

Part 3 – Expression of Interest Response

Expression of Interest:	Management of the Surat Aquarium
Closing Time:	10 am (Australian Eastern Standard Time) Thursday, 23rd October 2025
EOI Number:	MRC 26012

Table of Contents

1. GENERAL DETAILS	1
2. ACKNOWLEDGEMENT AND ACCEPTANCE OF DOCUMENTS	3
3. STATEMENT OF DEPARTURES.....	4
4. EXECUTION OF EXPRESSION OF INTEREST RESPONSE.....	5
5. EVALUATION CRITERIA EVIDENCE	6
6. DECLARATION OF ACTUAL, POTENTIAL OR PERCEIVED CONFLICT OF INTEREST	8
7. COMPLIANCE REQUIREMENTS AND TENDER RESPONSE CHECKLIST	9

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: **MRC 26012 Management of the Surat Aquarium**

1.1 Name of the club or entity or Individual under which this tender is being made.

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

1.7 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

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

1.14 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	☐ Yes ☐ No
--	--

I accept the following documents...

Part 2 – Conditions of EOI (contained in the Request for Expression of Interest).	☐ Yes ☐ No										
Part 3 – Specification (contained in the Expression of Interest).	☐ Yes ☐ No										
Addenda (if any) – Issued after the Issue Date of the Expression of Interest <table border="0"> <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									☐ Yes ☐ No
ADDENDUM NO.	ADDENDUM DATE										
.....											
.....											
.....											
.....											

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	Information about the Tenderer	50 Points
5.2	Management of Safety Risks	5 Points
5.3	Legislative Compliance	10 Points
6	Contribution to the Local Economy	As per Council's Procurement Policy
7	Declaration of Actual, Potential or Perceived Conflicts of Interest	Mandatory

5.1 About the tenderer

The following information is sought about the tenderer:

- (a) Tenderer Capability and Experience
- (b) Insurances

(a) Capability Statement

The following is a guideline to assist tenderer's address this criteria.

- Number of people that will be involved to provide the service.
- Current or previous experience with aquariums
- Knowledge of freshwater fish
 - Identifying unhealthy fish and diseases
 - Identifying other environmental issues within the aquarium that may negatively affect the health of the fish
- Knowledge of the management of aquariums
 - Maintenance
 - Cleaning
 - Water quality including water sampling & interpretation of samples
 - Application of chemicals as a result of water sampling
 - Knowledge of aquarium chemicals

Tenderers are to provide a brief summary of the Tenderer's background and capabilities related with the management of aquariums (in an attachment labelled "5.1 – (a) Capability Statement")	"5.1 – (a) Capability Statement"
--	---

(b) Insurances

Tenderers are to provide a copy of the required insurances (in an attachment labelled “5.1 – (b) Insurances”)	“5.1 – (b) Insurances”
---	-------------------------------

Type	Value (\$)
Public liability	\$20,000,000 for each and every occurrence, unlimited in the number of occurrences

5.2 Management of Safety Risks

Please explain your approach to safety to ensure that the aquariums will not be damaged or persons injured while performing the services. What injury and accident prevention measures will you put in place?

Tenderers are to provide a brief summary of the safety measures that will be implemented to prevent damage to facilities or injury to people related with the management of aquariums (in an attachment labelled “5.1 – (a) Safety Management”)	“5.2 – Safety Management”
---	----------------------------------

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
--	---

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 AND TENDER RESPONSE CHECKLIST

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

*Incomplete Tenders 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 Tender).		
Description of Compliance Criteria	Yes	No*
Compliance with lodgement of Tender by the Closing Time detailed in Part 1.	☐	☐
Completion of Part 3 – Tender Response, including:		
General Details		
Agreement to Tender Documents. The Tenderer has read, understood and accepts Part 1 – Invitation to Tender & Specification, Part 2 – Conditions of Tender, Part 4 – Management Agreement.	☐	☐
Proposed Statement of Departures listed for any matters where the tender submission varies from the requirements of the Tender Documents.	☐	☐
Execution (Signing) of Tender. The Tenderer Response has been signed by an authorised officer and witness.	☐	☐
Completed all Evaluation Criteria responses including:		
6 – Declaration of Actual, Potential or Perceived Conflicts of Interest.	☐	☐
Attachments for:		
“5.1 (a) – About the Tenderer – Capability Statement”	☐	☐
“5.1 (b) – Insurances”	☐	☐
5.2 – Management of Safety Risks	☐	☐