# EOI INFORMATION SCHEDULE

| | | | |
|---|---|---|---|
| EoI Number | | EoI Name | |
| EoI Closing Time | | EoI Closing Date | |
| Lodgement Place | | Lodgement Address | |
| Legal Name of Respondent | | | |
| Related RFx (if known) | | | |

| | | | |
|---|---|---|---|
| Bidder Name | | | |
| Registered Address | | | |
| Contact Details for All Enquiries | Name | Telephone | Mobile |
| | Email | Facsimile | |
| ACN | | ABN | |

**By signing and submitting this information schedule A the EoI, the company confirms its intention to respond and acknowledges its agreement to the terms and conditions of this procurement event as defined in the Request for EoI documentation.**

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| | | | | |
|---|---|---|---|---|
| Signed on Behalf of the Bidder | | | | |
| Signatories Name (please print) | | | | |
| Position Held by Signatory (e.g. CEO) | | | | |
| Dated this | Day | the | Date | day of March 2015. |

Notes:

Red text is for the procurement manager's instructional purposes only and should be removed during drafting.

Black text in brackets is for the respondent's advisory purposes and should be left intact during drafting

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# A. APPLICATION FORM

## THE RESPONDENT

| | | | |
|---|---|---|---|
| Name of the organisation submitting the EoI | | | |
| Company Registration Number (e.g. ACN in Australia) | | | |
| Business Registration Number (e.g. ABN in Australia) | | | |
| Trading Name (if applicable) | | | |
| Business Address | | | |
| Contact Details for All Technical Enquiries | Name | Telephone | Mobile |
| | Email | Facsimile | |
| Contact Details for All Financial Enquiries | Name | Telephone | Mobile |
| | Email | Facsimile | |

## EXPRESSION OF INTEREST

The respondent hereby applies for selection as a pre-registered respondent for RFx (insert RFx number if available) in accordance with the both of the following:

- *The Request for Expression of Interest*
- *Addenda Numbers _____; _____; _____; _____; (add more as required)*

## RESPONDENT'S UNDERTAKINGS

The respondent certifies that all details submitted in this schedule are correct and agrees to abide by the conditions for respondents.

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The respondent authorises both of the following:

- *The Buyer's representatives to conduct investigations to verify the statements and information submitted and clarify any aspect of this response*
- *Any person or organisation to furnish information deemed necessary and requested by The Buyer to verify the respondent's competence and standing*

The respondent agrees that The Buyer's decision to pre-register respondents, with or without conditions, will be final and binding on the respondent.

**Important Note:**

The respondent shall quote the appropriate attachment and section of attachment (if applicable) to be referred to by the assessors at the point it is quoted throughout this schedule.

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# B. SCHEDULE PART A - GENERAL EVALUATION CRITERIA

## LEGAL ENTITY

Submit the information specified below and attach additional information if necessary.

| | | |
|---|---|---|
| The respondent is a:<br>(tick the applicable box) | ☐ Sole Trader<br>☐ Partnership<br>☐ Other (provide details): | ☐ Joint Venture<br>☐ Company |
| The date that the organisation commenced trading?<br>(if within the last 15 years) | | |
| Is the respondent a subsidiary company? | Yes / No | |
| If "Yes", the name and the Company Business Number of the ultimate holding company. | | |
| Is the respondent a holding company? | Yes / No | |
| If "Yes", the name and the Company Business Number(s) of the divisions and subsidiaries. | | |
| If the respondent is a sole trader or partnership, the names and addresses of all members of the business. | | |

Where a related company of the respondent is, or may in the future be, involved as a participant or a provider for a different respondent, provide details of:

- *The relationship between the related companies*
- *The processes by which decisions concerning the respondent's RFx response will be made and responsibilities discharged during the selection process, if invited to respond to the RFx*
- *Any internal governance arrangements and other procedures which the respondent has or will put in place to address and resolve probity and competitiveness issues*
- *How compliance with such arrangements and procedures will be certified*

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## FINANCIAL CAPACITY

A. Submit copies of financial statements for the past two financial years in relation to the respondent as an organisation, including:

- *Balance sheets*
- *Detailed profit and loss statement including a trading statement*
- *Statement of cash flows*
- *Notes to and forming part of the accounts*
- *An accountant's report*
- *Auditor's reports (where existing)*

**Notes:**

The business registration number / company registration number on the financial statements must match the business registration number / company registration number of the respondent. Consolidation accounts of a parent organisation or group to which the applicant belongs are not acceptable.

Where the respondent is a subsidiary company, financial statements must be for the subsidiary company and consolidated accounts for the whole group of companies are also required.

B. If the latest financial statement is more than 6 months old, also submit the latest management report showing:

- *A balance sheet*
- *A detailed profit and loss statement including a trading statement*

C. Details of overdraft and guarantee facilities available to the respondent, including

- *Bank, branch, and account names*

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Please become a member of the BUSDOX Library to see the rest of this, and all other, important procurement artefacts.