



PART 3

RESPONDENT'S SUBMISSION FORMS

| | |
|--------------------------------------|---|
| Expression of Interest (EOI): | Purchase or Lease of Lot 2 on RP190451 Inglewood Community Recreation Centre (78 Albert Street, Inglewood) |
| EOI Number: | EOI-2425/65 |
| Closing Date & Time | 12 Noon (AEST) WEDNESDAY, 23rd OCTOBER 2024 |

1. TENDER RESPONSE

Address submission to: Carl Manton
Chief Executive Officer
Goondiwindi Regional Council

Submit by email to: tenders@grc.qld.gov.au

PLEASE COMPLETE THIS FORM IN BLOCK LETTERS

| | |
|--|--|
| FULL NAME/S OF RESPONDENT: | |
| STREET ADDRESS OF RESPONDENT: <i>(For service of notices)</i> | |
| POSTAL ADDRESS OF RESPONDENT: <i>(For service of notices)</i> | |
| EMAIL ADDRESS OF RESPONDENT: | |
| TELEPHONE NO. OF RESPONDENT: | |
| ABN OF RESPONDENT <i>(if applicable):</i> | |
| ACN OF RESPONDENT <i>(if applicable):</i> | |
| NATURAL PERSON AUTHORISED TO REPRESENT THE RESPONDENT: <i>(If the Respondent is a corporation)</i> | |

In response to EOI-2324/65 – Expressions of Interest for potential uses, including the sale or lease of the building and land on Lot 2 on RP190451 (78 Albert Street, Inglewood), known as the Inglewood Community Recreation Centre.

The Respondent submits an Expression of Interest for purpose of the property detailed in:

- (a) the Expression of Interest documentation and in particular the Information Memorandum; and
- (b) the addenda issued after the date of issue of the Expression of Interest as listed below, and the representations of the Respondent contained in this Respondent's Submission Form and all attachments to this Respondent's Submission Form.

| ADDENDUM NO. | ADDENDUM DATE | SUBJECT OF ADDENDUM |
|--------------|---------------|---------------------|
| | | |
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| | | |

(Insert particulars of all addenda issued by the Principal)

All terms used in this Respondent's Submission Form bear the meanings assigned to them in the Expression of Interest Conditions (EOI) Part 1.

This Respondent's Submission Form is dated the _____ day _____ of 20____

COMPLETE AND USE THIS EXECUTION CLAUSE IF THE RESPONDENT IS A CORPORATION:

THE COMMON SEAL of

.....)
 ACN)
 is affixed in accordance with)
 its constitution in the)
 presence of:)

.....
 Secretary/Director

.....
 Director

.....
 Name of Secretary/Director (print)

.....
 Name of Director (print)

.....
 Witness

.....
 Name of Witness (print)

COMPLETE AND USE THIS EXECUTION CLAUSE IF THE RESPONDENT IS A CORPORATION BUT DOES NOT EXECUTE UNDER A COMMON SEAL:

EXECUTED by

.....)

ACN)

by being signed by)

.....)

a Director, and)

.....)

, a Director/the Secretary in accordance with)

section 127 of the *Corporations Act 2001* in)

the presence of:)

.....
Witness

.....
Director

.....
Name of Witness (print)

.....
Name of Director (print)

.....
Witness

.....
Director/Secretary

.....
Name of Witness (print)

.....
Name of Director/Secretary (print)

COMPLETE AND USE THIS EXECUTION CLAUSE IF THE RESPONDENT IS A CORPORATION, DOES NOT EXECUTE UNDER A COMMON SEAL AND HAS A SOLE DIRECTOR/SECRETARY:

EXECUTED by

.....)
ACN)
by being signed by)
.....)
the sole Director/Secretary in accordance with)
section 127 of the *Corporations Act 2001* in)
the presence of:)

.....
Witness

.....
Sole Director/Secretary

.....
Name of Witness (print)

.....
Name of Sole Director/Secretary (print)

COMPLETE AND USE THIS EXECUTION CLAUSE IF THE RESPONDENT IS AN INDIVIDUAL:

SIGNED by)
)
)
.....)
Print Name)
in the presence of:)

.....
Signature

.....
Witness

.....
Name of Witness (print)

COMPLETE AND USE THIS EXECUTION CLAUSE IF THE RESPONDENT IS A PARTNERSHIP OF INDIVIDUALS (every partner must sign – add more spaces if necessary)

SIGNED by)

.....)
Print Name)
in the presence of:)

.....
Signature

.....
Witness

.....
Name of Witness (print)

SIGNED by)

.....)
Print Name)
in the presence of:)

.....
Signature

.....
Witness

.....
Name of Witness (print)

SIGNED by)

.....)
Print Name)
in the presence of:)

.....
Signature

.....
Witness

.....
Name of Witness (print)

2. CHECKLIST

The following checklist has been provided to assist the Respondent with completion and lodgment 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 – Agents").

All pages within EOI Part 3 must be completed and returned to the Principal as they form part of the Respondent's Submission.

2.1 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 " 2.1 – Agents ". | "Agents" | Tick if attached <input type="checkbox"/> |

2.2 TRUSTS

| | | |
|--|-----------------|--|
| Is the Respondent acting as a trustee of a trust? | YES / NO | |
| If YES, in an attachment labelled " 2.2 – Trusts ": (a) give the name of the trust and include a copy of the trust deed (and all related documents); and (b) provide the names and addresses of all beneficiaries of the trust. | "Trusts" | Tick if attached <input type="checkbox"/> |

2.3 CONFLICT OF INTEREST

| | | |
|---|-------------------------------|--|
| Will any actual or potential conflict of interest in the purchase, lease or use of the Property exist if the Respondent is awarded 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 " 2.3 – Conflict of Interest ". | "Conflict of Interest" | Tick if attached <input type="checkbox"/> |

2.4 ELECTRONIC COPIES OF SUBMISSIONS

| | | |
|---|-----------------|--|
| The Respondent is required to provide an electronic copy of the Submission via email address: tenders@grc.qld.gov.au | | |
| The Respondent has provided an electronic copy of the Submission? | YES / NO | |

2.5 GOODS AND SERVICES TAX

| | |
|--|-----------------|
| Is the Respondent registered or required to be registered under the GST Act? | YES / NO |
|--|-----------------|

2.6 NON-CONFORMING SUBMISSIONS

| | | |
|--|--|--|
| Has the Respondent lodged a conforming Submission? | YES / NO | |
| If YES, and this Submission is a non-conforming Submission, has the Respondent prepared and lodged with this Submission a clear summary of all points of difference between this Submission and the conforming Submission in an attachment labelled "2.6 – Non-Conforming Submission Summary" ? | YES / NO | |
| | "Non-Conforming Submission Summary" | Tick if attached <input type="checkbox"/> |

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) Compliance with the Information Memorandum contained in the Expression of Interest. | YES / NO |
| (b) Compliance with the Expression of Interest Conditions. | YES / NO |
| (c) Compliance with lodgement of this Respondent's Submission Form by the Closing Time. | YES / NO |
| (d) Compliance with section 4 regarding Proposed Purpose | YES / NO |

Evaluation Process:

- a) The Submission evaluation process will involve an assessment of Submissions received against criteria listed per the Qualitative Criteria in Section 3.2 below. The evaluation process may also involve discussions with Respondents, referees, financial and corporate checks, a demonstration from the shortlisted Respondents and site visits.
- b) Submissions will be evaluated by an evaluation team generally consisting of three (3) or more Officers of the Council. The evaluation team will have regard to the sound contracting principles as set out in *Local Government Act 2009* (Qld) s104:
- c) Value for money
- d) Open and effective competition
- e) The development of competitive local business and industry
- f) Environmental protection
- g) Ethical behaviour and fair dealing.
- h) Each Submission will be evaluated using the same methodology.

Evaluation Methodology:

Phase 1 - Evaluation Criteria

The initial phase of the evaluation comprises a filtering process by the evaluation team to identify Submissions that do not conform to the mandatory requirements. Non-conforming Submissions may not be evaluated further as part of the evaluation process.

Phase 2 – Scoring Criteria

The evaluation team will shortlist Submissions based on the Evaluation Criteria in Section 3.2 listed below.

3.2 EVALUATION CRITERIA

Before responding to the following qualitative criteria, Respondents must note the following:

- All information relevant to the Respondent's answers to each criterion must be contained within its Submission;
- Respondents are to assume that the evaluation panel has no previous knowledge of the Respondent's organisation, its activities or experience;
- Respondents must address each issue outlined within a qualitative criterion.

| | | |
|--|---------------------------|--|
| 1. Proposed Purpose Respondents should submit below or attach an outline of their proposed purpose for the site should their expression of interest be successful including information on the following criteria: (a) Proposed Use (including preference of Freehold or Leasehold) (b) Compatibility with the area (c) Economic benefit and/or investment attraction to the region (d) Employment creation (e) New business or relocation (f) Satisfy a need to the community (g) The above list is not exhaustive and may be added upon | Weighting 90% | |
| | "Proposed Purpose" | Tick if attached <input type="checkbox"/> |

| | | |
|--|--------------------------|--|
| 2. Local Supplier Respondent's should provide the following information in an attachment and label it " 4 – Local Supplier ": (a) The number of personnel who are employed in the Goondiwindi Regional Council boundaries. | Weighting 10% | |
| | "Local Supplier" | Tick if attached <input type="checkbox"/> |

4. PROPOSED PURPOSE (WEIGHTING 90%)

| | |
|---|-----------------------------|
| a) Proposed Use (including preference of Freehold or Leasehold) | Please attach labelled 5(a) |
| b) Proposed Development area refer Part 2 or other | Please attach labelled 5(b) |
| c) Compatibility with the area and intention of local planning scheme | Please attach labelled 5(c) |
| d) Economic benefit and/or investment attraction to the region | Please attach labelled 5(d) |
| e) Employment creation | Please attach labelled 5(e) |
| f) New business or relocation | Please attach labelled 5(f) |
| g) Satisfy a need to the community | Please attach labelled 5(g) |
| h) The above list is not exhaustive and may be added upon | Please attach labelled 5(h) |

5. LOCAL SUPPLIER (WEIGHTING 10%)

| | |
|--|-----------------------------|
| a) Provide details of Business Address | Please attach labelled 7(a) |
| b) The number of personnel who are employed and reside in the Goondiwindi Regional Council boundaries. | Please attach labelled 7(b) |