheets) should be attached to the back of this template and referred to in the relevant field.

**TABLE OF CONTENTS**

[1 SUPPLIER INFORMATION 3](#_Toc14335319)

[2 CONTACT DETAILS 3](#_Toc14335320)

[3 FINANCIAL VIABILITY 3](#_Toc14335321)

[4 CONFLICT OF INTEREST 4](#_Toc14335322)

[5 PRIOR EXPERIENCE AND REFERENCES 4](#_Toc14335323)

[5.1 Past Experience 4](#_Toc14335324)

[5.2 References 4](#_Toc14335325)

[5.3 Business Resources 5](#_Toc14335326)

[5.4 Organisational Structure 5](#_Toc14335327)

[6 SUPPLY METHODOLOGY 5](#_Toc14335328)

[7 EXTERNAL RESOURCES 6](#_Toc14335329)

[7.1 Consortia/Partnerships 6](#_Toc14335330)

[7.2 Subcontractors 6](#_Toc14335331)

[8 RISK MANAGEMENT 6](#_Toc14335332)

[9 INNOVATION AND VALUE FOR MONEY 6](#_Toc14335333)

[10 DECLARATION IN RELATION TO UNLAWFUL COLLUSION 8](#_Toc14335334)

# SUPPLIER INFORMATION

|  |  |
| --- | --- |
| Trading Name | <Insert name> |
| Registered Name | <Insert name> |
| ACN  | <Insert number> |
| ABN | <Insert number> |
| Address of registered office | <Insert address> |
| Place of business in South Australia (if relevant) | <Insert address> |
| Type of entity (e.g. company, trust, partnership, sole trader, other) | <Insert entity> |
| Key Personnel (e.g. directors, chief executive officer, principal of business etc.) | <Insert names and positions> |
| Telephone | <Insert phone number> |
| Website | <Insert URL> |

# CONTACT DETAILS

|  |  |
| --- | --- |
| Contact Person | <Insert name> |
| Position | <Insert position> |
| Address | <Insert address> |
| Postal address(if different to above) | <Insert address> |
| Email | <Insert email address> |
| Telephone | <Insert phone number> |

# FINANCIAL VIABILITY

Please provide details of any significant events, matters or circumstances which have arisen within the past 12 months that could significantly affect Your operations.

|  |
| --- |
|  |

# CONFLICT OF INTEREST

You must provide details of any actual or perceived interests, relationships or clients which may cause a conflict of interest or potential conflict of interest and actions to prevent or manage the conflicts of interest.

|  |
| --- |
|  |

# PRIOR EXPERIENCE AND REFERENCES

## Past Experience

Detail previous or current work, related to meeting Unity’s Requirement.

|  |
| --- |
|  |

## References

Provide up to three referees to support Your ability to provide Unity’s Requirement.

|  |
| --- |
| **Referee 1:** |
| Referee Name | <Insert name of organisation> |
| Contact Person | <Insert name> |
| Contact Person Title | <Insert title> |
| Referee Address | <Insert address> |
| Contact Person E-mail | <Insert email address> |
| Contact Person Telephone | <Insert phone number> |
| Nature of Business with Supplier | <Insert goods and/or services provided and when delivered> |

|  |
| --- |
| **Referee 2:** |
| Referee Name | <Insert name of organisation> |
| Contact Person | <Insert name> |
| Contact Person Title | <Insert title> |
| Referee Address | <Insert address> |
| Contact Person E-mail | <Insert email address> |
| Contact Person Telephone | <Insert phone number> |
| Nature of Business with Supplier | <Insert goods and/or services provided and when delivered> |

|  |
| --- |
| **Referee 3:** |
| Referee Name | <Insert name of organisation> |
| Contact Person | <Insert name> |
| Contact Person Title | <Insert title> |
| Referee Address | <Insert address> |
| Contact Person E-mail | <Insert email address> |
| Contact Person Telephone | <Insert phone number> |
| Nature of Business with Supplier | <Insert goods and/or services provided and when delivered> |

## Business Resources

Describe how You propose to monitor the quality of Your performance if selected to provide Unity’s Requirements.

|  |
| --- |
|  |

## Organisational Structure

Provide details of Your organisational structure and the business units relevant to the delivery of Unity’s Requirement (including any necessary diagrams).

|  |
| --- |
|  |

# SUPPLY METHODOLOGY

Provide details of how You would deliver Unity’s Requirement.

|  |
| --- |
|  |

# EXTERNAL RESOURCES

## Consortia/Partnerships

If You are a member of a consortium or partnership, then You must detail which parts of Unity’s Requirement that each entity comprising the consortium or partnership would provide and how the entities relate to each other.

|  |
| --- |
|  |

## Subcontractors

Provide details of any sub-contractors that would be engaged in connection with the delivery of Unity’s Requirement.

|  |
| --- |
|  |

# RISK MANAGEMENT

Provide details of the risk management strategies and practices that You would implement in the delivery of Unity’s Requirement.

|  |
| --- |
|  |

Provide details of Your Work Health and Safety record over the previous three years. This should include the number of accidents, number of lost time accidents, etc.

|  |
| --- |
|  |

# INNOVATION AND VALUE FOR MONEY

Provide details of any innovative solutions, systems or processes that may add value to the delivery of Unity’s Requirement.

|  |
| --- |
|  |

What is Your strategy and methodology to ensure that value for money is achieved and delivered?

|  |
| --- |
|  |

# DECLARATION IN RELATION TO UNLAWFUL COLLUSION

Re:…………………………………………………………………………………… (“the Expression of Interest”)

[insert name of Expression of Interest]

I , ……………………….of …………………………………………………………….

[insert declarant’s name] [insert supplier’s name and address]

**do hereby declare as follows:**

1. I hold the position of ……………………… within ……….…………………. (“the Supplier”) and that I am authorised to provide this declaration on its behalf.

2. I confirm that the Response submitted by the Supplier is independent and that there has not been any unlawful collusion with any other Supplier or party in connection with this Expression of Interest Process. This clause does not apply to any formal joint venture contractual arrangement entered into between the Supplier and any other person(s), the details of which have been provided to Unity as part of the Response submitted by the Supplier.

3. I confirm that the total value of the goods and/or services to be provided by sub-contractors, to the extent known at the time of making this declaration, is $................... .

4. [*where that value exceeds either of $1,000,000 (GST inc) or 25% of the total value of the Response*] Attached hereto is a complete list of all sub-contractors, the value, and the nature of the work to be provided under each sub-contract, to the extent known at the time of making this declaration.

5. I understand that if any part of this declaration is found to be false, Unity reserves the right (regardless of any subsequent dealings) to:

* terminate negotiations with the Supplier;
* terminate consideration of the Supplier’s Response; and
* terminate any contract between the Supplier and Unity in relation to the Procurement without any obligation on Unity to make any payment to the Supplier.

………………………………………. ……../……../ 20 …

Signature Date

Note: If your Response is submitted jointly with another party or parties then each joint respondent must provide a signed declaration in the form set out in this Appendix.