

# Code for Tenders and Contracts

## December 2019

# Table of Contents

<b>1</b>	<b>INTRODUCTION</b>	<b>3</b>
<b>2</b>	<b>DEFINITIONS</b>	<b>4</b>
<b>3</b>	<b>PURCHASING PRINCIPLES</b>	<b>5</b>
3.1	OPEN AND EFFECTIVE COMPETITION	5
3.2	VALUE FOR MONEY	5
3.3	ENHANCEMENT OF THE CAPABILITIES OF LOCAL BUSINESS AND INDUSTRY	6
3.4	ETHICAL BEHAVIOUR AND FAIR DEALING	6
<b>4</b>	<b>ETHICS AND PROBITY</b>	<b>7</b>
4.1	ETHICS	7
4.2	PROBITY	7
4.3	PROCUREMENT	7
<b>5</b>	<b>MAKING THE PURCHASE</b>	<b>8</b>
5.1	PROCUREMENT OVERVIEW – PROCESSES	8
5.2	PLANNING THE PROCUREMENT	8
5.3	PURCHASING DOCUMENTATION	10
5.3.1	Verbal Quotations (for procurement below \$10,000 excluding GST)	10
5.3.2	Written Quotations (for procurement between \$10,000 and \$100,000 excluding GST)	10
5.3.3	Tenders (for purchases greater than \$100,000 excluding GST)	10
5.4	INVITING OFFERS	12
5.4.1	Verbal Quotations	12
5.4.2	Written Quotations	12
5.4.3	Tenders	13
5.5	COMMUNICATION WITH ALL POTENTIAL SUPPLIERS AND BIDDERS – CONTACT OFFICER	14
5.6	RECEIVING OFFERS	14
5.6.1	Verbal and Written Quotations	14
5.6.2	Tenders	15
5.7	EVALUATING OFFERS	15
5.7.1	Verbal and Written Quotations	15
5.7.2	Tenders	16
5.8	TENDER REVIEW	17
5.8.1	Purchase Audit Committee	17
5.8.2	Tender Evaluation Panel	18

5.9	NOTIFICATION OF SUCCESSFUL AND UNSUCCESSFUL TENDERERS.....	18
5.10	DEBRIEFING UNSUCCESSFUL TENDERERS .....	19
5.11	CONTRACT MANAGEMENT.....	19
5.12	STANDING TENDERS .....	20
5.13	MULTIPLE USE REGISTER .....	20
5.14	MULTIPLE-STAGE TENDERS .....	21
5.14.1	Process .....	22
<b>6</b>	<b>EXEMPTIONS .....</b>	<b>23</b>
<b>7</b>	<b>COMPLAINTS PROCESS .....</b>	<b>25</b>
<b>8</b>	<b>CONTRACT RENEWALS AND EXTENSIONS .....</b>	<b>25</b>
8.1	CONTRACT RENEWALS .....	25
8.2	CONTRACT EXTENSIONS .....	26
<b>9</b>	<b>DISPOSALS .....</b>	<b>26</b>
9.1	DISPOSALS LESS THAN \$5,000 (EXCLUDING GST) .....	26
9.2	DISPOSALS GREATER THAN \$5,000 (EXCLUDING GST).....	26
<b>10</b>	<b>REPORTING.....</b>	<b>26</b>
10.1	ANNUAL REPORT .....	26
<b>11</b>	<b>COMMON USE CONTRACTS .....</b>	<b>27</b>

## 1 Introduction

The purpose of the Code for Tenders and Contracts (Code), is to provide a policy framework on best practice tendering and procurement methods in line with the legislative requirements of the *Local Government Act 1993* (the Act) and the *Local Government (General) Regulations 2015* (the Regulations).

With this Code the Central Coast Council (the Council) aims to achieve the purchasing principles of:

- open and effective competition;
- value for money;
- enhancement of the capabilities of local business and industry; and
- ethical behaviour and fair dealing.

The Act requires every council to adopt a code relating to tenders and contracts.

This Code:

- is consistent with the Act and the Regulations; and
- includes procedures and guidelines for any prescribed matter.

As a measure of accountability and transparency, the General Manager will:

- make a copy of this Code (and any amendments) available for public inspection at the public office during ordinary office hours;
- make copies of this Code available for purchase at a reasonable charge; and
- publish a copy of this Code on the Council's website.

The Act and Regulations require the Council to invite tenders for any contract it intends to enter into for the supply or provision of goods or services valued at or above \$250,000 (excluding GST). The Council has however chosen to maintain its threshold at \$100,000 and in accordance with the Regulations, the Council will invite tenders for all contracts valued at or over \$100,000 (excluding GST) by one of the following means:

- an open tender process (refer Sections 5.1 through to 5.12);
- a multiple-use register (refer Section 5.13); or
- a multiple-stage tender (refer Section 5.14).

There are circumstances in which the Council is exempt from undertaking the above processes. These circumstances are described in Section 6.

For purchases under the \$100,000 threshold, the Council, in accordance with the Regulations, has decided that a quotation process will be undertaken. The Council may choose to grant an exemption from undertaking a quotation process where the same circumstances exist for that of a tender described in Section 6.

The Council will not split a contract into two or more contracts for the primary purpose of avoiding compliance with the requirement to publicly invite tenders.

Officer acting under this Code should do so under delegated authority from the General Manager.

## 2 Definitions

**Code** – refers to this Code for Tenders, Contracts and Procurement which has been developed in accordance with the requirements of the *Local Government Act 1993* and the *Local Government (General) Regulations 2015*.

**Consultant** – a person or organisation, external to the Council, engaged under a contract on a temporary basis to provide recommendations or high-level specialist or professional advice to assist decision making by the Council. The consultant will be expected to exercise his or her own skills and judgement independently of the Council. It is the advisory nature of the work that distinguishes a consultant from a contractor.

**Contractor** – a person or organisation, external to the Council, engaged under a contract for service (other than as an employee) to provide specified services to the Council.

**Contract** – a contract is an obligation, such as an accepted offer, between competent parties upon a legal consideration, to do, or abstain from doing, some act.

**Expression of Interest (EOI)** – an Expression of Interest may be used as a means of exploring the market or to pre-qualify businesses to reduce the cost of tendering by restricting the issue of formal tenders.

**Local Business** – any business operating in the Central Coast municipal area that has a permanent office or presence in the municipal area.

**Multiple-stage Purchasing** – a process which allows for a preliminary assessment of the market to be made in terms of the capabilities of potential suppliers and the goods and services that are available to satisfy the requirement, before a final purchasing stage is undertaken.

**Preferred Supplier** – a supplier that has satisfied the Council's selection criteria and is approved for the purchase of particular goods and services.

**Procurement** – the entire process by which all resources are obtained by an entity, including planning, design, standards determination, specification writing, selection of suppliers, financing, contract administration, disposals and other related functions.

**Probity** – probity is a risk management approach to ensuring procedural integrity.

**Public Tender** – a tender where any business that can meet the requirements of the Request for Tender can bid.

**Purchasing** – the acquisition of goods or services.

**Quotation** – the bid submitted in response to a Request for Quotation from the Council.

**Request for Quotation (RFQ)** – either a verbal or written request for offers from businesses capable of providing a specified good or service.

**Request for Tender (RFT)** – a document soliciting offers from businesses capable of providing a specified good or service. Requests for Tender are usually advertised.

**Standing Tender** – a tender from which a single tenderer or multiple tenderers may be contracted for a specified period to provide specified goods or services during that period without the need for a further tender process.

**Tender** – a proposal, bid or offer that is submitted in response to a Request for Tender from the Council.

**Tender Evaluation Panel** – a committee established to review the process used for all tenders over \$100,000 (excluding GST).

**Value for Money** – achieving the desired outcomes at the best possible price.

**Verbal Quotation** – a verbal response to a request for a quotation.

**Written Quotation** – a written response to a request for a quotation.

### 3 Purchasing Principles

This Code has been developed in order to have a transparent set of strategies and procedures that the Council will follow in order to comply with the four purchasing principles as required in the *Local Government (General) Regulations 2015*. Below is a brief definition of each principle and what it means in practice to the Council.

#### 3.1 Open and effective competition

**Open and effective competition** – ensuring that the purchasing process is impartial, open and encourages competitive offers.

In practice this means that the Council will:

- . use transparent and open procurement processes so that potential contractors, suppliers and the public can have confidence in the outcomes;
- . adequately test the market by applicable processes, e.g. by open tender or by seeking quotations;
- . avoid biased specifications; and
- . treat all suppliers consistently and equitably.

#### 3.2 Value for money

**Value for money** – achieving the desired outcome at the best possible price.

In practice this means that the Council will weigh-up the benefits of each purchase against the costs of that purchase. In doing this, it may take the following factors into consideration:

- . fitness for purpose;
- . maintenance and running costs over the lifetime of the product;

- . the advantages of supporting local business;
- . Council is committed to a zero-waste future and supports Reduce, Reuse and Recycle opportunities, the contribution to the achievement of other Council objectives such as industry development and employment creation;
- . quality assurance and perceived level of risk;
- . the capacity of the supplier, e.g. managerial and technical abilities; and
- . disposal value.

### **3.3 Enhancement of the capabilities of local business and industry**

Enhancement of the capabilities of local business and industry – ensuring that local businesses that wish to do business with the Council are given the opportunity to do so.

In practice this means that the Council:

- . will actively seek bids from local business, if available, particularly from those which have previously requested the opportunity to quote;
- . will, for purchases less than \$10,000 (excluding GST), seek at least one verbal quote from a local business, if available. Exemptions may apply to items below \$500 (excluding GST), refer to table on page 9;
- . will, for purchases between \$10,000 and \$100,000 (excluding GST), seek at least one written quote from a local business, if available; and
- . will, for purchases greater than \$100,000 (excluding GST), seek to get at least one tender from a local business, if available.

### **3.4 Ethical behaviour and fair dealing**

This principle means that all procurement is undertaken in a fair and unbiased way and in the best interests of the Council.

In practice this means that the Council will:

- . be fully accountable for the purchasing practices that it uses and the decisions it makes;
- . ensure that decisions are not influenced by self-interest or personal gain (i.e. declining gifts or other personal benefits from suppliers);
- . identify and deal with conflicts of interest;
- . maintain confidentiality; and
- . ensure that all procurement is undertaken in accordance with the Council's policies.

## 4 Ethics and Probity

### 4.1 Ethics

The Council will observe the following ethical standards when making procurement transactions:

- . all business will be conducted in the best interests of the ratepayers, avoiding any situation which may impinge, or might be deemed to impinge, on impartiality;
- . all expenditure will be in accordance with the requirements of the *Local Government Act 1993* and the *Local Government (General) Regulations 2015*;
- . all procurement activity will be undertaken without favour or prejudice and will aim to maximise value in all transactions;
- . confidentiality will be maintained in all dealings; and
- . acceptance of gifts, gratuities or any other benefits which may influence, or might be deemed to influence, equity or impartiality will not be permitted.

### 4.2 Probity

In order to achieve probity, the Council will consider the following five probity principles throughout all stages of procurement and contracting processes to ensure success in achieving the best value for public money:

- . open competitive processes;
- . transparency of process;
- . identification and resolution of conflicts of interest;
- . accountability; and
- . monitoring and evaluating performance.

### 4.3 Procurement

The following points make up the Council's commitment to equitable and transparent Procurement. The Council aims to:

- . ensure that all potential suppliers are provided with identical information upon which to base tenders and quotations and are given equal opportunity to meet the requirements;
- . establish and maintain procedures to ensure that fair and equal consideration is given to all tenders and quotations received;
- . promote honesty and equity in the treatment of all suppliers of goods and services;
- . provide a prompt and courteous response to all reasonable requests for advice and information from potential or existing suppliers;
- . promote fair and open competition and seek value for money for the Council and its local community;



- . seek to minimise the cost to suppliers for participation in the procurement process;
- . protect commercial-in-confidence information;
- . satisfy accountability standards;
- . establish processes that avoid situations where private interests of the Council's employees may conflict with public/council duty and provide for the declaration of any conflicts of interest that do arise; and
- . provide a clear statement that soliciting or accepting remuneration or other benefit from a supplier for the discharge of official duties is not permitted and may be illegal.

## 5 Making the Purchase

### 5.1 Procurement overview – processes

The following procurement overview is provided to give a brief outline on the way in which the Council procures routine goods and services:

- . plan the purchase, which includes the selection of the most appropriate purchasing method;
- . prepare the relevant documents, e.g. quotation, tender or expression of interest;
- . invite and receive offers;
- . evaluate those offers;
- . where the process has involved a formal contract process for a contract of a value greater than that of the General Manger's delegation, gain a Council resolution to formally proceed with the contract with one of the contractors.
- . advise the successful bidder and offer to debrief any unsuccessful bidders; and
- . manage any contract that has been implemented as a result of the procurement.

### 5.2 Planning the Procurement

During the planning phase of procurement, the following steps may be taken by the Council's staff:

- . any relevant approval to undertake procurement is obtained;
- . an estimate of the cost of the good or service is undertaken and available Council funding of such a procurement is confirmed and an appropriate method of procurement is chosen;
- . market research and consultation is undertaken, e.g. what products are available on the market and how many suppliers;
- . the specifications, shall where applicable, comply with the *Work Health and Safety Act 2012*;

- the specifications are defined, and mandatory requirements are identified. The specifications will usually be developed in consultation with relevant Council stakeholders (useful resources during this phase may include previous or similar specifications);
- the establishment of a Tender Evaluation Panel, if required (refer Section 5.8.1);
- the establishment of evaluation criteria and evaluation methodology, undertaken by Project Manager;
- the development of a risk assessment and management plan;
- the commencement of a contract management plan; and

There are three tendering and procurement thresholds that require different levels of involvement in planning and executing the procurement. The following table refers to the thresholds and summarises what procurement method the Council utilises based on the total dollar value of the purchase.

Procurement Value	Minimum Requirement
\$10,000 and below (excluding GST)	<p><b>Verbal Quotations</b></p> <p>Where possible, at least three verbal quotations will be obtained, of which the Council will seek at least one from a local business (if available) and issue a purchase order form to the successful business including the agreed price.</p> <p><b>Exemption from obtaining verbal quotations</b></p> <p>Quotations are not required for one-off purchases valued at \$500 or less that fall outside the Preferred Supplier Listing where it would not be cost-effective to obtain verbal quotations.</p>
Between \$10,000 and \$100,000 (excluding GST)	<p><b>Written quotations</b></p> <p>Where possible, at least three written quotations will be obtained, of which the Council will seek at least one from a local business (if available).</p>
\$100,000 and greater (excluding GST)	<p><b>Any one of the following:</b></p> <p><b>Public Tender -</b></p> <ul style="list-style-type: none"> <li>The tenders will be advertised in the Saturday edition of The Advocate newspaper or other newspapers as appropriate.</li> <li>Each of the tenders will be advertised on the Council's own website.</li> <li>The Council encourages tenders from local business.</li> </ul> <p><b>Multiple-use Register</b> (refer Section 5.13).</p> <p><b>Multiple-stage Tender</b> (refer Section 5.14).</p>

The Council will apply the above requirements to the procurement of all goods and services with the exception of certain circumstances. The circumstances in which the above requirements may not be used are described under Section 6 - *Exemptions*.

## 5.3 Purchasing Documentation

### 5.3.1 Verbal Quotations (for procurement below \$10,000 excluding GST)

Central Coast Council will undertake most procurements below \$10,000 on a verbal basis and as such there will not be any formal quotation documentation. However, the Council may choose, for all but very low-value/low-risk procurement, to provide suppliers with a written specification and request a written quotation.

### 5.3.2 Written Quotations (for procurement between \$10,000 and \$100,000 excluding GST)

The Request for Quotation (RFQ) is a document inviting offers from businesses to provide a specified good or service. The Council's quotation documents will include all terms and conditions of quotation, together with a clear description of the goods or services required, and the details of any applicable Council policies.

The complexity of the documentation will depend upon the nature and value of the procurement. Generally, the RFQ documentation will consist of:

- **Conditions of Quotation** – The conditions set out the terms under which the Council will receive and evaluate offers. The conditions will usually include:
  - the evaluation criteria and a brief outline of the evaluation methodology to be used;
  - the closing date, time and place of lodgement;
  - the Council's contact details;
  - pricing requirements, i.e. the price should exclude GST;
  - relevant Council policies and principles;
  - the entitlement of unsuccessful bidders to be debriefed; and
  - information about the Council's complaints process.
- **Specification** – the specification clearly, accurately and completely describes the essential requirements of the good or service being procured. It is the basis of all offers and is the foundation for the contract. The specification will usually include the:
  - functional requirements;
  - performance requirements; and
  - technical requirements.

### 5.3.3 Tenders (for purchases greater than \$100,000 excluding GST)

The Request for Tender (RFT) is a document inviting offers from businesses to provide a specified good or service. The Council's RFT documentation usually consists of four main parts. These four parts are:

- . **Conditions of Tender** – The Conditions of Tender set out the terms under which the Council will receive and evaluate tenders. The conditions will usually include:
  - the evaluation criteria and a brief outline of the evaluation methodology to be used;
  - the closing date, time and place of lodgement;
  - the Council’s contact details;
  - pricing requirements, i.e. the price should show GST separately;
  - relevant Council policies and principles;
  - the entitlement of unsuccessful tenderers to be debriefed; and
  - information on the Council’s complaints process.
- . **Specification** – The specification clearly, accurately and completely describes the essential requirements of the goods or service being procured. It is the basis of all offers and is the foundation for the contract. The specification will usually include the:
  - functional requirements;
  - performance requirements; and
  - technical requirements.
- . **Conditions of Contract** – The Conditions of Contract contain the contractual terms defining the obligations and rights of the parties concerned. Generally, contracts are used for all purchases over \$100,000 (excluding GST), or where there are material risks involved.
- . **Tender Form** -- The Tender Form must be completed, signed and returned by the tenderer. It includes a declaration by the tenderer that: the tenderer agrees to the Conditions of Tender; the information provided in the tender is accurate and correct; and the person signing the form is duly authorised to do so.

The Council, when preparing the tender documentation, will undertake the following procedures and processes:

- . prepare clear and concise tender documentation that includes all the terms and conditions of the planned procurement with a clear description of the goods or services required and details of any applicable Council policies;
- . prepare tenders that include details of the intended duration of the contract, including any extensions that are applicable to the contract;
- . prepare tenders that include details of the evaluation criteria (which are based on the specifications), any weightings to be used in the assessment of bids and the evaluation methodology;
- . under no circumstances modify the evaluation criteria or methodology after the request for tender has been released without advising all potential tenderers;
- . prepare specifications that do not restrict competition, reflect bias to any brand, or act as a barrier to the consideration of any alternatives;
- . provide advice and details of any briefing sessions to be held in relation to the procurement;
- . provide details about the availability of debriefing sessions for unsuccessful tenderers;

- . provide details about the Council's complaints process and include the contact details of the complaints officer;
- . prepare documentation that clearly specifies the Council's contact details (including Contact Officer), closing time, date and place of lodgement;
- . prepare documentation that clearly states how and in what circumstances the procurement documentation can be altered, including the length of time given to tenderers to prepare their submissions (which is to be at least 14 days from the date on which the tender notice is published);
- . provide advice about the treatment of late submissions;
- . provide an indication if alternative bids will be considered; and
- . where applicable, documentation such as tenders will be cleared by the Council's legal advisers and the General Manager before being issued.

## 5.4 Inviting Offers

### 5.4.1 Verbal Quotations

The Council will follow the following procedures when inviting verbal quotations:

- . provide each supplier with the same information and give each supplier the same amount of time to prepare a quote; and
- . seek at least one verbal quotation from a local business (if available).

### 5.4.2 Written Quotations

The Council will follow the following procedures when inviting written quotations:

- . where possible, it will seek at least three written quotations of which one quotation will be sought from a local business if available;
- . in some cases, it may choose to advertise a quotation if advantageous to do so;
- . it will directly send the invitation to quote to identified businesses (such as businesses that already provide the service and businesses identified during the market research phase);
- . exemption from seeking quotations will only be granted by the General Manager in circumstances outlined under Section 6 - *Exemptions*;
- . it will issue the request for quotation documentation either by mail or email;
- . when issuing a request for quotation to a business, the details of that business will be recorded. The details recorded will include name of business, address, contact person, email, telephone number; and

- the time it provides to bidders to respond to the request for quotation will depend largely upon the nature and the complexity of the procurement, but equal time will be given to all businesses requested to quote.

### 5.4.3 Tenders

The Council will do the following in respect of inviting tenders:

- For tenders, it will advertise each tender, at a minimum, in the Saturday edition of The Advocate newspaper, and on the Council's website at [www.centralcoast.tas.gov.au](http://www.centralcoast.tas.gov.au). The following information will be specified:
  - the nature of the goods or services the Council requires;
  - any identification details allocated to the contract;
  - where the tender is to be lodged;
  - identifying a person from whom more detailed information relating to the tender may be obtained; and
  - the period within which the tender is to be lodged.
- The tender documentation will either be made available via mail, email, or electronically from the Council's website at [www.centralcoast.tas.gov.au](http://www.centralcoast.tas.gov.au). (Any electronic or online tendering process undertaken by the Council will be in accordance with the requirements of the *Electronic Transactions Act 2000*.)
- It may send tender documentation directly to identified businesses, however, it will not provide any documentation to any potential tenderer until the tender has been advertised (so as not to give one tenderer an advantage over another).
- Endeavour to get a minimum of three bids of which it will seek at least one from a local business if available.
- Ensure that all potential suppliers are provided with identical information upon which to base tenders and are given equal opportunity to meet the requirements.
- When inviting tenders, ensure that enough time has been provided to allow tenderers to prepare an adequate response. At a minimum, tenders will be open for 14 days. However, this may increase, dependent on whether the requirements are complex, or if it is likely that interested businesses may need to form partnerships/ consortiums with other businesses in order to fulfil the requirements of the tender.
- When issuing an RFT to a business, record the details of that business. The details recorded will include name of business, address, contact person, email and telephone number.
- If for any reason, there is a need to alter the tender documentation once it has been issued, an addendum will be sent to all businesses that have been issued with that documentation; and

- . If it is necessary to extend the closing date of the tender, the following will be done:
  - all businesses that have been issued with tender documentation will be advised in writing of the change in closing date; and
  - the new closing date will be advertised in all newspapers and websites where the original advertisement was placed.

## **5.5 Communication with all potential suppliers and bidders – Contact Officer**

In accordance with this Code, the Council will do the following in respect of communication with all potential suppliers and bidders:

- . nominate one Contact Officer for each procurement activity and clearly specify their name, contact details (including phone number and mailing address) so that tenderers know who to contact for more information (one person only for probity reasons);
- . the Contact Officer will be the sole point of communication with potential suppliers and bidders and will document any questions asked of them by a potential supplier or bidder and any response given;
- . where possible, the Contact Officer will request that questions from potential suppliers and bidders be put in writing (email will suffice). Any response from the Contact Officer will also be provided in writing;
- . where possible, the Contact Officer will limit the provision of information to the clarification of procedural issues; and
- . any additional information provided to one prospective tenderer will also be provided to everyone else who has requested or received tender documentation.

## **5.6 Receiving Offers**

### **5.6.1 Verbal and Written Quotations**

In receiving quotations, the Council will hold any written or verbal quotations received prior to the closing time in a secure location to maintain confidentiality, to ensure probity and to protect the individuals involved from claims of unfair practices.

All quotations that the Council receives will be clearly marked with the time and date of receipt and recorded in an appropriate schedule or register.

The Council treats information provided by suppliers as confidential and will not provide this information to unauthorised persons.

For written quotations, the Council will follow the procedures set out in the conditions of quotations for any late quotations and, by accepting a late quotation, the Council will ensure that it is not providing an advantage to that bidder over other bidders.

## 5.6.2 Tenders

Council utilises TenderLink which is an electronic lodgement system for receiving tenders. All tenders should register with TenderLink to be able to access and submit tenders.

Council officers will advise local suppliers how to access TenderLink.

The Council treats information provided by suppliers as confidential and will not provide this information to unauthorised persons. The Council may in some cases notify all tenderers of prices tendered prior to a decision being made.

In receiving tenders, the Council may reject non-compliant offers (in accordance with the terms of the tender documents) which:

- . are lodged after the closing time without a valid reason;
- . are not signed where required;
- . are incomplete, e.g. questions have not been answered, pages are missing, or required documentation has not been attached (e.g. insurance certificates);
- . do not comply with mandatory conditions of tender; or
- . fail to meet mandatory specifications.

When opening tenders, the Council will ensure that tenders are:

- . opened in the presence of a minimum of two officers; and
- . clearly identified and recorded.

The Council will follow the procedures set out in the conditions of tender for any late tender submissions and by accepting a late tender, the Council will ensure that it is not providing an advantage to that tenderer over other tenderers.

## 5.7 Evaluating Offers

### 5.7.1 Verbal and Written Quotations

The Council, when evaluating verbal and written quotations, does so with the objective of identifying the offer that best meets the requirements and provides the best value for money. When evaluating quotations, it takes into consideration the following aspects of a bid:

- . value for money, taking into account estimated life, disposal value and maintenance requirements and costs;
- . price;
- . compliance with quotation specifications;
- . quality, delivery and service;



- . the full benefits of sourcing locally;
- . the consequences, including possible risks, of entering into a contract where there is one supplier, or a limited number of suppliers, that can provide and maintain the product over its lifetime; and
- . any relevant Council policies.

## 5.7.2 Tenders

The Council will evaluate tenders in accordance with the evaluation criteria and methodology specified in the evaluation plan, which was developed prior to offers being invited. Under no circumstances will the Council modify the evaluation criteria or methodology after the request for tender has been released unless all potential tenderers are advised of the change in writing.

In evaluating tenders, the Council will undertake the following steps:

- . **Evaluate compliance** – screen all offers to ensure that they are complete and comply with all mandatory evaluation criteria. Offers which do not meet all mandatory criteria may be excluded from further evaluation. Non-compliant offers include those that:
  - are lodged after the closing time without a valid reason;
  - are not signed where required;
  - are incomplete, e.g. questions have not been answered, pages are missing, or required documentation has not been attached (e.g. insurance certificates);
  - do not comply with mandatory conditions of tender; or
  - fail to meet mandatory specifications.
- . **Clarify offers** – it may be necessary to seek clarification from a tenderer if an offer is unclear. Clarification does not mean that tenderers can revise their original offer. Any clarification sought will be documented in writing.
- . **Evaluate qualitative/non-cost criteria** – this stage involves a detailed analysis of each offer against the non-cost or qualitative evaluation criteria and weightings specified in the evaluation plan (the supplier must demonstrate that they meet the evaluation criteria, not just assert it).
- . **Short-list offers** – this step is only used for complex purchases in order to eliminate offers that are clearly not competitive. However, during this process, eliminated offers are not yet totally rejected, and may be re-visited later in the evaluation process.
- . **Requests for tenderers to make a formal presentation** –if appropriate, and tenderers have been forewarned in the Conditions of Tender, tenderers may be requested to make a formal presentation to the Tender Evaluation Panel, clarifying their tender and providing the opportunity for the Tender Evaluation Panel to ask questions. Under these circumstances, the tenderer will be directed to not introduce new or revised information. All information, questions and answers will be formally recorded by the Council.

- . **Calculate value for money and compare offers** – the aim of the Council’s comparative evaluation process is to determine which offer best meets all the requirements of the specification and offers the best value for money. The major factors which the Council takes into consideration when evaluating value for money are:
  - the quality of the proposed good or service, i.e. how well it meets the specified requirements; vs
  - whole of life costs; vs
  - risk, i.e. the capacity of the tenderer to deliver the good or service, as specified, on time and on budget.
- . **Select preferred tenderer** – when selecting the offer that represents the best value for money for the Council, and where two or more firms are ranked equally following the value for money assessment, the Council will give preference to a Tasmanian business over an interstate or overseas business. In selecting a preferred tenderer for a high risk/high value or complex process, the Council will often undertake a due diligence investigation to ensure that the tenderer has the capacity and stability to fulfil all of the requirements of the contract.
- . **Write the evaluation report** – on completion of the evaluation process the Council will document the selection of a successful tenderer in an evaluation report to be submitted to the relevant Director. In the case of tenders in the amount of \$100,000 or more, an evaluation report will be submitted by the relevant Director to obtain formal approval of the Council. For tenders under \$100,000 approval of the successful tender will be as per the General Manager’s delegation. The Council’s evaluation reports include:
  - a comprehensive record of the evaluation method, the rationale used to select the preferred supplier, and whether it is recommended that negotiations should be undertaken, and on what basis; and
  - reasons for overlooking lower priced tenders.

## 5.8 Tender Review

### 5.8.1 Purchase Audit Committee

A Purchase Audit Committee may be established by the Council to review the purchase/lease process of goods and services to ensure that the Council’s procurement policies are adhered to.

Standing tenders, and contracts over \$100,000 will always be reviewed by the Purchase Audit Committee.

The Purchase Audit Committee will consist of the Finance Group Leader, the Assets Group Leader/Engineering Group Leader (whichever is not involved in the relevant purchase) and the Regulatory Services Group Leader.

Prior to proceeding with invitations/advertising for Quotation or Tender, the Purchase Audit Committee will review and consider the following aspects of the process:

- . the purchase and evaluation process adopted;
- . the evaluation criteria;

- . consideration for local business opportunity; and
- . critical dates;

to ensure that these aspects meet the criteria set down in the Purchasing and Procurement Policy and under the Code for Tenders and Contracts.

Following evaluation of offers and prior to approval by the relevant Director, the Purchase Audit Committee will confirm that due process has been followed.

## **5.8.2 Tender Evaluation Panel**

A Tender Evaluation Panel (the Panel) may be established by the Council to review the purchase/lease of all goods and services over \$100,000 (excluding GST), prior to the awarding of contracts, to ensure that the Council's procurement policies are adhered to.

The Panel will consist of between two and four members who are knowledgeable of the purchase requirements.

Members of the Panel will individually review and consider each of the tenders.

The Panel will evaluate each of the tenders received within the context of the approved criteria and weightings.

The Panel will provide a recommendation to the Council of the tender which in the Panel's evaluation best meets the relevant criteria.

The final decision for awarding a tender (contract) is at the sole discretion of the Council. In circumstances where the Council determines to award a contract contrary to a Panel's recommendation, the reasons for its decision is to be recorded in the minutes.

## **5.9 Notification of successful and unsuccessful tenderers**

Once the preferred tenderer is selected and all relevant Council approvals to proceed with the purchase have been granted, the Council will write and (in most cases) telephone the preferred tenderer to notify them that they have been successful. After the preferred tenderer has been notified, the Council will notify all unsuccessful tenderers in writing of their non-selection.

The Council will advise the unsuccessful tenderers in writing of:

- . the tender outcome, including the contract number and title;
- . the successful tenderer;
- . the term of the contract; and
- . the total contract price for the term of the contract.

Details of tenders awarded will be displayed on the Council's public notice board and on its website for a period of not less than 14 days.

All unsuccessful tenderers will be offered a debriefing session.

## 5.10 Debriefing unsuccessful tenderers

The purpose of the debriefing session is to help unsuccessful tenderers submit more competitive bids in future by identifying ways in which the tenderer's offer could be improved.

The Council will provide a debriefing interview to any unsuccessful tenderer who requests one. At this interview the unsuccessful tenderer will be briefed as follows:

- . how their offer performed with respect to the evaluation criteria; and
- . strengths as well as weaknesses of their offer.

During this interview, the following will not happen:

- . comparisons between the unsuccessful tenderer's offer and the winning, or any other, offer; or
- . the debriefing interview being used to justify the selection of the successful tenderer.

The Council will document the proceedings at each debriefing interview, including:

- . who attended (from the Council and from the business concerned);
- . the information provided to the unsuccessful tenderer;
- . any issues arising;
- . the details of any information that was requested, but not disclosed due to commercial-in-confidence considerations; and
- . any likely future complaints, and recommendations for further action.

Where a multiple stage purchasing process is used, e.g. where Expressions of Interest are used to short-list tenderers, suppliers not short-listed may be offered a debriefing interview, in a similar way to unsuccessful tenderers.

## 5.11 Contract Management

A contract defines the rights and obligations of both parties once the tender is awarded. A contract is established when an offer is made and accepted. A contract comprises all relevant information provided to and by the business which has made the successful offer. This includes:

- . the conditions of tender;
- . the specifications, including any plans and other attachments;
- . the successful offer; and
- . the conditions of contract.

A draft copy of the conditions of contract will be included in the Council's original RFT.

For complex or high value purchases it may be necessary for the Council to enter into negotiations prior to finalising the contract in consultation with the Council's legal advisers. The purpose of these negotiations is to:

- . test the understandings and assumptions made by tenderers in determining their costs;
- . clarify and rectify any false assumptions; and
- . achieve operational refinements and enhancements that may result in cost reductions.

The outcomes of these negotiations will be reflected in the final contract and, once completed and agreed, the formal contract is then signed by both parties.

A formal contract management plan is not required for all contracts, but the Council may develop contract management plans for contracts that involve large dollar amounts, complex technical requirements, or when the contract manager is responsible for managing a large number of contracts simultaneously.

## 5.12 Standing tenders

From time to time the Council may utilise a standing tender in which one or more tenderers are contracted through an open tender process to provide specified goods or services over a period without the need for a further tender process.

The way in which a standing tender is established is the same as for an open tender process where the specification and description of the tender describe the intent of the standing contract and the conditions of its use.

## 5.13 Multiple use register

For contracts valued at under \$100,000 (excluding GST) from time to time the Council may utilise a multiple-use register process to establish a register of suppliers that the Council has determined satisfy the conditions for participation in that register, and that the Council intends to use more than once.

If it is determined that the Council will establish such a register, an invitation for expressions of interest from prospective applicants for inclusion on a register will be published at least once in a daily newspaper circulating in the municipal area a notice specifying –

- . the nature of the goods or services the Council requires; and
- . any identification details allocated to the register; and
- . where the application is to be lodged; and
- . the person from whom more detailed information may be obtained; and
- . the period within which the application is to be lodged.

Applicants will be provided with the following in order to make an application:

- . details of the categories of goods or services required;
- . the criteria for evaluating applications;
- . the method of evaluating applications against the criteria;
- . a reference to the Council's Code.

The Council will advise all prospective tenderers of the results of their application including all categories for which they are registered and the reasons for rejection or inclusion on the register as soon as practicable.

When the Council wishes to use the register, the Council will invite all successful applicants that are registered for the relevant category to tender for the provision of the required good or service.

The Council will review any established register at least once every two years.

The Council will allow a prospective applicant to apply for inclusion on a register of tenderers at any time, unless the prospective tenderer –

- . has applied within the previous 12 months; and
- . has not been accepted.

For contracts valued at over \$100,000 (excluding GST), where the Council might wish to utilise a multiple use register process, individual contracts will be let only after being approved by the Council.

The following table outlines the differences between a standing tender and a multiple-use register:

Standing tender	Multiple use register
<ul style="list-style-type: none"> <li>. Outcome of a procurement process.</li> <li>. Can purchase directly from successful tenderers.</li> <li>. Successful tenderers selected following evaluation.</li> <li>. Size is set at conclusion of process.</li> <li>. Indicative or set price.</li> <li>. Operates for a finite period.</li> <li>. Re-opens at conclusion of period.</li> </ul>	<ul style="list-style-type: none"> <li>. Part of a procurement process.</li> <li>. Basis for select tendering.</li> <li>. Conditions for participation stated.</li> <li>. Cannot limit size.</li> <li>. No pricing.</li> <li>. Can operate indefinitely.</li> <li>. Open continuously or annually.</li> </ul>

## 5.14 Multiple-stage tenders

From time to time the Council may utilise a multiple stage tendering process to:

- . gain market knowledge and clarify the capability of suppliers (however, it will not be used as a substitute for conducting market research);
- . short-list qualified tenderers; and
- . obtain industry input.

A multiple stage tendering process may be more costly and time-consuming for both suppliers and for the Council, and as such will usually only be used where:

- . the best way to meet the requirement is unclear;
- . it is considered appropriate to pre-qualify businesses and restrict the issue of formal tenders (to reduce the cost of tendering);
- . there are benefits which cannot be obtained by researching the market through conventional means; and
- . maximum flexibility is required throughout the procurement process.

The multiple-stage processes that the Council may use are as follows:

- . **Expression of interest** – an expression of interest (sometimes called a registration of interest) is generally used to short-list potential suppliers before seeking detailed offers. Suppliers are short-listed on their technical, managerial and financial capacity, reducing the cost of tendering by restricting the issue of formal tenders to those suppliers with demonstrated capacity.
- . **Request for proposal** – may be used by the Council when a project or requirement has been defined, but where an innovative or flexible solution is sought.
- . **Request for tender** – may be used by the Council when a project requirement has been defined to solicit offers from businesses capable of providing a specified good or service.
- . **Request for information** – may be used at the planning stage of a project to assist with defining the project. The Council will not issue a request for information to identify or select suppliers.
- . **Closed tender process** – may be used if the initial specification is well defined and an expression of interest or request for proposal has already been used to short-list suppliers. Suppliers will be informed in advance that only those short-listed will be requested to tender.

The Council is mindful of the following aspects when conducting a multiple-stage tender process:

- . the same mandatory requirements regarding advertising and seeking at least one bid from a local business, that apply to a public tender process;
- . that a short-listed party cannot be engaged without going through a more detailed second (tender) stage process unless approved by an absolute majority of the Council; and
- . when using a request for information, issues relating to intellectual property and copyright must be clarified prior to using the information provided to prepare the Request for Tender.

### 5.14.1 Process

Expressions of interest will be invited, and the list of suppliers who lodge an application will be used as the basis for inviting potential suppliers to submit tenders.

A Notice will be published at least once in a daily newspaper circulating in the municipal area requesting any interested supplier to submit an expression of its interest to supply the goods or services required. The notice is to specify:

- . the nature of the goods or services the Council requires;
- . any identification details allocated to the contract;
- . where the expression of interest is to be lodged;
- . identifying a person from whom more detailed information relating to the tender may be obtained; and
- . the period within which the expression of interest is to be lodged.

Prospective tenderers will be provided with the following in order to lodge an expression of interest:

- . details of the goods or services required;
- . the criteria for evaluating expressions of interest;
- . the method of evaluating expressions of interest against the criteria;
- . details of any further stages in the tender process; and
- . a reference to the Council's Code for Tenders, Contracts and Procurement.

An invitation to tender will be sent to all of the suppliers that expressed an interest in providing the goods or services required unless it has been stated specifically in the notice that the Council may limit the suppliers that it will invite to participate.

Provided that the notice requesting expressions of interest states specifically that the Council may limit the suppliers it will invite to participate and the relevant requirements and evaluation criteria have been specified in the notice or associated documentation, the Council, in determining the suppliers that will be invited to tender, may:

- . in assessing the technical ability, assess the extent to which an application meets the technical performance specifications of the procurement; and
- . limit the number of businesses that the Council invites to tender, based on its rating of applications, provided that the largest number of potential suppliers selected, is consistent with an efficient tender process.

The Council will:

- . ensure that the evaluation criteria that is used to decide at the first stage of the process (expression of interest), is consistent with the criteria to be used for the second (tender) stage; and
- . not directly engage a short-listed party without going through a more detailed second (tender) stage process unless approved by an absolute majority of the Council.

## 6 Exemptions

The *Local Government (General) Regulations 2015* provide that councils must publicly invite tenders for the purchase of goods and services with a value in excess of \$250,000 (excluding GST).

The Council is committed to:

- . encouraging open and effective competition between suppliers with the objective of obtaining value for money; and
- . enhancing opportunities for local business.

As per the Regulations, the Council may not issue a tender or use a quotation process where the goods and services sought relate to:

- “(a) an emergency if, in the opinion of the General Manager, there is insufficient time to invite tenders for the goods or services required in that emergency;



- (b) a contract for goods or services supplied or provided by, or obtained through, an agency of a State or of the Commonwealth;
- (c) a contract for goods or services supplied or provided by another council, a single authority, a joint authority or the Local Government Association of Tasmania;
- (d) a contract for goods or services obtained as a result of a tender process conducted by –
  - (i) another council; or
  - (ii) a single authority or a joint authority; or
  - (iii) the Local Government Association of Tasmania; or
  - (iv) any other local government association in this State or in another State or a Territory; or
  - (v) any organisation, or entity, established by any other local government association in this State or in another State or Territory;
- (e) a contract for goods or services in respect of which a council is exempted under another Act from the requirement to invite a tender;
- (f) a contract for goods or services that is entered at public auction;
- (g) a contract for insurance entered through a broker;
- (h) a contract arising when a council is directed to acquire goods or services due to a claim made under a contract of insurance;
- (i) a contract for goods or services if the council resolves by absolute majority and states the reasons for the decision, that a satisfactory result would not be achieved by inviting tenders because of –
  - (i) extenuating circumstances; or
  - (ii) remoteness of the locality; or
  - (iii) the unavailability of competitive or reliable tenderers;
- (j) a contract of employment with a person as an employee of the council.”

Point (i) above may be applied for one or more of the following reasons:

- where it can be established that there is only one supplier of a particular product or service and there is no appropriate substitute available, or where alternative options are not viable or do not provide value for money;
- where the original product or service has been selected through an open tender process and the request for exemption relates to the proposed purchase of an upgrade or addition to the existing system, and there are limited supply options;
- the product is being trialled to assist in the evaluation of its performance prior to a large-scale purchase for which open tenders will be called;

- . to assist in the development of a new product in conjunction with a private sector business;
- . where the cost to the Council and to suppliers would outweigh the value for money benefits of calling public tenders;
- . projects of genuine urgency, e.g. in the case of a natural disaster or similar emergency circumstances; or
- . other exceptional circumstances, where conclusive justification of the request is provided.

Where an exemption has been granted based on point (a) or (i) above, the Council will report in the Council's Annual Report the following details:

- . a brief description of the reason for not inviting public tenders;
- . a description of the goods or services acquired;
- . the value of the goods or services acquired; and
- . the name of the supplier.

## **7 Complaints Process**

Tasmanian councils are provided with broad competency powers under the *Local Government Act 1993* to carry out the role of providing services to their communities.

The Act also includes accountability measures under which councils can be held responsible to their communities for their actions and decisions.

The Council has a formal complaint process which can be used should you wish to make a complaint about the Council's purchasing and procurement process.

In the first instance, complainants are encouraged to seek resolution through the Director in charge of the relevant purchasing/tender process. If relevant, complainants are encouraged to seek a debriefing, if they have not already done so.

If a complainant is not satisfied with the response of the Director, the complainant is able to write to the General Manager providing copies of all correspondence and other relevant material. The General Manager will take whatever action is considered necessary to resolve the complaint. In certain circumstances, the Council may employ an independent person to investigate the complaint.

## **8 Contract Renewals and Extensions**

### **8.1 Contract renewals**

In most cases, where the goods or services being delivered under the contract are required on an ongoing basis, the Council will undertake a new procurement process (tender/quotation) prior to the completion of the existing contract.

## 8.2 Contract extensions

In some circumstances, it may be desirable for the Council to extend an existing contract, rather than seek new tenders or quotations for the delivery of the goods or services.

Contracts will only be extended:

- . by an absolute majority of the Council;
- . following a full evaluation of the performance of the current contractor; and
- . where the principles of open and effective competition are protected.

As a rule, the Council will not extend contracts if:

- . the original contract does not allow an extension;
- . since the previous tender, the market has changed substantially; or
- . the nature of the goods or services required has substantially changed.

## 9 Disposals

Disposals are to be conducted so that the best return to the Council is achieved. Disposal of land will be made in accordance with Division 1 of Part 12 of the *Local Government Act 1993*.

### 9.1 Disposals less than \$5,000 (excluding GST)

The Council will dispose of items with an estimated disposal value of less than \$5,000 at the discretion of the General Manager.

The Council will only dispose of items that cannot be reused or recycled and with no commercial use or appreciable market value by disposing of them at approved refuse sites or by destruction.

### 9.2 Disposals greater than \$5,000 (excluding GST)

The Council shall dispose of items with an estimated disposal value in excess of \$5,000 by way of tender, public auction, or trade-in.

When disposing of items by tender, the Council may choose to advertise the item for disposal in specialist newspapers or journals, or in the appropriate classified section of the local daily newspaper, e.g. boats and marine section if disposing of a boat, if these are more likely to attract appropriate interest.

## 10 Reporting

### 10.1 Annual Report

The Council will publish in its Annual Report in relation to tenders valued at over \$250,000 (excluding

GST) and all contracts for the supply or provision of goods or services valued at or above \$100,000 (excluding GST), awarded or entered into in the financial year, including extensions granted:

- . a description of the tender or contract;
- . the period of the tender or contract;
- . the periods of any options for extending the tender or contract;
- . the value of any tender awarded or, if a tender was not required, the value of the contract excluding GST;
- . the business name of the successful tenderer; and
- . the business address of the successful tenderer.

Where an exemption has been granted from a tender process [refer Section 6, points (a) to (j)], the Council will report in the Council's Annual Report the following details:

- . a brief description of the reason for not inviting public tenders;
- . a description of the goods or services acquired;
- . the value of the goods or services acquired; and
- . the name of the supplier.

## 11 Common Use Contracts

### 11.1 Department of Treasury and Finance

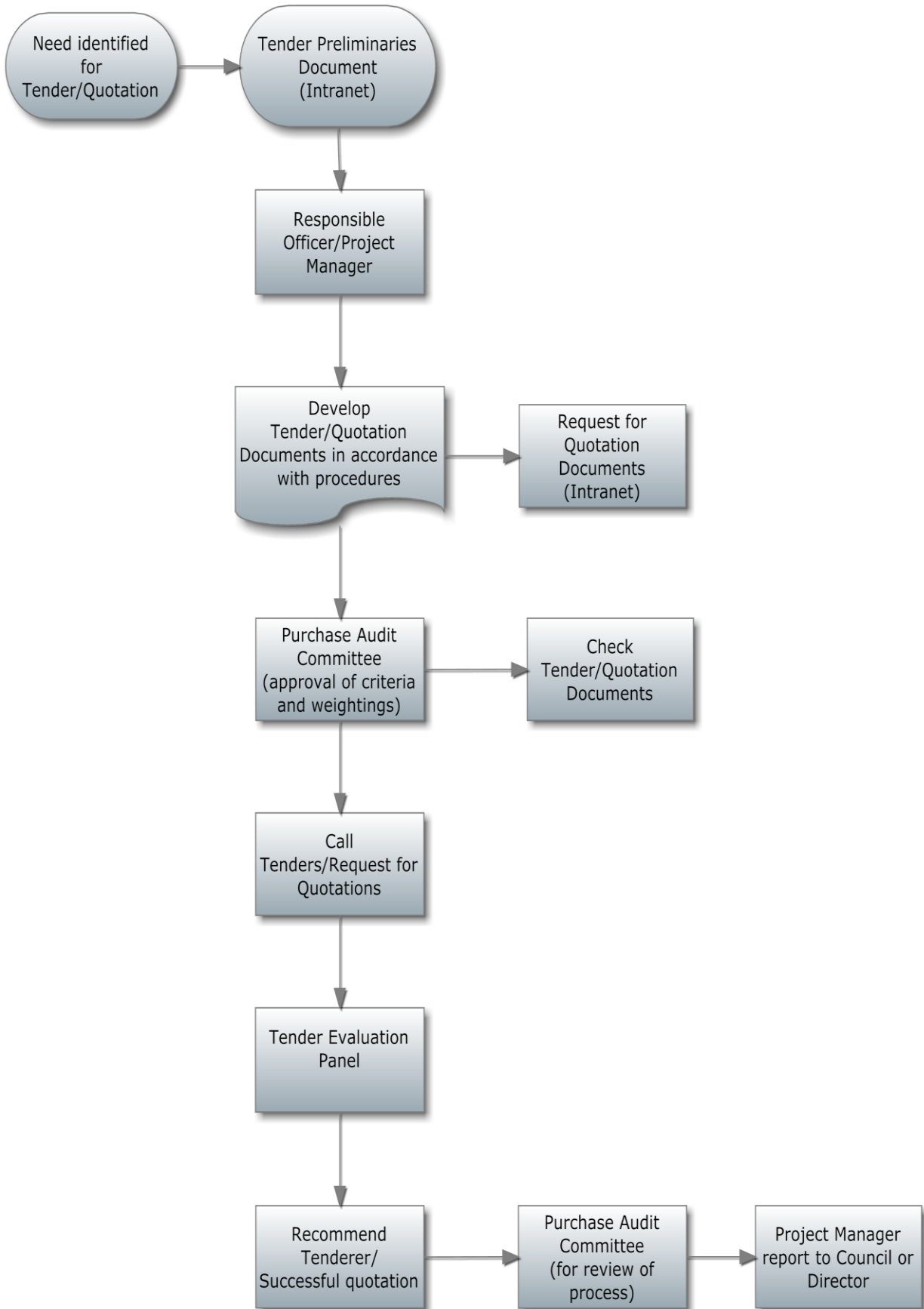
Where the Department of Treasury and Finance has established whole-of-Government contracts for the supply of goods or services to agencies and other authorised organisations, the Council may choose to utilise the whole-of-Government contracts:

Information on these contracts is available from the Department of Treasury and Finance's website at [www.purchasing.tas.gov.au](http://www.purchasing.tas.gov.au).

SANDRA AYTON  
GENERAL MANAGER

Date of approval: 16/12/2019  
Approved by:





**TENDER CHECKLIST**

<b>Contract Name</b>		<b>Contract No</b>	
----------------------	--	--------------------	--

**1. Project Description**

--

**2. Estimated Cost of the Project and Funding**

--

**3. Define Options**

--

**4. Approval**

--

**5. Managing the Project**

--

**6. Reporting**

--

**7. Tender Advertisement**

--

**8. Tender Evaluation**

<b>Criteria</b>	<b>Weighting*</b>
<i>Compliance with the tender documents</i>	10%
<i>Previous experience</i>	10%
<i>Management/Supervisory Personnel</i>	10%
<i>Proposed Construction Program</i>	20%
<i>WHS Policy, Procedures and Record</i>	15%
<i>Price</i>	35%
<b>TOTAL</b>	<b>100%</b>

\*Weighting will vary to suit circumstances.

Prepared by

Date

Approved by

Group Leader

Date

**B - CHECKLIST FOR TENDER DOCUMENT COMPILATION**

<b>Contract Name:</b>		<b>Contract No:</b>	
-----------------------	--	---------------------	--

- |   | Yes                      | No                       |
|---|--------------------------|--------------------------|
| 1. Confirm that all documents Compilation.  |                          |                          |
| Existing drawings   | <input type="checkbox"/> | <input type="checkbox"/> |
| Original drawings   | <input type="checkbox"/> | <input type="checkbox"/> |
| Site establishment drawing  | <input type="checkbox"/> | <input type="checkbox"/> |
| General conditions of contract AS 2124 – 1992   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Type of Contract payment clearly indicated (e.g. SOR, Lump Sum)  | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Schedule of Quantities/Schedule of Rates confirmed   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Security of documentation assured  | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. "Appropriate Person" designated to supervise the tender process  |                          |                          |
|   |                          | <u>Name</u> _____        |
|   |                          | <u>Position</u> _____    |
| 7. Person assigned to respond to tender queries.  |                          | <u>Name</u> _____        |
|   |                          | <u>Position</u> _____    |
|   | Yes                      | No                       |
| 8. Annexure Parts A and B for General Conditions of Contract completed and included.                                  | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Tender evaluation panel installed, tender appraisal criteria determined and transferred to tender assessment forms | <input type="checkbox"/> | <input type="checkbox"/> |
| Names and comments: _____   |                          |                          |
| _____   |                          |                          |
| _____   |                          |                          |
| 10. Documentation compiled by:  |                          |                          |
| 11. Documentation Checked and Approved:   |                          |                          |
| Signed: _____   | Date: _____              |                          |
| <i>Group Leader</i>   |                          |                          |
| 12. Documentation issued to Purchase Audit Committee for review   | <input type="checkbox"/> |                          |



**C - CHECKLIST FOR TENDER ADVERTISING**

<b>Contract Name</b>		<b>Contract No</b>	
----------------------	--	--------------------	--

Yes    No

1. Project reviewed and approval to advertise:

- |                    |   |                          |
|--------------------|---|--------------------------|
| Invited quotations | Estimate < \$50,000 (excl. GST)<br>Approval by Director Infrastructure Services | <input type="checkbox"/> |
| Public Tender      | Estimate > \$50,000 (excl. GST)<br>Approval by Director Infrastructure Services | <input type="checkbox"/> |
| Public Tender      | Estimate > \$100,000 (excl. GST)<br>Approval by the Council                     | <input type="checkbox"/> |

2. Advertising requirement

Dates \_\_\_\_\_ Medium \_\_\_\_\_

3. Advertisement

Date

- |  |                          |       |
|--|--------------------------|-------|
| Create advert using template My Templates – Infrastructure Services – Advert | <input type="checkbox"/> | ..... |
| Submit to Newspaper(s) through Corporate Services Assistant                  | <input type="checkbox"/> | ..... |
| Confirm Proof provided by Newspaper  | <input type="checkbox"/> | ..... |
| Submit to Website through Corporate Services Assistant                       | <input type="checkbox"/> | ..... |

Name \_\_\_\_\_

I have reviewed the entries on this checklist and certify that Council is justified in advertising tenders for the subject contract in the methods and on the dates described above.

Signed \_\_\_\_\_  
*Group Leader*

Date \_\_\_\_\_

**D - CHECKLIST FOR RECEIPT OF TENDERS**

<b>Contract Name</b>		<b>Contract No</b>	
----------------------	--	--------------------	--

**Tender Period**

1. List of Tenderers names, addresses and date of collection (refer form D1)
2. Supplementary notices sent to all Tenderers and listed on form D1

**Tender Opening**

3. Personnel present at Tender Box opening (min 2)

Appropriate Person	<u>Name</u> _____
Other	<u>Name</u> _____
Other	<u>Name</u> _____
	<u>Date</u> _____ <u>Time of Day</u> _____

*Satisfactory Action Taken*

	Yes	No
4. Secure filing of Tenders	<input type="checkbox"/>	<input type="checkbox"/>
5. List of Tenderers' prices without appraisal (refer form D1)	<input type="checkbox"/>	<input type="checkbox"/>
6. Standard acknowledgement letter sent to Tenderers	<input type="checkbox"/>	<input type="checkbox"/>

**Preliminary Assessment**

7. Conformity of Tenders checked and recorded	<input type="checkbox"/>	<input type="checkbox"/>
Lodged on time	<input type="checkbox"/>	<input type="checkbox"/>
Lodged in accordance with instructions	<input type="checkbox"/>	<input type="checkbox"/>
Tender Submission Documents all provided	<input type="checkbox"/>	<input type="checkbox"/>
All documents signed as required	<input type="checkbox"/>	<input type="checkbox"/>
OHS Information Provided	<input type="checkbox"/>	<input type="checkbox"/>

If "No", describe.....  
 .....

8. Requests for supplementary details determined and actioned

If "No", describe.....  
.....

9. Mathematical price extensions verified correct or reported

If "No", describe.....  
.....

Checklist completed by

Signed \_\_\_\_\_

Date \_\_\_\_\_

10. Documents provided to Tender Evaluation Panel.

Delivery Date: \_\_\_\_\_

## FORM C1 LIST OF TENDERERS

Contract Name		Contract No					
Tenderer	Postal Address	Date Collected	Collection Method	Tender Sum	Sup 1	Sup 2	Sup 3

**E - CHECKLIST FOR TENDER ASSESSMENT**  
(One page for each Tender)

<b>Contract Name</b>		<b>Contract No:</b>	
----------------------	--	---------------------	--

**1. CONTRACTOR'S DETAILS**

Name		Contact Person	
Address		Telephone	

**2. TENDER EVALUATION PANEL NOMINATION AND DECLARATION**

PANEL MEMBERS NAME	CONFLICT OF INTEREST		IF YES, SPECIFY	SIGNATURE
	YES	NO		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		

**3. ISSUES FROM PRELIMINARY ASSESSMENT**

.....

.....

.....

**4. THE EVALUATION PANEL FINDS THIS TENDER:**

conforming

nonconforming

**5. NOMINATION & DECLARATION ACKNOWLEDGMENT**

I acknowledge the record above regarding conflict of interest for the tender evaluation panel and conformity with regard to the tender received.

Signed \_\_\_\_\_

\_\_\_\_\_ Date

*Group Leader*

**G - TENDER ASSESSMENT REPORT**

<b>Contract Name</b>		<b>Contract No</b>	
----------------------	--	--------------------	--

**Tender Evaluation Panel**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b>Tender</b>	<b>Consensus Assessment Points (Total)</b>	<b>Summary Comment</b>
1.		
2.		
3.		
4.		
5.		
6.		

**Tender Evaluation Panel Recommendation**

It is recommended \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Signed** 1. \_\_\_\_\_ **Date:**

2. \_\_\_\_\_ **Date:**

3. \_\_\_\_\_ **Date:**

4. \_\_\_\_\_ **Date:**

**Documentation issued to Purchase Audit Committee for review**



**H - CHECKLIST FOR PURCHASE AUDIT COMMITTEE (PAC)**

<b>Contract Name</b>		<b>Contract No</b>	
----------------------	--	--------------------	--

**PRE-TENDER REVIEW**

Tender reviewed by PAC in relation to

<input type="checkbox"/>	Purchase and evaluation process adopted	<input type="checkbox"/>
<input type="checkbox"/>	Evaluation criteria	
	Consideration for local business	<input type="checkbox"/>
	Critical Dates	
	<input type="checkbox"/>	

Signed \_\_\_\_\_ Date \_\_\_\_\_  
*Finance Group Leader*

Signed \_\_\_\_\_ Date \_\_\_\_\_  
*Assets Group Leader/Engineering Group Leader*

Signed \_\_\_\_\_ Date \_\_\_\_\_  
*Regulatory Services Group Leader*

**POST-TENDER REVIEW**Evaluation supported by PAC and due process followed 

Signed \_\_\_\_\_ Date \_\_\_\_\_  
*Finance Group Leader*

Signed \_\_\_\_\_ Date \_\_\_\_\_  
*Assets Group Leader/Engineering Group Leader*

Signed \_\_\_\_\_ Date \_\_\_\_\_  
*Regulatory Services Group Leader*