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| **Technology Demonstration Fund**  **Covered Cropping Decarbonisation**  **Request for Proposals**  **Response Form**  **2022** |

RFP released: 11 am, Friday 26 November 2021

Deadline for Questions: 5 pm, Wednesday 16March 2022

Deadline for Proposals: 12.00 pm, Friday 25 March 2022

**Completing the Response Form**

If you have any questions about completing this form, please contact the Technology Demonstration point of contact: Dinesh Chand

Email **business@eeca.govt.nz**

**Proposal Checklist**

**Before you apply, be sure to complete the following:**

Read the RFP and any supporting information to ensure you have understood the funding process and criteria against which Proposals will be assessed.

Check EECA Website for any updates relating to this RFP.

**When filling out this form, please ensure:**

All answers are typed into the space provided for each section in Calibri or Arial font no smaller than size 10.

You meet the requirements of each question. These are outlined underneath each question within [ ] brackets. This includes any guidance on word limits that are specified. Word limits do not reflect any specific weightings or importance.

You have read and understood the declaration details outlined in Section 7 and have signed the declaration.

You have completed this Response Form in full.

**Once you have completed this form:**

Email a copy of the completed form to EECA’s point of contact **business@eeca.govt.nz** and ensure that you attach any supporting information you wish to provide.

Do not include a zipped (.zip) or an executable (.exe) file with your Proposal.

**If you do not receive EECA’s emailed confirmation of receipt of your Proposal within 2 working days please contact EECA’s point of contact.**

**Please note**: EECA will not accept Response Forms received by post, fax or hand delivery.

**Deadlines**

Completed Proposals must be received by email to **business@eeca.govt.nz no later than 12.00 pm on Friday 25 March 2022.**

Late Proposals will **not** be accepted.

**Section 1: Proposal and Applicant**

**Key Details**

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| --- | --- |
| 1.1 Proposal key details | |
| Title *[A short title for your project, of no more than 10 words]* |  |
| Brief summary of your project  *[Maximum of 40 words. Note this may be used in media releases or other communications]* |  |
| Status of technology  Details showing the project would use proven, commercially available technology |  |
| Project key success factors  *[Maximum of 50 words. Describe what success looks like for this Project]* |  |
| Estimated total cost of project (excl. GST)  *[Do not include in-kind contributions, existing expenses such as current staff, or costs already incurred]* |  |
| Total amount of co-funding to be provided by you, any co-applicants and others (excl. GST)  *[Cannot include in-kind contributions, existing expenses such as current staff, or costs already incurred]* |  |
| Amount of funding sought (excl. GST)  *[This cannot be more than 40 per cent of the cost of project and not more than $250,000]* |  |
| Timeline from start to completion |  |

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| 1.2 Lead Applicant key details | |
| Legal name |  |
| Trading as (if different) |  |
| Type of organisation  *[Limited liability company / Incorporated society/Trust / Other (please specify)]* |  |
| NZ Company Number (if a company) |  |
| NZ Business Number (NZBN) |  |
| Charitable Trust or Incorporated Society Number (if applicable) |  |
| Postal address  [Include postcode] |  |
| Street address (if different from above)  [Include postcode] |  |
| Website address (if applicable) |  |
| Contact person details  [This will be the only person who receives all the correspondence relating to the Proposal] | |
| Name  *[Title, First and Last name]* |  |
| Job title or role  *[For example, Director, Manager, etc.]* |  |
| Contact phone number |  |
| Contact email address |  |

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| 1.3 Co-Applicant key details (if applicable) | |
| Legal Name |  |
| Type of organisation  *[Limited liability company / Incorporated society / Trust / Other (please specify)]* |  |
| NZ Company Number (if a company) |  |
| NZ Business Number (NZBN) (if applicable) |  |
| Charitable Trust or Incorporated Society number (if applicable) |  |
| Copy table if additional co-applicants. |  |

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| 1.4 Technology suppliers key details | |
| Technology 1  *[For example heat pump]* |  |
| Supplier name and contact details |  |
| Technology 2  *[For example CO2 enrichment]* |  |
| Supplier name and contact details |  |

Please use the ‘insert row’ function if you wish to add additional technologies and suppliers.

**Section 2: Proposal Description**

In order for EECA to assess your Proposal, it needs to understand what it is you are trying to do and achieve. Use this section to describe your project and what you are seeking funding for.

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| 2.1 Proposal summary |
| **Provide a summary of the project** |
| *[Please limit answer to a maximum of 200 words]* |
| **Outline what specifically you would apply funding towards** |
| *[Please limit answer to a maximum of 200 words]* |

**Section 3: Minimum Eligibility Conditions**

**Note:** Any Proposals that do not meet allof the minimum eligibility conditions will not be assessed by the Assessment Panel. To see the eligibility conditions please refer to section 1.3 and 3.3 of the RFP document.

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| 3.1 Eligible entity and project | |
| Is the lead organisation associated with this project an eligible entity?  *[i.e. a New Zealand-based and registered organisation other than a public service department, non-public service department, or statutory Crown entity]* | Yes  No |
| Will the project be delivered in New Zealand?  *[Projects that would be delivered in another country are not eligible to receive funding]* | Yes  No |
| Is your project related to decarbonisation in the Covered Cropping sector? | Yes  No |

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| 3.2 Identified co-investment of at least 60 per cent | |
| Do you (and your co-applicants, if applicable) have the ability to co-invest your share of the total project cost? | Yes  No |
| Identify the source of your co-investment (including amounts if multiple sources)  *[If there is funding which is not yet fully committed to the project, state this, and identify what conditions must be met (e.g. board approval, bank loan approval) for funding to be fully committed]* |  |
| Are you requesting less than or up to a maximum co-funding of $250,000?  *[Applications requesting over $250,000 of EECA funding will not be considered]* | Yes  No |

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| 3.4 Other central government funding | |
| Have you received any other central government funding for the proposed project?  *[Total central government funding, including Technology Demonstration funding, cannot exceed 40 per cent of the incremental cost of project]* | Yes  No |
| If yes, please identify the amount of other government funding, and the source *[All amounts should be in $NZD and exclude GST]* | $ |
| Have you applied for, or do you have an agreement for funding from central government for parts of, or all of, the proposed project? | Yes  No |
| If yes, please identify the amount of funding, the source and stage of application process *[All amounts should be in $NZD and exclude GST]* | $ |

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| 3.5 Health, safety, reputation | |
| Are you committed to working safely, and ensuring the health and safety of workers and others affected by the proposed project work, and do you have appropriate systems and processes to undertake the work safely? | Yes  No |
| If your proposal is successful, do you agree to provide EECA with more detail relating to your health and safety policies, plans and procedures if required? | Yes  No |
| Are you committed to working in a manner that will not damage EECA’s reputation? | Yes  No |

**Section 4: Assessment Criteria**

The following sections include details of the assessment criteria that will be used by EECA when assessing Proposals.

Your Proposal will be scored against your answers to these criteria. Aim to give answers that are relevant, concise and comprehensive.

Each of the five assessment criteria is considered to be of equal importance and all criteria are therefore weighted equally at 20%. Refer to sections 3.4 and 3.5 of the RFP.

If you have made any assumptions about the delivery of the project, clearly state these assumptions.

EECA’s intention is to gain sufficient information from each Applicant to fully inform the assessment and decision-making process. Please attach any further information or supporting documentation that will support or verify any statements made in response to these questions.

**Please observe the guidance on maximum word count for each question.**

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| * 1. Fit with investment focus | Weighting 20% |
| Please describe how your proposed project fits within the investment focus i.e. to what extent does the Project demonstrate decarbonisation in the covered cropping sector, and your facility in particular. | |
| *[Please limit answer to a maximum of 500 words]* | |

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| * 1. Meets the objectives of the Technology Demonstration Fund | | Weighting 20% |
| Please describe the extent to which your proposed project contributes to the objectives of the fund | | |
| Utilises commercially available technologies |  | |
| Applicable to multiple businesses in the horticulture sector |  | |
| Is financially viable, considering increasing ETS costs |  | |

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| * 1. Cost benefit | | Weighting 20% |
| Please describe the extent to which your proposed project contributes to the objectives of the fund | | |
| Carbon emissions abated |  | |
| Project lifetime |  | |

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| * 1. Ability to deliver | | Weighting 20% |
| *EECA needs to have confidence that Successful Applicants have capabilities to carry out the proposed activities.* | | |
| Resources and relationships  Please describe your expertise, resources, relationships and commitment to deliver the project to the cost and timeframes stated. | | |
| *[Please limit answer to a maximum of 200 words]* | | |
| Key personnel  Please provide contact details, role descriptions and brief profiles (qualifications and experience) for each of the key personnel involved in delivering your proposed project (including any personnel to be provided by sub-contracted parties).  *[Please only include key personnel who will materially influence the delivery of the project. Limit responses to a maximum of 100 words per person and copy and paste this cell for each person]* | | |
| Name: |  | |
| Organisation: |  | |
| Contact details: |  | |
| Role: |  | |
| Qualifications or relevant experience: |  | |
| Risks and barriers to success  Please describe potential project risks and barriers to success and outline how they will be addressed. | | |
| *[Please limit answer to a maximum of 200 words]* | | |
| Are electricity network upgrades required?  Are they necessary for project delivery? If so have you confirmed costs and timelines you’re your electricity distribution company? | | |
|  | | |
| Timeline for delivery  Please describe the delivery timeline for your proposed project.  To meet the demonstration objectives of the Fund we require projects to be delivered in a timely manner. | | |
| *[Please limit answer to a maximum of 200 words]* | | |

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| * 1. Value for money | Weighting 20% |
| Magnitude of public benefits  Describe the public benefits that the project will generate. If possible quantify the size of those benefits and estimate when they will occur. The public benefits should be closely connected to the objectives of the Fund. | |
|  | |
| Project monitoring  Describe how the success of the project can be monitored and reported. Include what information needs to be collected to confirm energy and carbon savings and to make a good case study.  Describe how you plan to promote, inform, and make the benefits of the project/technology known widely in New Zealand. | |
| *[Please limit answer to a maximum of 200 words]* | |
| Importance of the Fund in terms of achieving the proposed outcomes  *How important is EECA support to the delivery, scale, or speed of implementation of the proposed project? Why can it not be fully funded privately? What could still be achieved without funding support?* | |
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| 4.6 Assumptions | |
| Please state any assumptions you have made in relation to the assessment criteria in 4.1 to 4.5 above e.g. equipment availability/delivery, network upgrade timetable. | |
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**Section 5: Project Components**

In order for the Panel to assess your Proposal, it needs to understand the different components of the project, their cost, and how performance and delivery would be measured. The milestones you provide here may be used to help inform the milestones in any Funding Agreement with EECA.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Major milestones of project  This table must be completed. Please use the ‘insert row’ function if you wish to add more milestones. | | | | | | | |
|  | **Project component** *[Provide a high-level description of key project components or deliverables]* | **Key performance indicator(s)** | **Estimated start date** | **Estimated end date** | **Total cost to deliver this milestone (excl. GST)** | **Expected EECA funding** *[Cannot be more than 40 per cent of the incremental cost of the milestone]* | **Your co-funding** |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |  |
| TOTALS (Must equal the equivalent project costs detailed in Section 1) | | | | |  |  |  |

**Section 6: Proposed Funding Agreement**

Together with the RFP document we have provided you with a Proposed Funding Agreement. We need to know whether or not you are prepared to accept the terms and conditions set out in the Proposed Funding Agreement.

Please indicate below your acceptance of the Proposed Funding Agreement.

**Either:**

|  |  |
| --- | --- |
| Having read and understood the Proposed Funding Agreement, I confirm that the terms and conditions within the agreement are acceptable. If successful, I agree to sign a Funding Agreement based on the Proposed Funding Agreement, or such amended terms and conditions of the Funding Agreement as are agreed with EECA following negotiations. |  |

**Or:**

If you have any points that you wish to make about the Proposed Funding Agreement this is where you tell us, and note below any suggestions or changes you wish to propose, referencing the appropriate clause number.

|  |  |
| --- | --- |
| Having read and understood the Proposed Funding Agreement, I have the following suggestions to make. If successful, I agree to sign a Funding Agreement based on the Proposed Funding Agreement subject to negotiating the following clauses: |  |

It is important that, if asked, you are able to explain why your changes are important to you.

|  |  |  |
| --- | --- | --- |
| Clause | Concern | Proposed solution |
| [insert number] | [briefly describe your concern about this clause] | [describe your suggested alternative wording for the clause or your solution] |
| [insert number] | [briefly describe your concern about this clause] | [describe your suggested alternative wording for the clause or your solution] |

Please use the ‘insert row’ function if you wish to add more clauses.

Section 7: Declaration

**I declare on behalf of the Applicant, including any Co-applicants:**

**[Please check]**

|  |  |
| --- | --- |
|  | that I have read this form and the RFP document, and I fully understand the procedures, terms, conditions and criteria |
|  | that this Response Form (Proposal) and the RFP document together outline the basis on which this Proposal is made and the procedures, terms, conditions and criteria for the Technology Demonstration funding |
|  | that the statements in this Proposal are true and the information provided is complete and correct and there have been no misleading statements or omission of any relevant facts nor any misrepresentations made |
|  | that all named key personnel have agreed to be included in this Proposal |
|  | that EECA and its advisers may disclose to or obtain from any government department or agency, private person or organisation, any information about the Applicant or project (except that marked as “Confidential”) for the purposes of gaining or providing information related to the processing and assessment of this application |
|  | that the Applicant will, if requested by EECA or its advisers in connection with this funding process, provide any additional information sought and provide access to its records and suitable personnel |
|  | that if successful I consent to the public release, including publishing on the internet, of the name of the Applicant, the amount of grant sought, the amount of funding offered, contact details of the Applicant and a description of the activity/project, and undertake to cooperate with EECA on communications relating to this Proposal, which may be in the form of a media release, case study, web content, conference presentation or whitepaper, sharing via social media, or other form as agreed with EECA |
|  | that I understand EECA’s obligations under the Official Information Act 1982 and that, notwithstanding any relationship of confidence created as a result of this Proposal, the provisions of this Act apply to all of the information provided in this Proposal |
|  | that all activities in the proposed project are lawful activities that will be carried out lawfully |
|  | the Applicant is not in receivership or liquidation nor will the project be managed by someone who is undischarged as bankrupt or prohibited from managing a business |
|  | where external providers are being employed as part of the project/activity, the relevant providers are not employees or directors of the Applicant, and nor do they have any other direct or indirect interest in the Applicant, whether financial or personal unless specifically stated in the Proposal |
|  | that EECA has sole discretion to determine which Proposals (if any) will receive funding and that I understand that there is no agreement for EECA to provide funding until both parties have signed a Funding Agreement |
|  | that no EECA funding is payable until the technology has been successfully installed and commissioned and the Applicant has obtained all regulatory approvals and certification to operate the facility in New Zealand |
|  | that all necessary internal approvals (CEO, Board etc.) for the project to proceed, subject to successful application, will be in place 30 April 2022 |
|  | that the amounts specified as the total project cost, Applicant co-funding and the EECA funding sought and identified in section 1.1 equal the corresponding totals specified in section 5 above |
|  | thatI have considered any possibility for real or perceived conflict of interest as defined in section 6.14 of the RFP document and confirm that:  I have no real or perceived conflict of interest  OR  I may have a real or perceived conflict of interest as detailed below:  *[insert details here]* |
|  | thatI am authorised to make this Proposal on behalf of the Applicant (including any Co-applicant) identified in Section 1 of this form. |

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| **Signature**  **This declaration must be signed by a person with the legal and financial authority to commit your organisation to a transaction** | |
| **Name** |  |
| **Title** |  |
| **Organisation** |  |
| **Signature** |  |
| **Date** |  |