



Expression of Interest Response Form

Pacific Business Capability Network

Complete all sections and attach the requested evidence. Responses should be clear, concise and directly address the requirements and assessment criteria in this EOI.

Submit the completed form and attachments to procurement@pacificbusiness.co.nz by Tuesday 15 September 2026, 5pm.

A. Applicant details

Description	Response
Legal name of organisation	
Trading name, if different	
NZBN / registration number	
Legal structure	
Years in operation	
Physical address	
Website	
Primary contact	<i>Name:</i> <i>Position:</i> <i>Email:</i> <i>Phone:</i>
Authorised signatory	<i>Name:</i> <i>Position:</i>

B. Eligibility and mandatory requirements

Requirement	Yes / No
The applicant meets the definition of a Pacific organisation in section 4. <i>Details or evidence reference:</i>	☐ Yes ☐ No
The applicant has appropriate legal status and can enter a contract with PBT. <i>Details or evidence reference:</i>	☐ Yes ☐ No
The applicant holds, or will hold before appointment, suitable insurance. <i>Details or evidence reference:</i>	☐ Yes ☐ No

The applicant is financially viable and able to deliver for the proposed term. <i>Details or evidence reference:</i>	☐ Yes ☐ No
The applicant can work within PBT's standards, systems, privacy, reporting and contractual requirements. <i>Details or evidence reference:</i>	☐ Yes ☐ No
The applicant is not aware of any material legal, regulatory, compliance or performance concern that could affect delivery. <i>Details or evidence reference:</i>	☐ Yes ☐ No

C. Ownership, governance and Pacific control

Describe the organisation's ownership and control or, where there is no conventional ownership structure, its governance and control. Explain how the organisation meets the Pacific organisation requirement.

Response:

D. Regions and service coverage

Priority regions applied for:

- ☐ Auckland
- ☐ Waikato
- ☐ Wellington
- ☐ Christchurch/Canterbury

For each selected region, describe your physical presence, delivery locations, staffing, local relationships, referral networks, current capacity and ability to scale.

Region	Physical presence, resources and capacity
Auckland	<i>Physical presence:</i> <i>Resources:</i> <i>Capacity:</i>
Waikato	<i>Physical presence:</i> <i>Resources:</i> <i>Capacity:</i>

Wellington	<i>Physical presence:</i> <i>Resources:</i> <i>Capacity:</i>
Christchurch / Canterbury	<i>Physical presence:</i> <i>Resources:</i> <i>Capacity:</i>

Confirm capability across all service areas:

- ☐ Business foundations and startup planning
- ☐ Financial capability, pricing, cashflow and accounting systems
- ☐ Sales, marketing and customer development
- ☐ Digital tools, e-commerce, productivity, AI and automation
- ☐ Operations, workforce planning, compliance and procurement readiness
- ☐ Leadership and business management capability

E. Relevant experience and demonstrated outcomes

Summarise your relevant experience supporting idea-stage entrepreneurs, startups and early-stage businesses. Include programme names, dates, client groups, volumes supported and measurable outcomes.

Response:

Case study 1

Client context and need

Support provided

Response:

Leave Behind Results and Economic Uplift outcomes

Response:

Evidence and verification method

Response:

Case study 2

Client context and need

Support provided

Response:

Leave Behind Results and Economic Uplift outcomes

Response:

Evidence and verification method

Response:

Case study 3

Client context and need
Support provided <i>Response:</i>
Leave Behind Results and Economic Uplift outcomes <i>Response:</i>
Evidence and verification method <i>Response:</i>

F. Technical business capability

Service area

Business foundations and startup planning

Approach, tools, experience and evidence:

Financial capability, pricing, cashflow and accounting systems

Approach, tools, experience and evidence:

Sales, marketing and customer development

Approach, tools, experience and evidence:

Digital tools, e-commerce, productivity, AI and automation

Approach, tools, experience and evidence:

Operations, workforce planning, compliance and procurement readiness

Approach, tools, experience and evidence:

Leadership and business management capability

Approach, tools, experience and evidence:



G. Delivery approach and client management

Describe how you will receive and manage referrals, assess and plan support, deliver coaching, mentoring, workshops or online services, monitor progress, manage risks or non-engagement, help clients progress to the next stage of business development and tailor support to clients with different capability levels, business maturity and support requirements.

Response:

H. Pacific competency and cultural responsiveness

Explain how your organisation builds trusted relationships with Pacific entrepreneurs and delivers accessible, culturally responsive support. Include relevant Pacific business experience, language capability, community relationships, cultural frameworks or practices, and how these shape delivery.

Response:

I. Outcome measurement, reporting, verification and organisational capacity

Describe how you will agree, measure, evidence and report Leave Behind Results and Economic Uplift indicators; maintain accurate client records; use required systems; assure data quality; and provide timely, reliable reporting. Also describe staffing, qualifications, online capability, financial sustainability, scalability and ability to meet agreed timeframes and demand.

Response:

Key personnel

Name and role	Qualifications and relevant experience	Region(s) and availability



J. Rates, expenses and commercial matters

☐ We confirm that we accept PBT's provider rates and understand that PBT will set those rates. We have not proposed alternative rates in this response.

Identify any assumptions, travel or other expense requirements, or commercial matters PBT should consider.

Response:

K. Systems, assurance and risk management

Area
Privacy and information security <i>Describe arrangements and attach evidence where relevant:</i>
Health and safety <i>Describe arrangements and attach evidence where relevant:</i>

Complaints and issue management

Describe arrangements and attach evidence where relevant:

CRM, client records and reporting systems

Describe arrangements and attach evidence where relevant:

Data quality, quality assurance and continuous improvement

Describe arrangements and attach evidence where relevant:

Business continuity and risk management

Describe arrangements and attach evidence where relevant:



L. Conflicts of interest and disclosures

Do you have any actual, potential or perceived conflict of interest, or any other matter that could affect your independence, reputation, capacity or ability to deliver?

☐ No ☐ Yes

If yes, provide full details and proposed management actions:

M. Referees

Name	Organisation and relationship	Email and phone

N. Attachments checklist

- ☐ Organisation profile and evidence of ownership, governance and legal structure
- ☐ Profiles or CVs for key personnel
- ☐ Two case studies and supporting evidence
- ☐ Evidence of insurance
- ☐ Evidence of financial sustainability
- ☐ Relevant policies, certifications or quality assurance information
- ☐ Any additional supporting material clearly referenced in this form

O. Applicant declaration

By signing this response, the applicant declares that the information provided is true and complete to the best of its knowledge; it has disclosed all relevant conflicts and material matters; it is authorised to submit this response; it accepts the EOI conditions and PBT's provider rates; and it understands that PBT may verify information, undertake due diligence, contact referees, seek clarification, and make no appointment.

Authorised signatory name	
Position	
Signature	
Date	