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Executive Summary and Tenderer Profile Template

* 1. **EXECUTIVE SUMMARY**

Tenderers should provide an executive summary of their Tender.

* 1. **TENDERER PROFILE**

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| **Note to Tenderers**: if Tenderers are intending to incorporate an Australian company to provide the Registry Services but have yet to incorporate a company at the time of Tender submission, please indicate this in the table below (for example, a non-Australian Tenderer can provide details of itself below and indicate that it will provide the ACN, ABN, etc to auDA at a later date). The contracting entity to the Registry Services Agreement must be an Australian incorporated entity.  |

| Item No. | Required Information | Tenderer's Information |
| --- | --- | --- |
| **General Information** |
|  | **Tenderer's legal name** |  |
|  | **Trading or Business Name (if different to legal name)** |  |
|  | **Type of legal entity (e.g. company, partnership, trustee)** |  |
|  | **ACN/ARBN/Other incorporation number** |  |
|  | **ABN, if applicable** |  |
|  | **Tenderer's address and details** | **Registered Office****(If applicable)** |  |
| **Principal Place of Business (If different to the registered office)** |  |
| **Phone (General)** |  |
| **Email (General)** |  |
|  | **Tenderer's contact person** | **Name** |  |
| **Position** |  |
| **Address** |  |
| **Mobile Phone** |  |
| **Email** |  |
|  | **Is the Tenderer or a Related Body Corporate of the Tenderer currently operating a Restricted Service in Australia (Y/N)?** |  |

* 1. **ADDITIONAL TENDERER DETAILS**

| Item No. | Required Information | Tenderer's Information |
| --- | --- | --- |
| **Company details (If applicable)** |
|  | **Provide a summary of details in relation to the company's size, location of its sites and the principal locations for the provision of the Registry Services** |  |
|  | **If the Tenderer is a foreign company, please provide details regarding the status of registration, place of incorporation and principal place of business in Australia as well as evidence of its ARBN, ABN and GST registration** |  |
| **Partnership details (If applicable)** |
|  | **Provide details of the nature and structure of the partnership, including entities that are controlled by the partnership** |  |
|  | **Provide details of the specific partners who would be involved in delivering the Registry Services** |  |
|  | **The Tenderer must provide the relevant partnership deed or other documentation in its response as supporting information.** |  |
| **Trust details (If applicable)** |
|  | **If the Tenderer proposes to enter into the Registry Services Agreement as trustee of a trust, provide the name and details of the nature of the trust.** **The Tenderer must provide the relevant trust documentation in its response as supporting information** |  |

* 1. **SUBCONTRACTORS**

Tenderers should include the details of any proposed subcontractors that will be used in delivering the Registry Services by completing the table below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item No. | Proposed Subcontractor and ACN/ABN/ARBN (as applicable) | Description of work to be performed | Subcontract Value ($AUD) | Contact Details |
|  |  |  |  |  |
|  |  |  |  |  |

* 1. **REFEREES**

Tenderers should provide details in the table below of at least two referees for whom they have recently provided the Registry Services or services similar to the Registry Services.

* + - 1. Referee 1

|  |  |
| --- | --- |
| **Name of organisation** |  |
| **Summary of services provided (including date those services were provided):** |  |
| **Referee contact details** | Name:Title:Telephone:Email address: |

* + - 1. Referee 2

|  |  |
| --- | --- |
| **Name of organisation** |  |
| **Summary of services provided (including date those services were provided):** |  |
| **Referee contact details** | Name:Title:Telephone:Email address: |