## Invitation to Qualify Response Form

## Instructions for Respondents

1. Check that you have all the relevant documents, including:
   * The Invitation to Qualify, which outlines the procurement.
   * The Response Form (this one) to fill out your response.
   * The Terms of Reference (ToR). **Read these carefully**.
2. Before filling out this form, read the Invitation to Qualify one page document carefully, particularly

the Response Criteria. This helps you quickly decide if you are the right fit for the requirements.

1. Please follow the layout of this Response Form.
   * Don’t change the section headings and sequence as this needs to be consistent across all Respondents.

##### Everything highlighted in PURPLE in this document is information for the Respondent (you). Delete these PURPLE parts before sending the Response Form. Everything shaded in BLUE is customisable by you. When you have completed these areas please un-shade them.

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

Write your response in the blue sections. Un-shade the blue once you have filled these out.

1. If you have any questions please email them to merl@mfat.govt.nz

## Checklist for Respondents

|  |  |  |
| --- | --- | --- |
| Have you: | | |
| 1. | Filled out all the sections of the Response Form |  |
| 2. | Removed all the PURPLE ‘Supplier Tip’ boxes from this Form. |  |
| 3. | Deleted the PURPLE instructions from this Form. |  |
| 4. | Un-shaded the BLUE highlighting where you fill out your answer. |  |
| 5. | Signed the declaration yourself or had it signed by appropriate person. |  |
| 6. | Emailed this response form to [merl@mfat.govt.nz](mailto:merl@mfat.govt.nz) |  |

[insert your (Respondent’s) name or logo]

# Response Form

In response to the Invitation to Qualify

By: Ministry of Foreign Affairs & Trade  
For: Monitoring, Evaluation, Research and Learning List (The List)  
Date of this Proposal: [insert date of this document]

## 1: About the Respondent

**SUPPLIER TIPS:**

* This section gives MFAT basic information about your organisation and identifies your Point of Contact for the Invitation to Qualify process.
* If an item is not applicable e.g. you do not have a registered office, complete the box by stating   
  ‘not applicable’.
* This Invitation to Qualify is for The List **not** The Panel



### Our profile

**Choose one of these statements to complete, and delete the others.**

This is a Response by [insert the name of your organisation] (the Respondent) to supply the Requirements.

|  |  |
| --- | --- |
| **Item** | **Detail** |
| **Trading name:** | [insert the name that you do business under] |
| **Full legal 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] |
| **Business website:** | [url address] |
| **Type of entity (legal status):** | [sole trader / partnership / limited liability company / other please specify] |
| **Māori and/or Pasifika ownership by 50%:** | [Yes / No] |
| **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] |

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| --- | --- | --- |
|  | **SUPPLIER TIPS**  **i**  As defined by Amotai, Māori or/and Pasifika-owned business are defined as enterprises where:   * Partnerships: at least 50% of each class of partnership interest is owned by Māori and/or Pasifika person(s) and such ownership must be reflected in the partnership agreement; or * Corporations/companies: Māori and/or Pasifika person(s) own at least 50% of each class of ordinary voting shares issued and at least 50% of each class of all other shares issued; or * Trusts: at least 50% of owner(s) of securities or assets held in trust are Māori and/or Pasifika person(s); or * Sole proprietorship/trader: 100% ownership by a Māori and/or Pasifika person. * Māori are defined as people with Māori whakapapa and who identify as Māori. * As defined by Statistics New Zealand, Pacific peoples are people who whakapapa to, and identify as, descendants of the indigenous Pacific ethnic groups of Samoa, Cook Islands, Tonga, Niue, Fiji, Tokelau, Tuvalu, Kiribati, Papua New Guinea, Vanuatu, Solomon Islands and the small island states of Micronesia. * Statistics New Zealand recognises people with Indigenous Fijian ancestry as being Pacific peoples, however this does not include people of Indo-Fijian descent. * Amotai also recognises people who whakapapa to Hawai’i and Tahiti as Pacific peoples. * If your organisation does not sit within these definitions, please explain to us in your own words under 2.13. |  |

### Our Point of Contact

|  |  |
| --- | --- |
| **Item** | **Detail** |
| **Contact person:** | [name of the person responsible for communicating with the Buyer] |
| **Position:** | [job title or position] |
| **Mobile number:** | [mobile] |
| **Email address:** | [work email] |

## info icon2: Response to the Requirements

**SUPPLIER TIPS:**

Carefully read the Invitation to Qualify One Page Document and the Terms of Reference. Then provide your response to the criteria (Section 2.1).

### The Criteria

**SUPPLIER TIPS:**

* These are questions relating to the criteria shown on the Invitation to Qualify One Page document. To be included on The List your Response will need to meet the criteria.
* Aim to give answers that are relevant, concise and comprehensive.



|  |  |
| --- | --- |
| 1. **Health & Safety** |  |
| Confirm you can supply a Health & Safety Plan appropriate for any work undertaken. | |
| Yes/No | |

|  |  |
| --- | --- |
| 1. **Code of Conduct** |  |
| Confirm you comply with the MFAT [Supplier Code of Conduct](https://www.mfat.govt.nz/assets/Aid-Prog-docs/Code-of-Conduct-Supplier-2019.pdf). | |
| Yes/No | |

|  |  |
| --- | --- |
| 1. **Organisational Identity** |  |
| Your organisation self identifies as one or more of the following:   * a Māori or Pasifika-owned business based in New Zealand * an in-country Pacific based suppler * a niche specialist in one of MFAT’s thematic or geographic focus areas (typically sole traders or individuals with specialist knowledge within a particular field).   *The description we intend using for a Māori or Pasifika provider is outlined in Section 1.1 Supplier Tips Box or tell us why you self-identify.* | |
| [Please outline your organisations identity/identities] | |

|  |  |
| --- | --- |
| 1. **Capability and Capacity** |  |
| You have the ability to provide specialised services as per the ToR.  Information to be included in your response:   * Size of organisation  |  | | --- | | [i.e how many employee/when was the organisation established] |  * Give a brief outline of your organisations level of experience carrying out MERL work?  |  | | --- | | [insert answer here] |  * Outline regions of specialisation (based on [MFAT’s Four Year Plans](https://www.mfat.govt.nz/en/aid-and-development/our-approach-to-aid/where-our-funding-goes/our-planned-aid-expenditure/))  |  | | --- | | [insert answer here] |  * Outline thematic areas you specialise in based on MFAT’s thematic areas (**up to a** **maximum of three**). The thematic areas: Climate and Environment; Economics; Education; Equity and Inclusion; Governance and Institutions; Health; Industry and Innovation; Infrastructure, Transport and Energy; Oceans and Fisheries; Peace and Security.   For avoidance of doubt, if you select more than three thematic areas, the first three will be used as the specialist areas for your organisation. | |
| [insert answer here] | |

## 3. Our declaration

**SUPPLIER TIPS:**

* 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.



|  |  |  |
| --- | --- | --- |
| **Respondent’s declaration** | | |
| **Topic** | **Declaration** | **Respondent’s declaration** |
| **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 Response.   The Respondent/s agrees that all such information will be confidential to MFAT. | [agree/disagree] |
| **Requirements:** | I/we have read and fully understand the nature and extent of MFAT’s Requirements as described in the Invitation to Qualify and the ToR. I/we confirm that the Respondent/s has the necessary capability to fully meet or exceed the Requirements and will be available to deliver services as required. | [agree/disagree] |
| **Ethics:** | By submitting this Response 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 MFAT (other than the Point of Contact) to lobby or solicit information in relation to the Invitation to Qualify 3. has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of MFAT. | [agree/disagree] |

|  |  |  |
| --- | --- | --- |
| **Conflict of Interest declaration:** | The Respondent warrants that it has no actual, potential or perceived Conflict of Interest in submitting this Response, or entering into a Contract to deliver the Requirements. Where a Conflict of Interest arises during the procurement process the Respondent/s will report it immediately to the MFAT 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 confirm that neither I, my company, my directors or sub-contractors appear on either of the following lists:
  1. World Bank List of Ineligible Firms and Individuals
  2. NZ Police List of Designated Terrorist Entities

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 Invitation to Qualify process and may be grounds for termination of any Contract awarded as a result of this process.

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:**