

Part 3 – Expression of Interest Response

Expression of Interest:	Commercial Tenancy Agreement for not-for-profit Community Groups, Studio 2, Roma Community Arts Centre.
Closing Time:	2 pm (Australian Eastern Standard Time) 30th June 2025
EOI Number:	25044



maranoa
REGIONAL COUNCIL

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PLEASE NOTE: All pages required within this **Part 3 must be completed and returned** to Council as they form part of the Contractor's EOI response.

1. GENERAL DETAILS

To: Maranoa Regional Council

In response to Expression of Interest: **Commercial Tenancy Agreement for not-for-profit community Groups, Studio 2, Roma Community Arts Centre.**

1.1 Name of the company or entity or Individual under which this tender is being made. (Please state the full name including the corporate trustee and family trust, if applicable. e.g. ABC Pty Ltd as trustee for the XYZ Family Trust)

1.2 Trading name (if different)

1.3 State the type of entity (e.g. individual, public or private company or joint venture)

1.4 State of registration of company (if applicable)

1.5 ABN

1.6 ACN

1.7 Is the Responder registered under the GST Act?

- ☐ No
☐ Yes

1.8 Address of registered office (Please include notes if your registered office is out of town (e.g. the location of your accountants) but your business is local).

1.9 Postal Address

1.10 Business/Personal Address

Preferred Address (for service of notices)

- ☐ Address of Registered Office
- ☐ Postal Address
- ☐ Business Address

1.11 Telephone Number

1.12 Email Address

1.14 Nominated Person for Post-EOI Enquiries (full name, position and email)

1.15 Natural Person Authorised to Represent the Responder (Corporation Only)

2. ACKNOWLEDGEMENT AND ACCEPTANCE OF DOCUMENTS

I have read and understood Part 1,2, and 3 of the Expression of Interest documents	<input type="checkbox"/> Yes <input type="checkbox"/> No
------------------------------------------------------------------------------------	----------------------------------------------------------

I accept the following documents...

Part 2 – Conditions of EOI (contained in the Request for Expression of Interest).	<input type="checkbox"/> Yes <input type="checkbox"/> No										
Part 3 – Specification (contained in the Expression of Interest).	<input type="checkbox"/> Yes <input type="checkbox"/> No										
Addenda (if any) – Issued after the Issue Date of the Expression of Interest <table> <thead> <tr> <th>ADDENDUM NO.</th> <th>ADDENDUM DATE</th> </tr> </thead> <tbody> <tr><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td></tr> </tbody> </table>	ADDENDUM NO.	ADDENDUM DATE	<input type="checkbox"/> Yes <input type="checkbox"/> No
ADDENDUM NO.	ADDENDUM DATE										
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An *addendum* is any official change or clarification to the EOI Documents issued by Council during the time between issuing the tender and the closing date. Addendums are used to ensure all Responder receive the same information and are bidding the same Expression of Interest.

If you have answered “No” to accepting Part 2, Part 3, or Addenda



Complete Section 3: Statement of Departures

If “Yes” to all of the above



Go to Section 4: Execution of Response

3. STATEMENT OF DEPARTURES

Responders must set out below particulars of all matters in respect of which the Response varies from the requirements of the EOI Documents.

EOI Document (e.g. Specification,)	Clause	Page	Details of Variation (1)

(1) If necessary, Responder should attach documents in explanation or clarification of the above variation/s.

4. EXECUTION OF EXPRESSION OF INTEREST RESPONSE

I certify that:

- the information provided is true and correct,
- all terms used in this Expression of Interest Response bear the meanings assigned to them in Parts 1, 2, and 3 as the case may be.
- this Expression of Interest Response is irrevocable for the period stated in the Invitation to Tender, unless extended by mutual agreement between the Tenderer and Council.
- I have read and examined the Expression of Interest Documents and warrant that this EOI submission was made:
 - Without any connection, knowledge or arrangements with any other Respondent or industry group except as disclosed in our EOI; and
 - Without reliance on verbal statements, representations or warranties (express, implied or inferred) made by or on behalf of Council.
- That I have carried out all relevant investigations concerning the contents, accuracy and completeness of the EOI Documents and all other matters as set out in the Conditions of EOI and the EOI Documents.

Signed for (the Responder) by an authorised officer
in the presence of:

Signature of authorised officer

Signature of witness

Name of authorised officer (print)

Name of witness (print)

Position held by authorised officer

Date

Date

5. EVALUATION CRITERIA EVIDENCE

Council will be evaluating Tender Responses based on the following criteria:

Criteria		Weighting
5.1	Not for Profit Community Group	Mandatory
5.2	Community Group Overview	5 Points
5.3	Proposed Use of the Studio	60 Points
5.4	Benefits to the Community	20 Points
5.5	Financial Capability	15 Points
5.6	Insurance	Mandatory
6	Declaration of Actual, Potential or Perceived Conflicts of Interest	Mandatory

5.1 NOT FOR PROFIT COMMUNITY GROUP

Is your organisation a Not for Profit Community Group.	Yes <input type="checkbox"/> No <input type="checkbox"/>
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5.2 COMMUNITY GROUP OVERVIEW

Please provide an overview of your community group.

For example, include information such as:

- What activities or services the group provides
- How long the group has been established
- How many members are currently involved

5.3 PROPOSED USE FOR THE STUDIO

Provide a detailed description of the intended use for the Studio.

Comments (if any) to further support your expression of interest.

5.4 BENEFITS TO THE COMMUNITY

Provide a detailed overview of how your vision aligns with the Council's objectives and benefits to the local community.

("This initiative aims to encourage proposals that align with Council's vision for the Roma Community Arts Centre, for not-for-profit community groups to utilise the space")

5.5 FINANCIAL CAPABILITY

Please provide financial documentation demonstrating the community group's capacity to meet the financial obligations associated with leasing the space. **Please attach this evidence, label 5.5 Financial Capability.**

5.6 INSURANCE

The successful proponent must provide evidence of:

- Public Liability Insurance (\$20 million minimum)

Type	Value (\$)
Public Liability	\$20,000,000 for each and every occurrence, unlimited in the number of occurrences Please attach this evidence, label 5.6 Insurance.

6. DECLARATION OF ACTUAL, POTENTIAL OR PERCEIVED CONFLICT OF INTEREST

Declaration of Actual, Potential or Perceived Conflict of Interest (Clause 17.0 – Conditions of Tender)	Compulsory Completion of the below Section
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A Conflict of Interest is something that may impact your objectivity in performing your obligations to Council. An actual Conflict of Interest is:
a personal advantage (or avoidance of loss), financial or otherwise, to a Councillor, Council employee or their partner, spouse, immediate relative or friend; and/or
where a Tenderer has other personal or business interests that may create a risk to, or impact on, the delivery of the goods and services, the subject of this tender, in accordance with Council's requirements.

Please note that tenderers, including the successful Tenderer, must not pay any commission, fees, rebates, gifts or entertainment to any officer or agent of Council. Further, tenderers are to advise of any personal business arrangement with anyone involved with Council. This includes payments, gifts or business arrangements with a partner, spouse, immediate relative or friend of a Councillor or Council employee.

The key to deciding whether there is an actual or potential conflict of interest is to think of how others might view you in the performance of your responsibilities under this Contract. There may be a potential or perceived conflict of interest, or there may be an actual conflict of interest.

If you have a partner, spouse, immediate relative or friend who is a Councillor or Council employee please declare this below so that Council can consider if / how this potential, perceived or actual conflict can be managed.

Will any actual, perceived or potential conflict of interest in the performance of the Tenderers' obligations under the Deed of Agreement exist if the Tenderer is selected for the Panel/Register, or are any such conflicts likely to arise during the term of the Panel/Register?

☐ No → Go to Next Section - Checklist

☐ Yes → Provide details and how the conflict is proposed to be managed

7. COMPLIANCE REQUIREMENTS & EOI RESPONSE CHECKLIST

Please select with a yes or no whether the Responder has complied with the following information requirements. (including that the documents have been read and understood).

*Incomplete Responses may not be considered (including not proceeding through the evaluation process) as there may be insufficient information for Council to make an informed evaluation and decision (Clause 9.5 – Conditions of EOI).		
Description of Compliance Requirements	Yes	No*
Part 1 – EOI Information. Compliance with lodgement of EOI by the Closing Time.	<input type="checkbox"/>	<input type="checkbox"/>
Part 3 – EOI Response. Completion of all sections, including:		
1. General Details	<input type="checkbox"/>	<input type="checkbox"/>
2. Acceptance of Documents. The Applicant has read, understood and accepts Part 1 – Invitation, Information and Specification for Responders and Part 2 – Conditions of Expression of Interest.	<input type="checkbox"/>	<input type="checkbox"/>
3. Statement of Departures. Proposed Statement of Departures listed for any matters where the submission varies from the requirements of the Expression of Interest Documents.	<input type="checkbox"/>	<input type="checkbox"/>
4. Execution (Signing) of EOI Response. The Response has been signed by an authorised officer and witness.	<input type="checkbox"/>	<input type="checkbox"/>
5. Evaluation Criteria Evidence. Completed all Evaluation Criteria responses including:		
5.1 Not for Profit Community Group	<input type="checkbox"/>	<input type="checkbox"/>
5.2 Community Group Overview	<input type="checkbox"/>	<input type="checkbox"/>
5.3 Proposed Use of the Studio	<input type="checkbox"/>	<input type="checkbox"/>
5.4 Benefits to the Community	<input type="checkbox"/>	<input type="checkbox"/>
5.5 Financial Capability	<input type="checkbox"/>	<input type="checkbox"/>
5.6 Insurance	<input type="checkbox"/>	<input type="checkbox"/>
6. Declaration of Actual, Potential or Perceived Conflict of Interest	<input type="checkbox"/>	<input type="checkbox"/>