



**SOUTH WAIRARAPA  
DISTRICT COUNCIL**  
*Kia Reretahi Tātau*

# Response Form

## In Response to Request For Proposal

By:	South Wairarapa District Council
For:	Lake Ferry Holiday Park Lease and Sale of Existing Improvements (if applicable)
Date Request for Proposal released:	1 October 2024
Date Responses Due:	29 November 2024

# Check list for Respondents

Task	?
1. Complete all sections of the Response Form.	
2. Remove all yellow highlight from the Response Form.	
3. Arrange for the declaration to be signed.	
4. Prepare your Proposal for submission	
5. Arrange for the Proposal to be submitted before the Deadline for Proposals.	

# 1. 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 fulfil 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 Respondent) to fulfil 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]
“Overseas person” status	[insert confirmation that you are not an ‘overseas person’ for the purposes of the Overseas Investment Act 2005. If you are an ‘overseas person’, please provide information on how you intend to approach the consent process under the Overseas Investment Act 2005]
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 Council]
Position:	[job title or position]
Phone number:	[landline]
Mobile number:	[mobile]
Email address:	[work email]

## 2. Response to the Requirements

### Pre-conditions

#	Pre-condition	Meets
1.	A completed Conflict of Interest Declaration in the response form below	[Yes/No]
2.	Respondents must complete all sections of the Response Form	[Yes/No]

### Overview of your Proposal

Please provide an overview of your Proposal.

Overview of Proposal
Insert your answer here.

## Questions relating to the evaluation criteria

1. Capability of the Respondent to deliver	Weighting 20%
[insert your answer here - this should match the evaluation criteria in Section 3, paragraph 3.3 which are repeated below]	
Track record / recent experience of the Respondent and the Respondent's key personnel in managing campgrounds or similar host accommodation venture. If the Respondent has no previous experience in campground or visitor accommodation provision, indicate how previous experience in other fields (e.g. business operation, customer service) is relevant and will enable the Respondent to be successful in running the Park.	
Track record / recent experience of the Respondent and the Respondent's key personnel in managing upgrades or development at a campground, similar host accommodation venture, or other fields (if any)	
Describe any significant risks associated with the operation and improvement of the Park and how you propose to mitigate them (prevent them from happening) and manage them (in the event that they do happen).	

2. Capacity of the Respondent to deliver	Weighting 20%
[insert your answer here - this should match the evaluation criteria in Section 3, paragraph 3.3 which are repeated below]	
Operational capacity for the Respondent to adequately resource and take over the Park operations from 1 March 2025, including onsite staffing	
Time and Delivery – confidence in the quality of improvement concepts and confidence in the likelihood of timeframe for improvements being delivered	
Financial capacity to purchase the Existing Improvements (if sale approved by Council), and fund improvements to the Park (if proposed), and maintain ongoing operational costs.	
Describe any significant risks associated with the operation and improvement of the Park and how you propose to mitigate them (prevent them from happening) and manage them (in the event that they do happen).	

3. Proposed Development Plan for the Park	Weighting 10%
[insert your answer here – this should match the evaluation criteria in Section 3, paragraph 3.3 which are repeated below]	

High-level plans for any development or upgrades to existing infrastructure and facilities at the Park.
Plans and timeframes for the cancellation of some or all of the site holder agreements and/or the consolidation of some or all of the semi-permanent sites to allow for increased temporary camping or holiday accommodation,
Innovation – alternate concepts / proposals over and above core campground services that add value to the commercial viability of the proposal as a whole and or add value in some other respect (noting requirements to comply with the Reserves Act 1977).
Alignment with SWDC Objectives

4. Cultural Benefits	Weighting 10%
[insert your answer here - this should match the evaluation criteria in Section 3, paragraph 3.3 which are repeated below]	
Respondent's plans to maintain, support and provide cultural benefits to the Park and community, including the Respondent's plans to recognise and develop a relationship with mana whenua.	

5. Environmental Benefits	Weighting 10%
[insert your answer here - this should match the evaluation criteria in Section 3, paragraph 3.3 which are repeated below]	
Respondent's plans to support the environment and provide benefits to the site and immediate surrounding location	

6. Social and Economic Benefits	Weighting 10%
[insert your answer here - this should match the evaluation criteria in Section 3, paragraph 3.3 which are repeated below]	
Respondent's plans to maintain, support and provide social and economic benefits to the Lake Ferry township.	

## Assumptions

Please state any assumptions you have made in relation to the Requirements. Where you have made assumptions in relation to the costs and pricing information please state these in the next section.

### 3. Price and Indicative Forecasts / Budgets

**Price as a weighted criterion (20%)**

<b>Price and Budget</b>	
Subject to approval by elected members it is SWDC’s preference to sell the Existing Improvements to the incoming Lessee. Is the Respondent prepared to purchase the Existing Improvements contemporaneously with entering the Lease?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Purchase Price</b>	
[If you have answered yes above provide the proposed purchase price (plus GST) for the purchase of the Existing Improvements here.]	
<b>Ground Lease</b>	
<input type="checkbox"/> Annual figure	<input type="checkbox"/> Percentage of annual gross turnover
[If you have answered yes above provide your proposed annual rental for the Ground Lease here - either as an annual figure or a percentage of annual gross turnover, plus GST.]	
<b>Land &amp; Buildings Lease</b>	
[If elected members decides to maintain ownership of the Existing Improvements , or you have answered no to the first question, please provide your proposed annual rental for the Land & Buildings Lease here as an annual figure or a proposed percentage of annual gross turnover.]	
<b>Indicative Forecast / Capital Budget</b>	
e.g. Provide the indicative forecast for operating the Park, preferably in Microsoft Excel	
e.g. Provide the indicative capital expenditure budget for carrying out the Proposed Development Plan at the Park	

**Assumptions**

Please state any assumptions and dependencies you have made in relation to the cost and pricing information and the indicative forecasts / budgets.

## 4. Proposed Contract

Please note the terms in the Lease Terms Sheet that you wish to amend and any new terms you wish to negotiate. Please provide any proposed amendments and/or new terms:

[insert proposed amended terms]



## 5. Referees

Please supply the details of two referees for your organisation. Include a brief description of the goods or services that your organisation provided and when.

Please note: in providing the details of these referees you authorise us to collect any information about your organisation, except commercially sensitive pricing information, from the referees, and use such information in the evaluation of your Proposal. You also agree that all information provided by the referee to us will be confidential to us.

First referee	
Name of referee:	[insert name of the referee]
Name of organisation:	[insert name of their organisation]
Goods/services provided:	[brief description of the goods/services you provided to this referee]
Date of provision:	[insert the date when you provided the goods/services]
Address:	[insert street address]
Telephone:	[insert mobile or landline]
Email:	[insert email address]

Second referee	
Name of referee:	[insert name of the referee]
Name of organisation:	[insert name of their organisation]
Goods/services provided:	[brief description of the goods/services you provided to this referee]
Date of provision:	[insert the date when you provided the goods/services]
Address:	[insert street address]
Telephone:	[insert mobile or landline]
Email:	[insert email address]

Please contact me before you approach a referee for a reference	Yes/Not required
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## 6. Our declaration

Respondent's declaration		
Topic	Declaration	Respondent's declaration
<b>RFP Process, Terms and Conditions:</b>	I/we have read and fully understand this RFP, including the RFP Process, Terms and Conditions (shortened to RFP-Terms detailed in Section 5, as amended by Section 1, paragraphs 1.6. and 1.7 if applicable). I/we confirm that the Respondent/s agree to be bound by them.	[agree / disagree]
<b>Collection of further information:</b>	<p>The Respondent/s authorises the Council to:</p> <ul style="list-style-type: none"> <li>a. collect any information about the Respondent, except commercially sensitive pricing information, from any relevant third party, including a referee, or previous or existing client; and</li> <li>b. use such information in the evaluation of this Proposal.</li> </ul> <p>The Respondent/s agrees that all such information will be confidential to the Council.</p>	[agree / disagree]
<b>Requirements:</b>	I/we have read and fully understand the nature and extent of the Council's Requirements as described in Section 2. 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]
<b>Ethics:</b>	<p>In submitting this Proposal, the Respondent/s warrants that it:</p> <ul style="list-style-type: none"> <li>a. has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor;</li> <li>b. has not directly or indirectly approached any representative of the Council (other than the Point of Contact) to lobby or solicit information in relation to the RFP; and</li> <li>c. has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Council.</li> </ul>	[agree / disagree]

<b>Offer Validity Period:</b>	I/we confirm that this Proposal, including the price, remains open for acceptance for the Offer Validity Period stated in Section 1, paragraph 1.6.	<b>[agree / disagree]</b>
<b>Conflict of Interest declaration:</b>	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 RFP process the Respondent/s will report it immediately to the Council's Point of Contact.	<b>[agree / disagree]</b>

**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:

- a. the information provided is true, accurate and complete and not misleading in any material respect;
- b. the Proposal does not contain intellectual property that will breach a third party's rights;
- c. 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:**