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| REQUEST FOR EXPRESSIONS  OF INTEREST |
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|  |
| [INSERT CONTRACT NAME] |
| CONTRACT NO: [INSERT CONTRACT NUMBER] |

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| **PART 1 – PREAMBLE** | | | | | |
| [COUNCIL NAME] invites expressions of interest from suitably qualified Respondents for [BRIEFLY DESCRIBE SCOPE] as described in more detail in Part 4 – Scope. [INSERT SUCH OTHER INFORMATION AS COUNCIL CONSIDERS APPROPRIATE, INCLUDING FOR EXAMPLE, A PROPOSED PROCUREMENT TIMETABLE] | | | | | |
| **PART 2 – GENERAL INFORMATION** | | | | | |
| * 1. Contract details: | [CONTRACT NAME AND NUMBER] | | | | |
| * 1. Communications by Respondents: | Communications regarding the Procurement Process must be submitted to [WEBSITE OR EMAIL ADDRESS] no later than [NO. OF DAYS] calendar days prior to the time stated in Item 4 (as extended, if at all, pursuant to the Procurement Process Conditions). | | | | |
| * 1. Briefing or site inspection: | Details | Maximum attendees | Mandatory | RSVP | |
| [DESCRIPTION, ADDRESS TIME AND DATE] | [INSERT No.] | Yes  No | RSVP to [EMAIL ADDRESS] by [TIME AND DATE] | |
| * 1. Submission of Expression of Interest | Expressions of Interest must be submitted at [WEBSITE] by no later than [TIME] on [DATE].  *Note// Adequate time must be allowed for the Expression of Interest and all supporting documents to be uploaded or received by this time.* | | | | |
| * 1. Evaluation Criteria | Evaluation Criteria | | | | Weighting (%) (Optional) |
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| * 1. Expressions of Interest should not be longer than: | [INSERT MAXIMUM NO. OF PAGES THAT MAY BE LODGED AS OR WITH AN EXPRESSION OF INTEREST] (including all attachments, annexures, supplements, parts, schedules or appendices) | | | | |
| * 1. Complaints: | Complaints regarding Procurement Process to be directed to: [NAME] at [EMAIL ADDRESS] | | | | |
| **PART 3 – PROCUREMENT PROCESS CONDITIONS** **[Delete the rows that are not applicable by right clicking on the row then selecting "delete rows"]** | | | | | |
| [OPTION 1 - USE THIS OPTION IF PPC ARE NOT ON COUNCIL'S WEBSITE]The Procurement Process is governed by, and this Request for Expressions of Interest is to be read in conjunction with, the Procurement Process Conditions attached to or provided with this Request for Expressions of Interest and identified as [FILE NAME(S) OF THE PROCUREMENT PROCESS CONDITIONS] | | | | | |
| [OPTION 2 - USE THIS OPTION IF PPC ARE ON COUNCIL'S WEBSITE]The Procurement Process is governed by, and this Request for Expressions of Interest is to be read in conjunction with, the Procurement Process Conditions available for viewing or download from [INSERT LINK TO WEBSITE ON WHICH CONDITIONS STORED] | | | | | |
| **PART 4 – SCOPE [Delete the rows that are not applicable by right clicking on the row then selecting "delete rows"]** | | | | | |
| [IF NOT ATTACHING A SEPARATE SCOPE, DELETE THE EXISTING TEXT AND TYPE SCOPE HERE]The Scope is described in the document(s) attached to or provided with this Request for Expressions of Interest and identified as [INSERT THE FILE NAME(S) OF THE DOCUMENTS COMPRISING THE SCOPE] | | | | | |
| **PART 5 – RESPONSE SCHEDULES** | | | | | |
| The Expression of Interest must be submitted in the form provided in the Response Schedules attached to or provided with this Request for Expressions of Interest and identified as [INSERT THE FILE NAME(S) OF THE DOCUMENTS COMPRISING THE RESPONSE SCHEDULES] | | | | | |