Part C – Invitee’s response

### (Example only – Expression of interest (EOI))

[This document is an example only and must be tailored to the requirements of your procurement.]

|  |  |
| --- | --- |
| Offer submitted by: | [Invitee name] |

Instructions to Invitees for completing this template.

1. All responses must be provided within the specified fields.
2. Invitees must respond to all sections of this template and include their trading name, the EOI Title and Reference Number in the footer of the template.
3. Invitees may provide supplementary material to support their Response. All supplementary material must be cross referenced to the relevant section of this template.

|  |  |
| --- | --- |
| Invitation title: | [Title of the expression of interest] |
| Reference number: | [EOI reference number] |

|  |  |
| --- | --- |
| Invitee information |  |
| Trading name: |  |
| Registered name: |  |
| Australian Company Number\*:(or international equivalent) | Date of issue: |  |
| Australian Business Number\*:(or international equivalent) | Date of issue: |  |
| Address of registered office: |  |
| Principal office in Victoria(if applicable): |  |

|  |  |
| --- | --- |
| Contact details |  |
| Name of contact person: |  |
| Position title: |  |
| Address: |  |
| Postal address (if different to above): |  |
| Email: |  |
| Website: |  |
| Telephone number: | Mobile: |  |

## Signed for and on behalf of the invitee

I warrant that in submitting this response, I have read and accept the conditions of the EOI.

|  |  |
| --- | --- |
| Invitee: |  |
| Name: |  |
| Position: |  |
| Address: |  |
| Email: |  |
| Signature of invitee’s authorised officer: |  |
| Date of execution: |  |

# Executive Summary

Provide an overview of your Response.

|  |  |
| --- | --- |
|  |  |

# Capability

Detail your knowledge and experience relevant to the requirements of the procurement.

|  |  |
| --- | --- |
|  |  |

Detail your business’s resources and systems to meet the objectives of the procurement.

|  |  |
| --- | --- |
|  |  |

Detail any value adding factors (e.g. innovations, environmental or social benefits) that makes engaging with your business more favourable than others in the market place.

|  |  |
| --- | --- |
|  |  |

Detail any other alternative solution recommended towards delivering the requirements of the procurement.

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# Compliance Statement

As part of the Invitee's response to this Invitation, the Invitee is required to demonstrate their compliance with *Part A.2 – Overview of requirements*. Where the Invitee will not comply or will only partially comply, the Invitee must cross reference the specific clause and state either *will not comply* or *partially comply* in their Offer.

|  |
| --- |
| Compliance with Part A.2 – Overview of requirements |
| [Invitee is to only use this table for instances of non-compliance or partial compliance] |  |

# Financial Viability

Invitees’ are required to demonstrate that they have the financial capacity to meet the requirements of the EOI. Invitees are also requested to disclose any significant event, matter or circumstance that has occurred in the past three years which may affect the operations of the Invitee.

|  |  |
| --- | --- |
|  |  |

# Insurance

[delete the forms of insurance that are not applicable]

|  |
| --- |
| Public liability |
| **Insurance company** |  | **Policy number** |  |
| **Amount $** |  | **Expiry date** |  |

|  |
| --- |
| Product liability |
| **Insurance company** |  | **Policy number** |  |
| **Amount $** |  | **Expiry date** |  |

|  |
| --- |
| Professional indemnity |
| **Insurance company** |  | **Policy number** |  |
| **Amount $** |  | **Expiry date** |  |

|  |
| --- |
| Work cover |
| **Insurance company** |  | **Policy number** |  |
| **Expiry date** |  |  |  |

# Pricing Principles

Provide details of the pricing principles which you will adopt in determining the pricing for this procurement and how you propose to ensure value for money is continually offered.

|  |  |
| --- | --- |
|  |  |

# Conflict of Interest

Provide details of any interest, relationships or clients which may or do give rise to a conflict of interest and any strategy for preventing or managing the conflict of interest.

|  |  |
| --- | --- |
|  |  |

# Compliance statement

As part of the Invitee’s response to this Invitation, the Invitee is required to demonstrate their compliance with Part A.2 – Overview of requirements. Where the Invitee will not comply or will only partially comply, the Invitee must cross reference the specific clause and state either will not comply or partially comply in their offer.

|  |
| --- |
| Compliance with Part A.2 – Overview of requirements |
| [Invitee is to only use this table for instances of non‑compliance or partial compliance] |

# Financial viability

Invitees’ are required to demonstrate that they have the financial capacity to meet the requirements of the EOI. Invitees are also requested to disclose any significant event, matter or circumstance that has occurred in the past three years which may affect the operations of the invitee.

|  |  |
| --- | --- |
|  |  |

# Insurance

[Delete the forms of insurance that are not applicable]

|  |  |  |
| --- | --- | --- |
| Public liability |  |  |
| Insurance company: |  | Policy number: |  |
| Amount $: |  | Expiry date: |  |

|  |  |  |
| --- | --- | --- |
| Product liability |  |  |
| Insurance company: |  | Policy number: |  |
| Amount $: |  | Expiry date: |  |

|  |  |  |
| --- | --- | --- |
| Professional indemnity |  |  |
| Insurance company: |  | Policy number: |  |
| Amount $: |  | Expiry date: |  |

|  |  |  |
| --- | --- | --- |
| Work cover |  |  |
| Insurance company: |  | Policy number: |  |
| Amount $: |  | Expiry date: |  |

# Pricing principles

Provide details of the pricing principles which you will adopt in determining the pricing for this procurement and how you propose to ensure value for money is continually offered.

|  |  |
| --- | --- |
|  |  |

# Conflict of interest

Provide details of any interest, relationships or clients which may or do give rise to a conflict of interest and any strategy for preventing or managing the conflict of interest.

|  |  |
| --- | --- |
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