

**Queenstown Lakes Community Composting**

Response Form

Queenstown Lakes District Council

10 Gorge Road

Queenstown 9300

Date Released: 14 August 2023

## Response Form

## Instructions for Applicants

1. Check that you have all the relevant documents, including:
   * The Information for Applicants which outlines the requirements.
   * The Response Form (this one) to fill out your response.
2. Before filling out this form, read the Information for Applicants carefully, particularly Section 3

(Our Requirements) and Section 4 (Our Evaluation Approach). 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.
   * You can insert images and graphs.
   * Do not insert links to long documents if possible. They may not be viewed.
   * You can insert links to videos up to 50 MB in size.

##### Everything highlighted in PURPLE in this document is information for the applicant (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 Tips. Delete these after reading.

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

1. Remember to make a note of the Deadline for Questions and feel free to ask us anything if it is unclear.

## Checklist for Applicants

|  |  |
| --- | --- |
| Have you: | |
| 1. Filled out all sections of the Response Form. |  |
| Removed all the PURPLE ‘Tip’ boxes from this Form. |  |
| Deleted the PURPLE instructions from this Form. |  |
| Un-shaded the BLUE highlighting where you fill out your answer. |  |
| Arranged for the declaration to be signed. If this is a joint application, make sure all the members sign separate declarations. |  |
| Prepared your application and submitted it before the Deadline to [zerowaste@qldc.govt.nz](mailto:zerowaste@qldc.govt.nz) |  |

# Response Form

By: [insert your (applicant’s) name or logo]  
For: Queenstown Lakes Community Composting

Date of this Registration: [insert date of this document]

## 1: About the Applicant

**TIPS:**

* This section gives QLDC basic information about your organisation and identifies your Point of Contact for the application process.
* If an item is not applicable e.g., you do not have a registered office, complete the box by stating   
  ‘not applicable’.
* If you are submitting a joint application complete an ‘Our profile’ table for each applicant. Cut and paste the table as appropriate. Provide only one Point of Contact for your joint application.



### Our profile

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

This is an application by [insert the name of your organisation] (the applicant).

**OR**

This is a joint application, by [insert the name of your organisation] and [insert the name of the other organisation/s] (together the applicants).

|  |  |
| --- | --- |
| **Item** | **Detail** |
| **Full legal name (if different):** | [if applicable] |
| **Trading name:** | [insert the name that you do business under] |
| **Physical address:** | [put the address of your main point of contact or head office] |
| **Postal address:** | [e.g., P.O Box address] |
| **Registered office:** | [if you have a registered office insert the address here] |
| **Website:** | [if you have a website include url address here] |
| **Type of entity (legal status):** | [sole trader / partnership / limited liability company / other please specify] |
| **NZBN number:** | [if your organisation has a NZBN registration number insert it here] |
| **GST registration number:** | [NZ GST number] |

### Our Point of Contact

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

## info icon2: Response to the Requirements

**TIPS:**

* Carefully read Section 3 (Our Requirements) and Section 4 (Our Evaluation Approach). Then provide your response by demonstrating your organisation’s ability to meet our criteria.
* Please mark any information that is ‘commercially sensitive’ or ‘Confidential Information’ to your business or organisation. You cannot make the whole document confidential unless this is truly the case.
* Keep it simple. If an answer is in another document e.g., a promotional brochure just cut and paste the relevant part into this Form. Do not show the whole document unless necessary – QLDC may not read it all.
* Any video or separate document should be uploaded, and link inserted into this form.
* You may include extra information in your application but only if it adds value and is relevant.

### Overview of your solution

### Please provide an overview of your solution explaining how this will meet the key objectives and deliverables. Note, you will be asked to go into more detail in Section 2.3 below.

**TIPS:**

* This should summarise your entire response in a paragraph or two. Keep it simple.
* Other applicants may all have similar skills, tools, and methods. Know what sets you apart, and clearly communicate it in your response.
* Look at the objectives and evaluation criteria and cover the important aspects with just a sentence or two.
* Try to show what extra value you can offer to make you stand out.
* If relevant cover off what experience or clients, you have as case stories.
* If you have made any assumption about the Requirements or delivery, clearly state the assumption.



| [insert answer here] |
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### Assumptions

**TIP:**

* An assumption is something that is accepted as true or as certain to happen without proof e.g., that a third party will provide certain information or assistance so that the applicant can accurately register its interest.



Please state any assumptions you have made in relation the application.

| [insert answer here] |
| --- |

### The Evaluation Criteria

**TIPS:**

* These are questions relating to the evaluation criteria (see Section 4 of the Information for Applicants). Your application 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.
* There may be several questions that relate to one criterion. If these questions are not individually weighted assume that they are of equal importance.
* Applications are not evaluated on pricing but note that there will only be up to $100,000.00 available for the establishment/operation of a hub for a 12-month period. The successful applicant(s) will work with QLDC to develop a full project plan and budget before project commencement.



|  |  |
| --- | --- |
| 1. **Strategic Alignment** | **Weighting 10%** |
| Describe how your solution is aligned with QLDCs strategic direction for diverting organics from landfill and broader outcomes as described within the information provided. | |
| [insert answer here] | |
|  | |
|  | |

|  |  |
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| 1. **Waste Minimisation** | **Weighting 20%** |
| Describe how (and by how much) your solution will divert organic waste from landfill and into beneficial reuse. | |
| [insert answer here] | |
|  | |

|  |  |
| --- | --- |
| 1. **Community Participation** | **Weighting 20%** |
| Describe how your solution will build composting and food growing skills and awareness of the impacts of organic waste through a range of learning opportunities. | |
| [insert answer here] | |
|  | |

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| 1. **Value** | **Weighting 20%** |
| Explain how your solution will meet or exceed our Requirements and address gaps and opportunities in existing waste minimisation services. | |
| [insert answer here] | |
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| 1. **Capability/Capacity** | | **Weighting 30%** |
| Describe your organisation’s track record in delivering similar services. | | |
| [insert answer here] | | |
|  | | |
|  | | |
| 1. **Estimated Project Budget** | | **Weighting 0%** |
| What is the total estimated cost of your project? Ensure you are specific about the amount being requested through this process. Refer to Section 2.2 in the Information for Applicants for further information. [insert answer here] | | |
| Personnel |  | |
| Administration |  | |
| Consultants and sub-contractors support |  | |
| Purchase of capital assets and other capital costs |  | |
| Travel and accommodation |  | |
| Promotion and dissemination of information |  | |
| Health and Safety expenses |  | |
| Other miscellaneous costs |  | |
| **TOTAL PROJECT ESTIMATE** |  | |

## Our declaration

**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.
* If you are submitting a joint application each applicant involved must complete a separate declaration.



|  |  |  |  |
| --- | --- | --- | --- |
| **Applicant declaration** | | | |
| **Topic** | **Declaration** | **Respondent’s declaration** | |
| **Terms and Conditions:** | I/we have read and fully understand the information provided including the Terms and Conditions. I/we confirm that the applicant/s agree to be bound by them. | [agree/disagree] | |
| **Collection of further information:** | The applicant/s authorises QLDC to:   1. collect any information about the applicant, except commercially sensitive information, from any relevant third party, including a referee, or previous or existing client. 2. use such information in the evaluation of  this application.   The applicant/s agrees that all such information will be confidential to QLDC. | [agree/disagree] | |
| **Requirements:** | I/we have read and fully understand the nature and extent of QLDCs Requirements as described in Section 3. I/we confirm that the applicant/s has the necessary capacity and capability to fully meet or exceed the Requirements and will be available to deliver throughout the relevant project period. | [agree/disagree] | |
| **Ethics:** | By submitting this application, the applicant/s warrants that it:   1. has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor. 2. has not attempted to influence, or provide any form of personal inducement, reward, or benefit to any representative of QLDC. | [agree/disagree] | |
| **Conflict of Interest declaration:** | The applicant warrants that it has no actual, potential, or perceived Conflict of Interest in submitting this application or entering into a grant funding agreement to deliver the Requirements. Where a Conflict of Interest arises during the application process the applicant/s will report it immediately to QLDCs 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**

**I/we declare that in submitting the application and this declaration:**

1. the information provided is true, accurate and complete and not misleading in any material respect.
2. the application does not contain intellectual property that will breach a third party’s rights.
3. I/we have secured all appropriate authorisations to submit this application, to make the statements and to provide the information in the application and I/we am/are not aware of any impediments to enter into a grant funding agreement to deliver the Requirements.

**I/we understand that the falsification of information, supplying misleading information or the suppression of material information in this declaration and the application may result in the application being eliminated from further participation in the process and may be grounds for termination of any grant funding agreement awarded as a result of the process.**

**By signing this declaration, the signatory below represents, warrants, and agrees that he/she has been authorised by the applicant/s to make this declaration on its/their behalf.**

**Signature:**

**Full name:**

**Title/position:**

**Name of organisation:**

**Date:**