

**COMMERCIAL LEASE FOR suite 1 at the Gillieston Heights Community Hub**

**Maitland, NSW**

**Expressions of Interest**

**Part 2**

**Expression of Interest Forms & Schedules**

Expression of Interest Guidelines for Completing Part 2

The following Response Forms are provided as a guide for your response.

Respondents must note that all forms MUST be completed and submitted in the format provided. Where a response is not applicable, applicant should note “NA”.

Any answer of the type “Yes/No”, “Provided/Not Provided” or “Attached/Not Attached” requires the selected response to be highlighted.

Please use the spaces provided for any text-based answers and expand the space as necessary. Where a Respondent requires more space to provide an answer, they must attach additional relevant documents or pages in the section or reference to an attachment if a larger document is required. MCC prefers responses in each section be limited to less than 500 words.

# Response Form 1 – General Respondent Details

## Respondent Details

|  |  |
| --- | --- |
| Respondent Legal Name: |  |
| Trading Name: |  |
| ACN (if applicable): |  |
| ABN: |  |
| Registered Address: |  |
| Place of Business Address: |  |
| Company Website |  |
| Contact Name for this Submission: |  |
| Company Position/Role: |  |
| Email Address: |  |
| Mobile Number: |  |
| Phone Number – Direct Line: |  |
| Postal Address for Correspondence: |  |

## Additional Company Information – Legal Proceedings

Are you or any of your directors or close associates currently, or in the past five years, been the subject of any, or any pending:

|  |  |  |
| --- | --- | --- |
| Legal proceedings, including winding up or bankruptcy proceedings | YES | NO |
| Insolvency administrations or investigations | YES | NO |
| Investigations by ICAC or any other similar public body, including findings of dishonest, unfair and unconscionable conduct | YES | NO |

|  |  |
| --- | --- |
| Signature of Authoriser:*(Scanned signature acceptable)* |  |
| Printed Name of Signatory: |  |
| Company Position/Role: |  |
| Date: |  |

# Response Form 2 – Experience and Capability

## Business History and Experience

|  |
| --- |
| Respondents are required to provide the following |
| Industry Expertise and Business History Brief Outline | Attached | Not Attached |

## Contract Referees

Provide the details below of 3 business contacts from venues under the Respondents current or recent past management. These contacts must be willing to act as referees to attest to the standard of service your organisation provides and the level of innovation your company has injected into the relationship and/or site. Reference checks will be completed if shortlisted.

***MCC reserves the right to undertake third party reference checks on Respondents.***

|  |
| --- |
| **Referee 1** |
| Venue/Site Name: |  |
| Client Company: |  |
| Tenure Length |  |
| Range or Type of Services Provided: |  |
| Type of Contract (e.g. fixed, exclusive, panel, licence, lease) |  |
| Approximate contract value (per annum) |  |
| Contact Name |  |
| Position/Role: |  |
| Telephone Number: |  |
| Email: |  |

|  |
| --- |
| **Referee 2** |
| Venue/Site Name: |  |
| Client Company: |  |
| Tenure Length |  |
| Range or Type of Services Provided: |  |
| Type of Contract (e.g. fixed, exclusive, panel, licence, lease) |  |
| Approximate contract value (per annum) |  |
| Contact Name |  |
| Position/Role: |  |
| Telephone Number: |  |
| Email: |  |

|  |
| --- |
| **Referee 3** |
| Venue/Site Name: |  |
| Client Company: |  |
| Tenure Length |  |
| Range or Type of Services Provided: |  |
| Type of Contract (e.g. fixed, exclusive, panel, licence, lease) |  |
| Approximate contract value (per annum) |  |
| Contact Name |  |
| Position/Role: |  |
| Telephone Number: |  |
| Email: |  |

|  |  |
| --- | --- |
| Signature of Authoriser:*(Scanned signature acceptable)* |  |
| Printed Name of Signatory: |  |
| Company Position/Role: |  |
| Date: |  |

# Response Form 3 – Operational and Financial Capacity

## Operational and Financial Capacity

|  |
| --- |
| Please provide details below regarding your operational and financial capacity. Please describe any previous operations of a similar nature. |
|  |

|  |  |
| --- | --- |
| Signature of Authoriser:*(Scanned signature acceptable)* |  |
| Printed Name of Signatory: |  |
| Company Position/Role: |  |
| Date: |  |

# Response Form 4 – conceptual

## fitout

MCC wants to understand the proposed alterations to fitout that the Respondent envisages.

|  |
| --- |
| Proposed alterations to Fitout |
|  |

|  |  |
| --- | --- |
| Signature of Authoriser:*(Scanned signature acceptable)* |  |
| Printed Name of Signatory: |  |
| Company Position/Role: |  |
| Date: |  |

# Response Form 5 – Contract Terms

## Confirmation of Term

Maitland City Council is looking for a tenant to sign a 3–5-year lease with options or by negotiation.

|  |
| --- |
| Please confirm your acknowledgment of the Term here**.** |
| We acknowledge that the Initial Term will be for three (3) years with an option for a further extension at MCC discretion or by negotiation. | YES | NO |

|  |  |
| --- | --- |
| Signature of Authoriser:*(Scanned signature acceptable)* |  |
| Printed Name of Signatory: |  |
| Company Position/Role: |  |
| Date: |  |

# Response Form 6 – Completion of Forms and Addenda

## Acknowledgement of Documents Received -

As the authorised representative of the organisation submitting this Expression of Interest, I confirm the completeness and authenticity of the information provided.

We ………………………………………………. *(insert EOI Entity)* acknowledge that we have been provided with the following documentation and communications during this EOI process, inclusive of all Addendum.

|  |  |
| --- | --- |
| Document / Communication Received | Date Received |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| Signature of Authoriser:*(Scanned signature acceptable)* |  |
| Printed Name of Signatory: |  |
| Company Position/Role: |  |
| Date: |  |

# Schedule 1 – EOI Submission Form

The party/parties ***[delete whichever is not applicable]*** specified below hereby submit the following offer for the provision of EOI for Commercial Lease for Suite 1 situated at the Gillieston Heights Community Hub in accordance with the invitation dated 5th July 2024.

Name of Respondent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of Respondent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ABN of Respondent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Respondent warrants that it has not submitted this EOI as an agent for a third party or as a trustee of a trust.

DATED this \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2024

**EXECUTED** by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_