

Low Emission Transport Fund Registration of Interest

Response Form

Adoption of Public Charging
Infrastructure

Round 5, August 2022



TE TARI TIAKI PŪNGAO
ENERGY EFFICIENCY & CONSERVATION AUTHORITY



Low Emission Transport Fund – Registration of Interest Public Charging Infrastructure (Round 5)

This Registration of Interest will utilise an online form, found on the EECA website. This document is provided to support your response process, but cannot be used to submit a Registration.

If you need any assistance with completing the form, or if you have questions about your registration, please contact the LETF point of contact LETFund@eeca.govt.nz.

Key Dates

- ROI released: Wednesday 10 August 2022.
- Deadline for Questions: 4pm, Wednesday 31 August 2022. (Submit questions to LETFund@eeca.govt.nz).
- **Deadline for Registrations: 12pm, Wednesday 7 September 2022.**
- The Proposal Validity Period is six months from the deadline date.

Key Actions

1. Read the ROI document and any supporting information to ensure you have understood:
 1. the Investment Principles;
 2. our Funding and Eligibility Conditions;
 3. our Evaluation, Assessment and Decision-Making Approach; and,
 4. the Criteria against which Registrations will be assessed.
2. Read the LETF FAQ document.
3. Periodically check the [EECA website](#) for any updates relating to this ROI.
 1. Note: Respondents who save their progress in this Response Form and have entered an email in the Key Contact area will receive updates at that address.
 2. Fill in this online form. You may upload supporting information such as summaries of past projects, letters of support.

Your registration must be made via this online form. EECA will not accept Response Forms received by email, post or hand delivery.

Section 1 Respondent

1. Key Details

1 Lead Respondent key details	
Legal name	
Trading as (if different)	
Type of organisation	Limited liability company / Incorporated society / Trust / Charitable Trust / Incorporated Society / Other (please specify)
NZ Company Number (if a company), NZBN or Charitable Trust/Incorp Soc number	
Street address [Address, city/town, postcode]	
Brief organisational overview [maximum of 50 words]	
2 Contact person details	
This will be the only person who receives all the correspondence relating to the Registration. Fill out all fields unless otherwise indicated	
Name [Title, First and Last name]	
Job title or role [For example, Director, Manager, etc.]	
Contact phone number	
Contact email address	
3 Co-Respondent key details	
Use the copy and paste function to add additional Co-Respondents if required	
Legal name	
Trading as (if different)	
Type of organisation	Limited liability company / Incorporated society / Trust / Charitable Trust / Incorporated Society / Other (please specify)
NZ Company Number (if a company), NZBN or Charitable Trust/Incorp Soc number	

Section 2 Minimum Eligibility Conditions

Note: Any Registrations that do not meet all of the minimum eligibility conditions will not be progressed to a full assessment.

To see the eligibility conditions please refer to Section 3 of the ROI document.

1 Eligible entity and project	
Is the lead organisation associated with this project an eligible entity? [Refer to Sections 2.7 and 3.3 of the ROI document to find about which entities are eligible for funding. If your lead organisation is not a NZ-based entity, you are not eligible]	<input type="checkbox"/> Yes <input type="checkbox"/> No
Can the Respondent projects in New Zealand? [Projects that would be delivered in another country are not eligible to receive LETF funding. The Project may utilise overseas suppliers, but the resulting asset and decarbonisation outcomes must be New Zealand based.]	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the project involve eligible technologies or activities? [Refer to Section 3.3 of the ROI document to find out about eligible and ineligible technologies and activities]	<input type="checkbox"/> Yes <input type="checkbox"/> No
2 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If your registration is successful, do you agree to provide EECA with more detail relating to your health and safety policies, plans and procedures if required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you committed to working in a manner that will not damage EECA's reputation?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Section 3 Assessment Criteria

The following sections include details of the assessment criteria that will be used by the Assessment Panel when assessing Registrations to the LETF.

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

If you have made any assumptions about how you would deliver future projects, clearly state these assumptions.

EECA's intention is to gain sufficient information from each Respondent 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.

Refer to Section 3.4 of the ROI document for a detailed explanation of the Assessment Criteria.

A. Competence of the Respondent	Weighting 30%
<p>Outline your skills and knowledge to deliver and maintain public charging infrastructure projects as specified in this ROI.</p> <p>You must demonstrate:</p> <ul style="list-style-type: none"> • the ability to be a lead Respondent (parties may be individual organisations or groups of organisations, but there must be a lead Respondent, with which EECA will contract if successful in the subsequent ROI); • understanding and experience of specifying and interpreting technical site scoping, regulatory and other approvals, supplier quotes and timelines, and local council approvals; • the ability to contribute to Broader Outcomes, specifically to support the transition to a net zero economy. <p>[maximum 500 words]</p>	
B. Capability of the Respondent	Weighting 30%
<p>Outline your capacity, materials and expertise to deliver and maintain public charging infrastructure projects as specified in this ROI.</p> <p>You must demonstrate:</p> <ul style="list-style-type: none"> • the capacity to specify and deploy charging infrastructure projects by itself or in partnership with others (specify below who the partners are/would be); • the expertise, resources, project management and project risks and barriers mitigation process capability and commitment necessary to deliver the projects; • access to funding when required (or the process to secure it e.g. that outstanding approvals would be expected to be attained within 30 days of being notified of Government funding approval) to enable commitment in any subsequent RFP activity. <p>[maximum 500 words]</p>	

Sub-question A - Key personnel

Please provide contact details, role descriptions and brief profiles for each of the key personnel who will materially influence any subsequent projects.

Name:

Organisation:

Contact details:

Role:

Qualifications or relevant experience:

[Repeat for additional]

Sub-question B - Partner organisations

Please provide brief profiles for each of the key partner organisations who would be involved in delivering projects under the subsequent RFP.

[Repeat for additional]

C. Respondent's potential solution**Weighting 30%**

Outline all services you would be able to assemble for public charging infrastructure projects, directly related to the purchase, installation and connection of the charging infrastructure.

Note: EECA will not co-fund ancillary services or construction such as public toilets, service stations, cafes, shops, canopies, security systems, lighting, communications, or additional vehicle access civil works and so on, although the intention and ability to provide these (either to construct or already on a proposed site) will contribute to the score a Project may achieve in the subsequent RFP.

[maximum 500 words]

D. Track record**Weighting 10%**

Outline your track record on the management and implementation of charging infrastructure projects, and demonstrate the extent to which you have the expertise, resources, relationships and commitment necessary to deliver any future Projects.

[maximum 500 words]

Supporting documents can be uploaded.

Section 4 Declaration

I declare on behalf of the Respondent any Co-respondents:

Please check

- that I have read this form and the ROI document and I fully understand the procedures, terms, conditions and criteria.
- that this Response Form and the ROI document together outline the basis on which this Registration is made and the procedures, terms, conditions and criteria for the Low Emission Transport Fund.
- that the statements in this Registration 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 and partner organisations have agreed to be included in this Registration.
- that EECA and its advisers may disclose to or obtain from any government department or agency, private person or organisation, any information about the Respondent 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 Respondent will, if requested by EECA or its advisers in connection with this ROI 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 Respondent, contact details of the Respondent and a description of capability, and undertake to cooperate with EECA on communications relating to this Registration, 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 Registration, the provisions of this Act apply to all of the information provided in this Registration.
- that all activities outlined in the Response form are lawful activities that will be carried out lawfully.
- the Respondent 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.
- that EECA has sole discretion to determine which Registrations (if any) may be short-listed and that I understand that there is no agreement for EECA to provide any funding or Funding Agreement as a result of this ROI.
- that I have considered any possibility for real or perceived conflict of interest as defined in Section 4.4 of the ROI document and confirm that:
 - I have no real or perceived conflict of interestOR
 - I may have a real or perceived conflict of interest as detailed below:
Insert details here...
- that I am authorised to make this Registration on behalf of the Respondent (including any Co-respondent) identified in Section 1 of this form.

Signature

This declaration must be signed by a person with the legal and financial authority to commit your organisation to a transaction.

Print name
TITLE
ORGANISATION

Signature

Date