



**PROCUREMENT MANAGEMENT**  
**Expression of Interest – Respondents Form**  
**FORM 33**

<b>File Number:</b>	
<b>Version No:</b>	
<b>Issued</b>	
<b>Next Review</b>	
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## **RESPONDENT’S SUBMISSION FORM**

<b>Expression of Interest (EOI)</b>	<b>Distributor of Moore’s Boat Ramp Launch Permits</b>
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# 1 RESPONDENT'S SUBMISSION FORM

To: The Chief Executive Officer  
 District Council of Streaky Bay  
 29 Alfred Terrace  
 Streaky Bay SA 5680

PLEASE COMPLETE THIS FORM IN BLOCK LETTERS

Tenderer's Trade Name:			
ABN of Tenderer:		ACN of Tenderer:	
Street Address:			
Postal Address: (For service of notices)			
Person Authorised to Represent the Tenderer:			
Telephone No.		Fax No.	
Email Address:			

**In response to Distributor of Moore's Boat Ramp Launch Permits**

The Respondent agrees to be bound by and comply with the terms and conditions of the Expression of Interest. The consideration specified by the Respondent in the Price Schedule (if any) is indicative only.

ADDENDUM NO.	ADDENDUM DATE	SUBJECT OF ADDENDUM
.....	.....	.....
.....	.....	.....

**(Insert particulars of all addenda issued by the Principal)**

This Respondent's Submission Form is irrevocable for 90 days after the Closing Time unless extended by mutual agreement between the Respondent and the Principal.  
 All terms used in this Respondent's Submission Form bear the meanings assigned to them in the Expression of Interest.

**This Respondent's Submission Form is dated the \_\_\_\_\_**  
**\_\_\_\_\_ day of \_\_\_\_\_**  
**20\_\_\_\_\_**

Signature of Tenderer	Name (print)
Position in Company	
Signature of Witness	Name of Witness (print)

## 2 CHECKLIST

The following checklist has been provided to assist the Respondent with completion and submission of its Submission. Where it is necessary to provide additional information please ensure that all documents are clearly marked with the relevant attachment title to assist the evaluation panel with their assessment. All attachments must be clearly marked with the relevant paragraph number (e.g. “2.1 – Organisational Profile”). All pages within Part 3 must be completed and returned to the Principal as they form part of the Respondent’s Submission.

### AGENTS

Is the Respondent acting as an agent for another party?	Yes / No	
If Yes, attach details (including name and address) of the Respondent’s principal and label it “ <b>2.3 – Agents</b> ”.	<b>“Agents”</b>	Tick if attached <input type="checkbox"/>

### SUBCONTRACTORS

Does the Respondent intend to subcontract any of the obligations or responsibilities specified in the Respondent’s Submission Form?	Yes / No	
If Yes, in an attachment labelled “ <b>2.5 – Subcontractors</b> ” provide details of the subcontractor(s) including: (a) the name, address and the number of people employed; and (b) the obligations and responsibilities that will be subcontracted.	<b>“Subcontractors”</b>	Tick if attached <input type="checkbox"/>

### CONFLICT OF INTEREST

Will any actual or potential conflict of interest in the performance of the Respondents’ obligations under the Contract exist if the Respondent is awarded the Contract, or are any such conflicts of interest likely to arise during the Contract?	Yes / No	
If Yes, please supply in an attachment details of any actual or potential conflict of interest and the way in which any conflict will be dealt with and label it “ <b>2.6 – Conflict of Interest</b> ”.	<b>“Conflict of Interest”</b>	Tick if attached <input type="checkbox"/>

### GOODS AND SERVICES TAX

Is the Tenderer registered or required to be registered under the GST Act?	Yes / No
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### 3 SELECTION CRITERIA

#### 3.1 COMPLIANCE CRITERIA

Please select with a yes or no whether the Respondent has complied with the following compliance criteria:

Description of Compliance Criteria	
(a) I/We agree with the proposed 10 % commission rate.	Yes / No
(b) I/We are registered for GST.	Yes / No
(c) I/We understand the recipient created tax invoice model.	Yes / No
(d) I/We understand the reporting requirements.	Yes / No
(e) I/We have operating hours which are consistent with the specification (7 days per week).	Yes / No

#### 3.2 COMPLIANCE CRITERIA (OFFICE USE ONLY)

Please select with a yes or no whether the Respondent has complied with the following compliance criteria:

Description of Compliance Criteria	
(a) Compliance with the Specification contained in the Expression of Interest.	Yes / No
(b) Compliance with the terms and conditions of the Expression of Interest.	Yes / No
(c) Compliance with attendance at any mandatory briefing or site inspection.	Yes / No
(e) Compliance with lodgement of this Respondent's Submission Form by the Closing Time.	Yes / No