Part C – Response

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| --- | --- |
| * 1. Offer submitted by:
 | [Insert name] |

Instructions to Invitees for completing this template.

1. All responses must be provided within the specified fields.
2. Invitees must respond to all sections of this template.
3. Invitees may provide supplementary material to support their Response, including redevelopment drawings and supporting material.

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| --- | --- |
| Invitation title: | Tasma Terrace lease |
| Reference number: | 2019EOITASMA |

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| * 1. Invitee information
 |  |
|  Trading name: |  |
| Registered name: |  |
| Australian Company Number: | Date of issue: |  |
| Australian Business Number: | Date of issue: |  |
| Address of registered office: |  |
| Principal office in Victoria(if applicable): |  |

|  |  |
| --- | --- |
| * 1. Contact details
 |  |
| Name of contact person: |  |
| Position title: |  |
| Address: |  |
| Postal address (if different to above): |  |
| Email: |  |
| Website: |  |
| Telephone number: | Mobile: |  |

## Signed for and on behalf of the responder

I warrant that in submitting this response, I have read and accept the conditions of the EOI.

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|  |  |
| Name: |  |
| Position: |  |
| Address: |  |
| Email: |  |
| Signature of authorised officer: |  |
| Date of execution: |  |

# Executive Summary

Provide an overview of your Response.

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# Capability

Detail your business concept for the tenancy

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Detail your relevant experience current and past in delivering the business concept

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Detail your experience (if any) operating a business within a heritage building.

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Detail the offer and any value adding factors (e.g. investment, partnership, environmental or social benefits) that makes engaging with your business more favourable than others in the market place.

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# Compliance Statement

As part of the response, you are required to demonstrate your ability to deliver the stated services

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| Compliance  |
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# Financial Viability

Invitees’ are required to demonstrate that they have the financial capacity to meet the requirements of the EOI. Invitees are also requested to disclose any significant event, matter or circumstance that has occurred in the past three years which may affect the operations of the Invitee.

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# Insurance

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| Public liability |
| **Insurance company** |  | **Policy number** |  |
| **Amount $** |  | **Expiry date** |  |

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| Product liability |
| **Insurance company** |  | **Policy number** |  |
| **Amount $** |  | **Expiry date** |  |

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| Professional indemnity |
| **Insurance company** |  | **Policy number** |  |
| **Amount $** |  | **Expiry date** |  |

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| Work cover |
| **Insurance company** |  | **Policy number** |  |
| **Expiry date** |  |  |  |

# Conflict of Interest

Provide details of any interest, relationships or clients which may or do give rise to a conflict of interest and any strategy for preventing or managing the conflict of interest.

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