# REQUEST FOR PROPOSAL

**Preparation and Facilitation**

**of Network of Expertise**

**for**

# NEW ZEALAND ASSOCIATION OF SCIENCE EDUCATORS



**RESPONSE FORM**

**Deadline for Proposals: 4:00 PM 23 November 2018**

Attention: Donna Sellers

[nzase@xtra.co.nz](mailto:nzase@xtra.co.nz)

**Response Form**

In preparing your Proposal you are required to address each of the following evaluative criteria. Your Proposal will be assessed against each of these criteria. Please ensure you have read the RFP document in full. If you have any questions, ensure you submit them via [nzase@xtra.co.nz](mailto:nzase@xtra.co.nz) no later than **3PM Friday 16 November 2018.**

Use the following tables to detail how you meet each criterion. Your answers need to be **evidence-based**. You may attach supporting documents if helpful in demonstrating how you meet the criterion.

**Profile of organisation**

|  |  |
| --- | --- |
| 1. **Supplier’s contact person for this RFP** | |
| Contact person: |  |
| Position: |  |
| Phone number: |  |
| Mobile number: |  |
| Email address: |  |
| Fax number: |  |

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| 1. **Supplier’s organisational profile** | |
| Full legal name: |  |
| Trading name: (if different) |  |
| Name of parent company: |  |
| Physical address: |  |
| Postal address: |  |
| Company website: |  |
| Location of head office: |  |
| Type of entity (legal status): |  |
| Company registration #: |  |
| Country of residence: |  |
| GST registration #: |  |

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| **Briefly introduce yourself and/or your organisation. For example, your vision, mission and/or philosophy; your goals and measures; your aspirations; projects or work you have most enjoyed working on; your distinctive competencies and so forth.** |
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**Referees**

Please supply the details of **up to three** referees. These must be work-related clients to whom you have provided similar services to the role you are applying for, within the **last** **five years.** Include a summary of the services that have been provided and when.

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| **Referee #1** | |
| Name of organisation: |  |
| Name of referee: |  |
| Relevance of this referee: |  |
| Address: |  |
| Telephone: |  |
| Email: |  |
| Goods / Services provided: |  |
| Dates when provided: |  |

|  |  |
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| **Referee #2** | |
| Name of organisation: |  |
| Name of referee: |  |
| Relevance of this referee: |  |
| Address: |  |
| Telephone: |  |
| Email: |  |
| Goods / Services provided: |  |
| Dates when provided: |  |

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| **Referee #3** | |
| Name of organisation: |  |
| Name of referee: |  |
| Relevance of this referee: |  |
| Address: |  |
| Telephone: |  |
| Email: |  |
| Goods / Services provided: |  |
| Dates when provided: |  |

**Organisational background**

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| 1. **Successful history of delivery**  * Must have successfully led or contributed to the delivery of a minimum of **two** projects, of a similar nature to this procurement, within the last five years. |
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| 1. **Health and Safety**  * The Respondent has an appropriate focus on health and safety at an organisational level: * Organisational (including sole trader) health and safety information, including details of health and safety management system/policies and any accreditations held, together with track record (e.g. Total Recordable/Lost Time Injury Rates over the last three years (including any enforcement actions by a Regulator, or serious injuries). |
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**Experience and proposed approach**

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| 1. **Specialist knowledge, skills and experience** |
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| 1. **Team skills and experience** |
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| 1. **Proposed solution / approach to the Network of Expertise**  * Please give details about how you would structure Science Networks of Expertise programme in relation to meeting the purposes of the project. * Include details around monitoring and evaluation of the programme |
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| 1. **Capacity to undertake assignment**  * The availability of proposed individual/s to deliver the specific outputs of this role; any limitations are clearly indicated. * Financial resources, financial management capacity, systems and infrastructure to deliver all assigned outputs on time, to budget and which meet or exceed NZASE expectations. |
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**Budget**

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| Please outline your proposed budget for the project.   * The cost schedule should be reflective of the estimated number of hours of work to be completed on each component of the project: including rate of pay per hour, travel costs, software and licencing tools, and other disbursement, etc., must be submitted. * This amount must be inclusive of GST. |
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