



Expression of Interest – Response Form

# Sydenham Yard Development Opportunity

## Key Dates

EOI release date 18 August 2023  
Questions closing date 15 September 2023, 4pm  
Deadline for EOI response 22 September 2023, 4pm

Respondent EOI submissions must include the completed forms contained within this document. Your Response Form should be kept to a maximum of ten (10) pages (including any supporting information, pamphlets etc.).

### Document

- ☐ Response Declaration
- ☐ Conflict of Interest Declaration
- ☐ Response Form

**ChristchurchNZ**



## Response Declaration

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### Respondent's Declaration

I/we declare that in submitting the response and this declaration:

- The information provided is true, accurate and complete and not misleading in any material respect.
- The response does not contain intellectual property that will breach a third party's rights.
- I/we have secured all appropriate authorisations to submit this response, to make the statements and to provide the information in the response and I/we am/are not aware of any impediments to enter into a contract to deliver the requirements.
- I/we agree to notify ChristchurchNZ as soon as possible of any conflicts of interest that arise (or could arise) in the future.
- I/we have read and agreed to the EOI Terms and Conditions set out in the Sydenham Yard Development Opportunity document.

I/we understand that the falsification of information, supplying misleading information or the suppression of material information in this declaration and the response may result in the response being eliminated from further participation in the EOI process and may be grounds for termination of any contract awarded as a result of the EOI.

By submitting a response to this EOI the person named below represents, warrants, and agrees that he/she has been authorised by the Respondent/s to make this declaration on its/their behalf.

<b>Name of Respondent:</b>	
<b>Signed by the Contact Person for the Respondent:</b>	
<b>Name and title of Contact Person:</b>	
<b>Contact details: (phone number and email address)</b>	
<b>Date:</b>	

## Conflict of Interest Declaration

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A conflict of interest is a situation in which a Respondent could gain (or be seen to gain) an unfair advantage through an association with an individual or organisation. Associations include financial, personal, professional, family-related, or community-related relationships.

- An actual conflict of interest is where there already is a conflict.
- A potential conflict of interest is where the conflict is about to happen or could happen.
- A perceived conflict of interest is where other people might reasonably think there is a conflict.

Question	Details
Please select the response	Select an answer for each question. Select 'Potentially' if others could perceive that a conflict exists.
Does any person in your organisation have a close friend or relative who is (or could be) involved in any evaluation of decision-making relating to this procurement process?	Yes / No / Potentially
Has any person in your organisation recently offered any special discounts, gifts, trips, hospitality, rewards, or favours to any person involved in any evaluation or decision-making relating to this procurement process?	Yes / No / Potentially
Does any person involved in any evaluation or decision-making relating to this procurement process have a financial interest in your organisation?	Yes / No / Potentially
Are you aware of anything that might give the appearance that any person involved in the evaluation stage or decision-making stage of this procurement process is biased towards or against your organisation?	Yes / No / Potentially
Is there anything else that we should know?	Yes / No / Potentially
If you have answered 'Yes', 'Potential' or 'Perceived' to any of the above questions, please provide details here.	

### Declaration

I confirm that the above details are correct to the best of my knowledge, and I make this declaration in good faith.

Signature:	
Name and Title:	
Date:	

## Response Form

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Submission response forms must provide the following information in an MS Word or PDF formatted document. Your response form is to include sufficient detail to allow a panel to consider your proposal against the outcomes outlined in the Sydenham Yard Development Opportunity document, and is to include the following:

**Name of Respondent(s):**

- Your trading name
- Legal name
- List of directors
- Address for service
- Key contact person with their contact details.

Please include a summary of your background, general experience, and core business activities.

Please refer to **Page 14 and 15** of the Sydenham Yard Development Opportunity document for details of the expected response for the following requirements:

- 1. Development Intent**
- 2. Relevant experience**
- 3. Partnering**
- 4. Price, Financial Capability and Capacity**

Response forms that do not include the above information may not be considered.



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**ChristchurchNZ**