# 1. Organisation Information

Please complete, save and upload this form following the instructions found in the *Request for Proposal* document

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| **1.** | **Proposer** |  |
|  |  | Enter the registered name of the entity or the name of the person tendering. For partnerships and joint ventures, enter only the principal or lead partner (other partners are entered at boxes 7 & 8 below). |

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| **3.** | **Trading name** |  |
|  |  | Enter the registered trading name of the tenderer (principal or lead partner only). |

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| **4.** | **ACN/ABN** |  |
|  |  | Enter the Australian Company Number (preferred) or Australian Business Number of the tenderer (principal or lead partner only). If not an Australian entity, write “Not Australian”. |

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| **5.** | **Registered address** |  |
|  |  | Enter the Registered address of the tenderer (principal or lead partner only). |

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| **6.** | **Trading address** |  |
|  |  | Enter the actual address of the tenderer’s principal place of trading (principal or lead partner only). |

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| **7.** | **Partner 1** | Registered name: |  |
| Registered address: |  |
| Trading name: |  |
| A.B.N. |  |
|  |  | Enter the registered name and address, trading name and ABN of any partner or joint venture entity or organisation. Enter partners only if they will be jointly and/or severally liable for the delivery of the services and will be parties to any contract pursuant to acceptance of this tender. Do not enter subcontractors or agents, unless they will be party to the contract. | |

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| **8.** | **Partner 2** | Registered name: |  |
| Registered address: |  |
| Trading name: |  |
| A.B.N. |  |
|  |  | Enter the registered name and address, trading name and ABN of any additional partner or joint venture entity or organisation. Enter partners only if they will be jointly and/or severally liable for the delivery of the services and will be parties to any contract pursuant to acceptance of this tender. Do not enter subcontractors or agents, unless they will be party to the contract. | |

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| **9.** | **Mailing address** |  |
|  |  | Enter the full postal address for the delivery of any correspondence or notices that relate to this tender. |

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| **10.** | **Email address** |  |
|  |  | Enter the full email address for the electronic delivery of any correspondence or notices that relate to this tender. |

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| **11.** | **Authorised representative** | Name: |  | Tel BH: |  |
| Tel AH: |  | Tel Mob: |  |
| Email |  | | |
| Position: |  | | |
|  |  | Enter the name and contact details of the person authorised to conduct any negotiations that may be required pursuant to this tender. The person must be able to act for all parties to the tender. | | | |

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| **12.** | **Contact Person** | Name: |  | Tel BH: |  |
| Tel AH: |  | Tel Mob: |  |
| Email: |  | | |
| Position: |  | | |
|  |  | Enter the name and contact details of the person to contact first if any further information is required in relation to this tender. | | | |

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