**Part C – Response Form**

|  |
| --- |
| 1. Supplier Details (complete as relevant) |
| Name of Consultant | <insert names > |
| Trading Name | <insert name> |
| Registered Name | <insert name> |
| ACN | <insert number> |
| ABN | <insert number> |
| Address of registered office | <insert address> |
| Type of entity (e.g. company, trust, partnership, sole trader, other) | <insert entity> |
| Telephone | <insert phone number> |
| Website | <insert URL> |
| Contact Person (if different to Consultant) | <insert name> |
| Position | <insert position> |
| Address | <insert address> |
| Postal address(if different to above) | <insert address> |
| Email | <insert email address> |
| Telephone | <insert phone number> |

|  |
| --- |
| 2. CURRICULUM VITAE (CV) |
| Education: |
| List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained  | *[Response here]* |
| Membership in Professional Associations and Publications | *[Response here]* |

**Employment record relevant to the assignment**

Starting with present position, list in reverse order. Please provide dates, name of employing organisation, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.

|  |  |  |  |
| --- | --- | --- | --- |
| Period | Employing organization and your title/position. Contact information for references | Country  | Summary of activities performed relevant to the Assignment |
| e.g., May 2005-present] | [e.g., Agency/Ministry ……, advisor/consultant to…For references: Tel…………/e-mail……; Mr. Hbbbbb, deputy minister] |  |  |
|  |  |  |  |
|  |  |  |  |

*<add lines as necessary>*

|  |
| --- |
| 3. Response Against Evaluation Criteria |
| Evaluation Criteria |
| 1. Experience  |
| Provide details of Your relevant experience and past performance related to meeting Tetra Tech International Development’s Requirements:* Tertiary qualifications and/or demonstrable experience with procurement of works, goods, or consulting services.
* Specialised knowledge of end-to-end procurement for large projects experience including related works, good, consultancy services.
* Knowledge and experience of technical and commercial and legal aspects of procurement of financier or funded projects.
* Demonstrated understanding of good probity practices.
 |
| *[Response here]* |
| 2. Demonstrated Abilities |
| Provide details of Your Demonstrated Abilities to fulfil Tetra Tech International Development’s Requirements:* Demonstrated experience delivering procurement services in Government/Public Enterprise, DFAT, World Bank, ADB, UN Agencies or similar organisations.
* Familiarity with value for money principles, ethics, transparency, life cycle valuation, and quality in major procurement.
* Familiarity applying the provisions of environmental and social safeguards, climate change, local labour considerations and workplace health and safety in major procurement.
* Ability to work independently and prioritise work accordingly.
 |
| *[Response here]* |

|  |
| --- |
| 4. Rates |
| Provide consultant daily rate (per 8 hour day) in AUD (exclusive of GST and Superannuation)  | AUD *[Response here]* |

|  |
| --- |
| 5. References |
| Please provide up to two references that may be contacted in relation to EOI  |
| Name | **Contact Details** |
|  |  |
|  |  |

|  |
| --- |
| 6. Conflice of Interests |
| Identify any potential or actual conflicts of interest you are aware of  |
| Conflict of Interest (actual or perceived) | **Details & Mitigation Plan if any** |
|  |  |
|  |  |

|  |
| --- |
| 7. Compliance with Proposed Contract |
| Does Your Response comply with all terms of the proposed Contract? | [ ]  Yes[ ]  No |
| If Your Response does not comply with some or all of the terms of the contract, You must provide reasons for the partial compliance or non-compliance for each clause below. |
| Contract Clause No. | **Explanation/comment** |
|  |  |
|  |  |
|  |  |

*<add lines as necessary>*

I/We declare that

a) the Conditions of the EOI Process are agreed; and

b) the information and particulars provided as part of this EOI are accurate and correct.

|  |  |
| --- | --- |
| ***Dated****:* |  |

|  |
| --- |
| Supplier |
| Signature |  |
| \*Print name and office held |  |

|  |
| --- |
| Witness |
| Signature |  |
| \*Print name and office held |  |

\*Use BLOCK LETTERS