## Instructions for Applicants

1. Check that you have all the relevant documents, including:
	* The Expression of Interest (EOI) which outlines the opportunity.
	* The Response Form (this one) to fill out your application.
2. Before filling out this form, read the Expression of Interest (EOI) carefully, particularly Section 2

(Our Requirements) and Section 3 (Our Evaluation Approach). This helps you quickly decide if you are the right fit for the requirements.

1. Please follow the layout of this Response Form.
	* Don’t change the section headings and sequence as this needs to be consistent across all applicants.
	* You can insert images and graphs.
	* You can insert links to externally hosted content (e.g. corporate information, video presentations).

##### Everything highlighted in PURPLE in this document is information for the applicant (you). Delete these PURPLE parts before sending the Response Form. Everything shaded in BLUE is customisable by you. When you have completed these areas, please un-shade them.

The purple boxes are applicant Tips. Delete these after reading.

Write your response in the blue sections. Un-shade the blue once you have filled these out.

1. Remember to make a note of the Deadline for Questions and feel free to ask us anything if it is unclear.

## Checklist for Respondents

**Have you:**

1. Filled out all sections of the Response Form. [ ]

2.Removed all the **PURPLE** ‘Applicant Tip’ boxes from this Form. [ ]

##### 3. Deleted the PURPLE instructions from this Form. [ ]

4.Un-shaded the **BLUE** highlighting where you fill out your answer. [ ]

5.Arranged for the declaration to be signed. If this is a joint or consortium [ ]
 application, make sure all the consortium members sign separate declarations.

6.Prepared your application. [ ]
 a. Send it to maritime@transport.govt.nz as a digital copy by email

7.Arranged for the application to be submitted electronically before the [ ]
 Deadline for Applications.

[insert your (applicant’s) name or logo]

# Expression of Interest (EOI)

# Response Form

In response to the Expression of Interest

**By:** Ministry of Transport

**For:** Coastal Shipping Resilience Fund

## 1: About the Applicant

**Applicant Tips:**

* This section gives the Ministry basic information about your organisation and identifies your Point of Contact for the EOI process.
* If an item is not applicable e.g. you do not have a registered office, complete the box by stating
‘not applicable’.
* If you are submitting a joint or consortium response complete an ‘Our profile’ table for each applicant. Cut and paste the table as appropriate. Provide only one Point of Contact for your joint/consortium response.


### Our profile

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

This is an Expression of Interest by [insert the name of your organisation] (the applicant) to apply for funding from the Coastal Shipping Resilience Fund.

**OR**

This is a [joint/consortium] Expression of Interest, by [insert the name of your organisation] and [insert the name of the other organisation/s] (together the applicants) to apply for funding from the Coastal Shipping Resilience Fund.

|  |  |
| --- | --- |
| **Item** | **Detail** |
| **Trading name:** | [insert the name that you do business under] |
| **Full legal name (if different):** | [if applicable] |
| **Physical address:** | [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] |
| **NZBN number:** | [if your organisation has a NZBN registration number insert it here] |
| **Country of residence:** | New Zealand |
| **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 Ministry] |
| **Position:** | [job title or position] |
| **Phone number:** | [landline] |
| **Mobile number:** | [mobile] |
| **Email address:** | [work email] |

## info icon2: Response to the Requirements

**Applicant Tips:**

* Carefully read EOI Section 2 (Our Requirements) and Section 3 (Our Evaluation Approach). Then provide your response by demonstrating your organisation’s ability to meet our criteria.
* Please mark any information that is ‘commercially sensitive’ or ‘Confidential Information’ to your business so that the Ministry knows. You cannot make the whole document confidential unless this is truly the case.
* Keep it simple. If an answer is in another document e.g. a marketing brochure just cut and paste the relevant part into this Form.
* Any video or separate document should be uploaded and a link inserted into this form.
* You may include extra information in your response but only if it adds value and is relevant.

### Pre-conditions

 **Applicant Tips:**

* You must be able to answer ‘yes’ to each of these pre-conditions. Make sure you are able to
verify this.
* ‘Yes’ means that you can currently meet the pre-condition.
* If you cannot answer ‘yes’ to all, your application will not meet the basic Requirements and will
be declined.



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| --- | --- | --- |
| **#** | **Pre-conditions** | **Meets** |
|  1. | The applicant/s must be based in New Zealand. | [Yes/No] |
|  2. | The proposed investment must primarily or exclusively benefit the movement of freight by coastal shipping. | [Yes/No] |

### Overview of your project

### Please provide an overview of your project in the table below. Describe the technical aspects of the project and the way in which it delivers the outcomes sought by the Government.

 **Applicant Tips:**

* This should describe your proposal in detail and provide evidence that the proposal will meet the key outcomes sought. Keep it simple.
* Know what sets your proposal apart and clearly communicate it in your response.
* Look at the evaluation criteria and cover the important aspects with enough detail.
* Try to show what extra value you can offer to make you stand out.
* If relevant, cover off what experience you have delivering comparable projects as case studies.



| How does the investment proposal make New Zealand’s coastal shipping sector better able to anticipate, minimise, absorb, respond to, adapt to, and recover from disruptive events? |
| --- |
|  [insert answer here] |
| How does the investment proposal make New Zealand’s coastal shipping sector more resilient to natural hazards and climate change adaptation, and better prepared for mode shift in times of disruption? |
|  [insert answer here] |
| How does the investment proposal deliver assets, facilities, systems or other benefits which are expected to have a useful life well beyond the funding period? |
| [insert answer here] |

### Assumptions

**Applicant Tips:**

An assumption is something that is accepted as true or as certain to happen without proof e.g. that a third party will provide certain information or assistance to the applicant.

Please state any assumptions you have made in relation to the application.

|  [insert answer here] |
| --- |

### The Evaluation Criteria

 **Applicant Tips:**

* These are questions relating to the evaluation criteria (see Section 3 of the EOI). Your proposal will be scored against your answers to these criteria. Aim to give answers that are relevant, concise and comprehensive.
* Consider the % weighting for each criterion. The higher the weighting the more important it is. Take the weightings into account in deciding how much detail to include.
* There may be several questions that relate to one criterion. If these questions are not individually weighted assume that they are of equal importance.



|  |  |
| --- | --- |
| 1. **Proposed solution delivers against investment objectives**
 | **Weighting 50%**  |
| The applicant should clearly describe how the proposed investment delivers against the Government’s objective of enhancing the resilience of the coastal shipping sector for freight. Applicants should identify a specific problem or challenge that their proposal would address and explain why funding from the Crown is necessary to deliver the project. If possible, applicants should describe how they identified their proposal as the preferred option to address the problem, and why alternatives were discounted. Applicants should demonstrate the value for money provided by the project, including how the enduring benefits of the investment will be realised by the coastal shipping sector and the wider public. |
| [insert answer here] |

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| 1. **Ability of the applicant to deliver in timeframe**
 | **Weighting 30%**  |
| The applicant must demonstrate they have, or will allocate, the resources required to create a well-supported, multi-disciplinary team that has the skills and expertise to implement the project in the desired timeframe. The applicant should demonstrate capability within their team to deliver projects of a similar type and scale. |
| [insert answer here] |

|  |  |
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| 1. **Level and certainty of applicant providing co-investment**
 | **Weighting 10%**  |
| The applicant should describe and provide evidence of the level and certainty of co-investment that it intends to contribute. This could be an ‘in-kind’ or ongoing contribution, for example where the Crown provides upfront capital and the applicant assumes responsibility for project delivery, operating costs and maintenance etc. If no financial co-investment is proposed, the applicant should describe the public benefits that warrant Crown funding. |
| [insert answer here] |

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| 1. **Commitment to delivery and project leadership**
 | **Weighting 10%**  |
| The applicant must demonstrate commitment to the implementation of the project. The applicant should demonstrate senior leadership commitment across all levels with clear governance and decision-making roles described. The applicant should demonstrate that the local community, or those particularly affected by the project, support the proposal. |
| [insert answer here] |

If there is anything else you want to highlight in relation to your proposal, this is the place to attach it. Any supporting information such as any technical drawings, images or diagrams should be attached as separate documents in your email with clear titles and referenced in your response form accordingly.

## 3. Our declaration

 **Applicant Tips:**

* Here you are asked to make a formal declaration. Select ‘agree’ or ‘disagree’ at the end of each row. If you don’t, you will be deemed to have agreed.
* Have the declaration signed by someone who is authorised to sign and able to verify the declaration e.g. chief executive or a senior manager.
* If you are submitting a joint or consortium response each applicant involved in the joint or consortium response must complete a separate declaration.



|  |
| --- |
| **Applicant’s declaration**  |
| **Topic** | **Declaration** | **Applicant’s declaration** |
| **EOI Process:** | I/we have read and fully understand this EOI, including the evaluation approach and understand that funding will be awarded at Ministerial discretion.  |  [agree/disagree] |
| **Collection of further information:** | The applicant/s authorises the Ministry to:1. collect any information about the applicant, from any relevant third party, including a referee, or previous or existing client
2. use such information in the evaluation of this Expression of Interest.

The applicant/s agrees that all such information will be confidential to the Ministry. |  [agree/disagree] |
| **Requirements:** | I/we have read and fully understand the nature and extent of the Ministry’s Requirements as described in Section 2. I/we confirm that the applicant/s has the necessary capacity and capability to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Funding period. |  [agree/disagree] |
| **Ethics:** | By submitting this Expression of Interest the Applicant/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 Government (other than the Point of Contact) to lobby or solicit information in relation to the EOI
3. has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Government.
 |  [agree/disagree] |
| **Conflict of Interest declaration:** | The Applicant warrants that it has no actual, potential or perceived Conflict of Interest in submitting this Expression of Interest. Where a Conflict of Interest arises during the application process the applicant/s will report it immediately to the Ministry’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 EOI and this declaration:**

1. the information provided is true, accurate and complete and not misleading in any material respect
2. the EOI does not contain intellectual property that will breach a third party’s rights
3. I/we have secured all appropriate authorisations to submit this EOI, to make the statements and to provide the information in the response and I/we am/are not aware of any impediments to enter into an agreement 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 response may result in the proposal being eliminated from further participation in the EOI process and may be grounds for termination of any funding awarded as a result of the EOI.**

**By signing this declaration the signatory below represents, warrants and agrees that he/she has been authorised by the applicant/s to make this declaration on its/their behalf.**

**Signature:**

**Full name:**

**Title/position:**

**Name of organisation:**

**Date:**