|  |
| --- |
| C:\Users\nimmol\AppData\Local\Microsoft\Windows\INetCache\Content.Word\EECA Logo_Horz_Right_CMYK_Mono_Black.jpgEnergy Efficiency and Conservation Authority |
| Response Form |

A picture containing building, wall, dome

Description automatically generated

Supplier Panel for Product Check Testing Programme 2020­–2024

Energy Efficiency and Conservation Authority

Level 8, 44 The Terrace

Wellington

New Zealand

Instructions for Respondents

1. Please use this Response Form in responding to our RFP. It is important that you do not change the structure (section headings and sequence). Changing this structure will make it harder for the evaluators to find relevant information quickly.
2. Please leave the questions in the Response Form that you submit.
3. You may change the colours to your company branding and add a logo, but you must not change the font size from Calibri 11 or equivalent.
4. Before starting to complete this form please make sure that you have read the call for Requests for Proposals (RFP) in full and understand our Requirements (RFP Section 2), our Evaluation Approach (RFP Section 3) and RFP Process, Terms and Conditions (shortened to RFP-Terms described in RFP Section 6). If anything is unclear or you have any questions please get in touch with our Point of Contact (RFP Section 1 paragraph 1.3) before you submit your Proposal or the Deadline for Questions on 6 September 2023.
5. We have included red supplier tip boxes to help you understand what is required. The areas highlighted in yellow indicate where you are to write your response.
6. Remember to delete the red supplier tip boxes and remove the highlights from your answers before sending us your response – they are for your use only!
7. Also remove this page and the Check list for Respondents. Check your page numbering following removal of these pages.

|  |  |
| --- | --- |
|  | 1. To remove highlight from text: select the text you want to remove the highlight from. In the ‘Home’ tab in the ‘Font’ group select the arrow at the right of the ‘Text highlight colour’ and select ‘no colour’. |

1. For more general information on how to respond to tenders refer to the suppliers’ resource centre at: [www.procurement.govt.nz/suppliers.](http://www.procurement.govt.nz/suppliers.)

Check list for Respondents

This check list is for your use only. Please remove this and the previous page before sending us your Response.

|  |  |
| --- | --- |
| **Task** | **✓** |
| 1. Complete all sections of the Response Form |  |
| 1. Delete all ‘supplier tip’ boxes from the Response Form |  |
| 1. You may change colours to your company branding and add your logo, but you must not change the font size or type from Calibri 11 or equivalent. |  |
| 1. Remove all yellow highlights from the Response Form |  |
| 1. Make sure that your email attachment/s is no greater than 40 MB. |  |
| 1. Arrange for the declaration to be signed |  |
| 1. Prepare your Response for electronic submission in pdf format |  |
| 1. Arrange for the Response to be submitted electronically before 12 noon, Thursday 1 April 2020 for the first evaluation process on 3 April 2020, or at any other date before 20 September 2023. |  |

|  |  |
| --- | --- |
| **Supplier**  **tips** | * Words and phrases that have a special meaning are shown by the use of capitals e.g. Respondent, which means ‘a person, organisation, business or other entity that submits a Response in response to the RFP. The term Respondent includes its officers, employees, contractors, consultants, agents and representatives. The term Respondent differs from a supplier, which is any other business in the market place that does not submit a Response’. Definitions are at the end of Section 6 of the RFP document. |

|  |  |
| --- | --- |
| **Supplier**  **tips** | * This section gives EECA basic information about your organisation and identifies your Point of Contact for the duration of the RFP process. * If an item is not applicable e.g. you do not have a registered office complete the box by stating ‘not applicable’. |

# 1. About the Respondent

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

|  |  |
| --- | --- |
| Item | Detail |
| **Trading name(s):** | *[insert the name that you do business under]* |
| **Full legal name (if different):** | *[if applicable]* |
| **Physical address:** | *[if more than one office – 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 or other entity / other please specify]* |
| **Subcontractors:** | *[List any subcontractors you propose to use who will deliver more than 20% of the installations by value]* |
| **NZBN number:** | *[Insert your NZBN number here, if applicable]* |
| **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]* |

### Point of Contact

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

# 2. Response to the Requirements

|  |  |
| --- | --- |
| **Supplier**  **tips** | * In this section you are asked to provide your response to our Requirements (RFP Section 2) by demonstrating your organisation’s ability to meet our conditions and criteria (RFP Section 3: Our Evaluation Approach). Carefully read RFP Sections 2 and 3 before completing this part. * If there is anything that you do not understand please submit your question to [applications@eeca.govt.nz](mailto:applications@eeca.govt.nz). * If any information you provide is commercially sensitive to your organisation you must let EECA know. Please mark the information ‘commercially sensitive’ or ‘Confidential Information’. It is not acceptable to render this whole document confidential unless this is truly the case. The Buyer has a duty to protect Confidential Information subject to the exceptions in the RFP-Terms (Section 6). |

### 2.1 Pre-Conditions

|  |  |
| --- | --- |
| **Supplier**  **tips** | * You must be able to answer ‘yes’ to each of these pre-conditions. Make sure you are able to verify that this is the case, if asked. * ‘Yes’ means that you can currently meet the pre-condition. It does not mean that you are planning to or intend to at some time in the future. * If you cannot answer ‘yes’ to all, your Response will not meet the basic Requirements and will not progress to the Evaluation Panel. * Please note that if your Proposal meets all other requirements for potential inclusion on the Supplier Panel for this Proposal, then EECA will check your evidence of compliance with any or all of these pre-conditions prior to contract award. * In this section, you are requested to provide details of referees. Before including their details, please check with your referees to make sure that they consent to acting as referee on behalf of your organisation, and will be available to be contacted in April 2020 by EECA. |

### Pre-Conditions

|  |  |  |
| --- | --- | --- |
| 1 | Accreditation |  |
|  | Confirm you are an internationally accredited laboratory (IANZ, IATA, and / or any other globally recognised accreditation). | **Yes/No** |
| 2 | **Testing capability** |  |
|  | Confirm you are capable of testing against standards listed against the relevant product class in the tables on the following pages of this section. | **Yes/No** |
| 3 | **Independence** | |
|  | Confirm you are an independent laboratory (not owned, controlled, or operated by a manufacturer). | **Yes/No** |
| 4 | **Judicial proceedings** | |
|  | Confirm you are prepared and able to present evidence for / at any judicial proceedings taken by EECA against a product manufacturer (subject to stage two check testing failures of a product). | **Yes/No** |
| 5 | **Disposal** | |
|  | Confirm you are able to ensure environmentally responsible disposal of tested products. | **Yes/No** |
| 6 | **Health and safety** | |
|  | Confirm you have a health and safety policy and processes in place that comply with your legislative obligations. | **Yes/No** |

### 2.2 Evaluation Criteria

|  |  |
| --- | --- |
| **Supplier**  **tips** | * This section covers the attributes that will be evaluated in your proposal. (Note: price is not a scored criteria.) * Make sure you give evidence that shows you meet the minimum standard in each attribute. If you do not provide that evidence, your proposal may be excluded from further consideration |

### Overview

|  |
| --- |
| Please provide an overview of your understanding of the aims of this contract, any particular challenges or risks that are material to successful delivery of the services, and the special factors that will differentiate your solution from those offered by other Respondents, such as:   * innovative approaches to testing unusual products, such as electric motors within large equipment * the testing process overall * project management, including multiple product classes and / or shipping or transportation of products from New Zealand to your test site.   Your response in this section should be limited to a maximum of two pages. You may use it to give context to the rest of your response or provide additional information not covered elsewhere, that you consider may be relevant to the evaluation team. |

[Insert response here]

### Details for Pre-Conditions

|  |
| --- |
| For each of the six pre-condition headings below:   * add any details / information (text only) for the Evaluation Panel |

|  |  |
| --- | --- |
| 1. | Accreditation |
| [Insert response here] | |
| 2. | **Testing capability** |
| [Insert response here] | |
| 3. | **Independence** |
| [Insert response here] | |
| 4. | **Judicial proceedings** |
| [Insert response here] | |
| 5. | **Disposal** |
| [Insert response here] | |
| 6. | **Health and safety** |
| [Insert response here] | |

NOTE: Please provide your **evidence for each pre-condition** by attaching a pdf at Section 7 (at the end of this document).

### Testing criteria and price

Please use the Yes / No column to indicate your ability to meet our Requirements for each product class (year, testing standards), and provide pricing in the table below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 July 2020 – 30 June 2021 | | | |  |
| Product class | **MEPS/MEPL** | **Testing standard** | **Yes / No** | **Price (per unit)** |
| Gas hot water | AS/NZS 4552.2:2010 | AS 4552- 2005 |  |  |
| Household refrigerating appliances | AS/NZS4474.2:2009  **N O W C L O S E D**  New regulations:  AS/NZS 4474:2018 | AS/NZS 4474.1:2007  New regulations:  AS/NZS IEC 62552.1:2018  AS/NZS IEC 62552.2:2018  AS/NZS IEC 62552.3:2018 |  |  |
| Chillers | AS/NZS 4776.2:2008  **N O W C L O S E D** | AS/NZS 4776.1.1:2008  AS/NZS 4776.1.2:2008 |  |  |
| Dishwashers  **N O W C L O S E D** | AS/NZS 2007.2:2005 | AS/NZS 2007.1:2005 |  |  |
| External power supply | AS/NZS 4665.2:2005 | AS/NZS 4665.1:2005 |  |  |
| 1 July 2021 – 30 June 2022 | | | |  |
| Product class | **MEPS/MEPL** | **Testing standard** | **Yes / No** | **Indicative price (per unit)** |
| Computers | AS/NZS 5813.2:2012 | AS/NZS 5813.1:2012  AS/NZS 5814.1:2012 |  |  |
| Three phase electric motors | AS/NZS 1359.5:2004 | AS/NZS 1359.5:2004  New regulations:  IEC 60034-2-1 Ed. 2.0 (Bilingual 2014)  IEEE 112:2004 & IEEE 112:2017. |  |  |
| Electric storage water heartens | AS/NZS 4692.2:2005 | AS/NZS 4692.1:2005  NZS 4606.1:1989  NZS 4602:1988 |  |  |
| Refrigerated cabinets | AS 1731.14-2003 | AS 1731 Parts 1 to 13-2003  New regulations:  EN 16825:2016  EN 16838:2016  EN 16901:2016  ISO 23953‑1:2015  ISO 23953‑2:2015 |  |  |
| Televisions | AS/NZS 62087.2.2:2011 | AS/NZS 62087.1:2010 |  |  |
| 1 July 2022 – 30 June 2023 | | | |  |
| Product class | **MEPS** | **Testing standard** | **Yes / No** | **Indicative price (per unit)** |
| Computer monitors | AS/NZS 5815.2:2013 | AS/NZS 5815.1:2012 |  |  |
| Close control air conditioners | AS/NZS 4965.2:2008 | AS/NZS 4965.1:2008 |  |  |
| Ballast for fluorescent lamps | AS/NZS 4783.2:2002 | AS/NZS 4783.1:2001 |  |  |
| Distribution transformers | AS/NZS 2374.1.2-2003 | AS 60076.1-2005  AS 60076.11–2006 |  |  |
| 1 July 2023 – 30 June 2024 | | | |  |
| Product class | **MEPL ONLY** | **Testing standard** | **Yes / No** | **Indicative price (per unit)** |
| Clothes dryers | AS/NZS 2442.2:2000 | AS/NZS 2442.1:1996 |  |  |
| Clothes washers | AS/NZS 2040.2:2005 | AS/NZS 2040.1:2005 |  |  |

### Referees

|  |
| --- |
| Provide details of two referees from your two most recent check testing projects, in the tables below.  Please note that your named referee(s) must be available and able to comment on your performance of the previous work. |

|  |  |  |
| --- | --- | --- |
| 1: Referee details | | |
| Name and Client Organisation | [Insert response here] | |
| Start dates/ finish date/ Duration | [Insert response here] | |
| Brief description of check testing work (1–2 paragraphs, highlighting relevance to Supplier Panel Requirements) | | |
| [Insert response here] | | |
| Contact name | Role | Contact details: phone and email |
| [Insert response here] | [Insert response here] | [Insert response here] |
| 2: Referee details | | |
| Name and Client Organisation | [Insert response here] | |
| Start dates/ finish date/ Duration | [Insert response here] | |
| Brief description of check testing work (1–2 paragraphs, highlighting relevance to Supplier Panel Requirements) | | |
| [Insert response here] | | |
| Contact name | Role | Contact details: phone and email |
| [Insert response here] | [Insert response here] | [Insert response here] |

# 3. Proposed Contract

|  |  |
| --- | --- |
| **Supplier**  **tips** | * Appended to this RFP, we have detailed the terms and conditions of our Proposed Contract. We need to know whether or not you are prepared to do business based on the Proposed Contract. * If you have any points that you wish to make about the Proposed Contract this is where you tell us. Note below any suggestions or changes you wish to propose. * It is important that, if asked, you are able to explain why your changes are important to you. * In deciding which Respondent/s to appoint to the Provider Panel EECA will take into account each Respondent’s response to the Proposed Contract terms and conditions. |

* Choose one and delete the other:
* Having read and understood the Proposed Contract, in the RFP Section 5, I confirm that these terms and conditions are acceptable. If successful, I agree to sign a Contract based on the Proposed Contract, or such amended terms and conditions of Contract as are agreed with EECA following negotiations. OR
* Having read and understood the Proposed Contract, in the RFP Section 5, I have the following suggestions to make. If successful, I agree to sign a Contract based on the Proposed Contract subject to negotiating the following clauses:

|  |  |  |
| --- | --- | --- |
| **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]* |

NOTE: If you do not state your position you will be deemed to have accepted the terms and conditions in the Proposed Contract in full.

# 4. Assumptions

If necessary, please use the space below to state any assumptions that you have made in relation to preparing this Response Form and meeting the Requirements of the RFP.

*[Insert response here]*

# 5. ANY OTHER INFORMATION

Please use the space below to add any other information you wish EECA to know.

*[Insert response here]*

# 

# 6. declaration

|  |  |
| --- | --- |
| **Supplier**  **tips** | * Here you must answer questions in making a formal declaration. * Remember to select ‘agree’ or ‘disagree’ at the end of each row. If you don’t you will be deemed to have agreed. * Remember to get the declaration completed by someone who is authorised and able to verify each of the elements of the declaration e.g. chief executive or a senior manager. |

|  |  |  |
| --- | --- | --- |
| **Respondent’s declaration** | | |
| **Topic** | **Declaration** | **Respondent’s declaration** |
| **RFP Process, Terms and Conditions:** | We have read and fully understand the RFP, including the RFP Process, Terms and Conditions. We confirm that Respondent/s agree to be bound by them. | ***[agree / disagree]*** |
| **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 the Buyer. | ***[agree / disagree]*** |
| **Requirements:** | We have read and fully understand the nature and extent of the Buyer’s Requirements as described in Section 2. We confirm that the Respondent/s has the necessary capacity and capability to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period. | ***[agree / disagree]*** |
| **Ethics:** | In 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 the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFP 3. has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer. | ***[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 will report it immediately to the Buyer’s 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 Response and this declaration:**   1. **the information provided is true, accurate and complete and not misleading in any material respect** 2. **the Response does not contain Intellectual Property that will breach a third party’s rights** 3. **we have secured all appropriate authorisations to submit this Response, to make the statements and to provide the information in the Response and we are not aware of any impediments to enter into a Contract to deliver the Requirements.**   **We understand that the falsification of information, supplying misleading information or the suppression of material information in this declaration and the Response may result in the Response being eliminated from further participation in the RFP process and may be grounds for termination of any Contract awarded as a result of the RFP.**  **By making this declaration the person identified below represents, warrants and agrees that he/she has been authorised by the Respondent/s to make this declaration on its/their behalf.** | | |
| **Signature:** |  | |
| **Full name:** |  | |
| **Title / position:** |  | |
| **Name of organisation:** |  | |
| **Date:** |  | |

# 7. evidence for pre-conditions

* Please add each piece of evidential information for pre-conditions 1-6 here.
* Please ensure each document is numbered to correspond to the pre-conditions.
* Please clearly mark any commercially Confidential Information.

*[Insert response here]*