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**Response Template**

**Matarawa Farm Lease Tender**

**7 August 2025**

**RFT released: 7** August 2025

**Deadline for Questions:** 28 August 2025

**Deadline for Proposals:** 12 pm, 5 September 2025

**Instructions for Tenderers**

## Check list for Respondents

|  |  |
| --- | --- |
| **Task** | **✓** |
| 1. Complete all sections of this Response Form.
 |  |
| 1. Delete all ‘supplier tip’ boxes from the Response Form.
 |  |
| 1. Remove all yellow highlights from the Response Form.
 |  |
| 1. Make sure that you have complied with the following instructions:
* ‘two envelope system’: provide all financial information relating to price, expenses and costs in a separate PDF document.
* mailbox size: ensure that no email attachment/s is greater than 15MB
 |  |
| 1. Arrange for the declaration to be signed.
 |  |
| 1. Prepare your Proposal for electronic submission by creating a final PDF soft copy file.
 |  |
| 1. Arrange for your Proposal Response documents to be submitted electronically before the Deadline for Proposals.
 |  |

# About the Respondent

## Our profile

Choose one of these statements to complete, and delete the others

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

**OR** This is a [joint/consortium] Proposal, by [insert the name of your organisation] and [insert the name of the other organisation/s] (together the Respondents) to supply the Requirements.

|  |  |
| --- | --- |
| **Item** | **Detail** |
| Trading name:  | *[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 / other please specify]* |
| Registration number: | *[if your organisation has a registration number insert it here e.g. company registration number]* |
| 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]* |

## Our Point of Contact

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

# Response to the Information Requirements

## Price Information

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| 1. Clearly state your tendered annual net rental. Note: Net rental is plus GST and the Lessee is responsible for rates, as per the draft Deed of Rural Lease.
 |

 *[insert your answer here]*

## Non-Price Information

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| --- |
| 1. Confirmation from your bank as to your financial substance and ability to meet the proposed lease price as tendered.
 |

 *[insert your answer here]*

|  |
| --- |
| 1. A description of the intended land use and management system to be operated by the Lessee. This will need to include any environmental considerations
 |

 *[insert your answer here]*

|  |
| --- |
| 1. A description of your or you farm managers' relevant skills and experience in farming practices
 |

 *[insert your answer here]*

|  |
| --- |
| 1. The names of two contactable referees who can be contacted for verification of good farm practices
 |

*[insert your answer here]*

|  |
| --- |
| 1. Any other matter the Tenderer thinks relevant to this end
 |

 *[insert your answer here]*

## Assumptions, Tags and Clarifications

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| Please state any assumptions, tags or clarifications that you have made in relation to the Requirements, except for any that may have an impact on your tender pricing. Any assumptions, tags or clarifications that may affect your pricing should be included in the Price Response. |

*For each Assumption, tag or clarification, please include:*

1. *reference to the part of the requirement or specifications that is intended to be changed;*
2. *a full description of the proposed change; and*
3. *your reason for requiring such a change to the contractual requirements.*

# Declaration

|  |  |
| --- | --- |
| **Supplier****tips** | * Here you are asked to answer questions and make 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 signed by someone who is authorised to sign and able to verify each of the elements of the declaration e.g. chief executive or a senior manager.
* If you are submitting a joint or consortium Proposal each Respondent (supplier involved in the joint or consortium Proposal) must complete a separate declaration.
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| **Respondent’s declaration**  |
| **Topic** | **Declaration** | **Respondent’s declaration** |
| **RFT Process, Terms and Conditions:** | I/we have read and fully understand this RFT, including the RFT Process, Terms and Conditions (shortened to RFT-Terms. I/we confirm that the Respondent/s agree to be bound by them. | **[agree / disagree]** |
| **Collection of further information:** | The Respondent/s authorises the Lessor 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 Proposal.

The Respondent/s agrees that all such information will be confidential to the Lessor. | **[agree / disagree]** |
| **Requirements:** | I/we have read and fully understand the nature and extent of the Lessor’s Requirements as described in the RFT. I/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 Proposal 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 Lessor (other than the Point of Contact) to lobby or solicit information in relation to the RFT
3. has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Lessor.
 | **[agree / disagree]** |
| **Offer Validity Period:** | I/we confirm that this Proposal, including the price, remains open for acceptance for the Offer Validity Period of 3 months.  | **[agree / disagree]** |
| **Conflict of Interest declaration:** | The Respondent warrants that it has no actual, potential or perceived Conflict of Interest in submitting this Proposal, or entering into a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFT process the Respondent/s 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 Proposal and this declaration:**1. **the information provided is true, accurate and complete and not misleading in any material respect**
2. **the Proposal does not contain intellectual property that will breach a third party’s rights**
3. **I/we have secured all appropriate authorisations to submit this Proposal, to make the statements and to provide the information in the Proposal and I/we am/are not aware of any impediments to enter into a Contract to deliver the Requirements.**

**I/we understand that the falsification of information, supplying misleading information or the suppression of material information in this declaration and the Proposal may result in the Proposal 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 signing this declaration the signatory 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:** |  |