

Tender Process

Tender Open Period



Tender Open

- The tender is advertised in a state wide newspaper (The Age).
- Tender documents are downloaded from our e-tendering portal, eTenderBox.
<https://basscoast.etenderbox.com.au/Supplier/Home.aspx>
- Tenderers can seek clarification through the eTenderBox Communications tab, up to five working days prior to the tender closing date.
- Council will upload responses/letters of clarification and addendas to eTenderBox.

Tender Closed Period

Tender Closed

- The tender submission must be lodged prior to the tender close time stated in Section A - Conditions of Tender. Tenderers will need to allow enough time to upload their response.
- Following the tender close time, two Council Officers download the submissions from our electronic tender box.
- All tender submissions received and entered in Council's records management system, and distributed to the Evaluation Panel.
- The tender process generally takes approximately 12 weeks. More complex tenders can take longer.

Tender Period 3-4 weeks	Tender Evaluation and Report Writing 3 weeks	Council Meeting Lead Time 4 weeks	Contract Award and Contract Prep 1 week
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Tender Documents

Tender documents are typically made of the following:

Section A – Conditions of Tender

Specifies tendering process and conditions of tendering the tenderer and Council are to abide by.

Section B – Conditions of Contract

A draft copy of the Conditions of Contract that Council proposes to enter into with the successful Tenderer.

Section C – Specification

The specification for the works and services to be provided under the contract.

Section D – Response Schedule

Form tenderer must use to respond to tender document.

Tender Evaluation

- The evaluation criteria is made up of mandatory (e.g. IMS/OHS, insurance, financial capacity) and weighted evaluation criteria to a total of 100% (generally each criteria is weighted between 5-40%). The criteria and weightings are decided prior to the tender opening. The evaluation criteria is listed in Appendix A of Section A - Conditions of Tender.
- An evaluation panel is made up of a minimum of three members, and is identified prior to the tender opening. The panel members must declare if they have a conflict of interest. They are responsible for making a recommendation to Council for tender award.
- [Tender Method of Evaluation](#) - the Tender Method of Evaluation shows how we compare alternatives so that the best value for money offer is chosen.

Tender Evaluation (continued)

- The evaluation panel members evaluate conforming submissions individually, scoring each criteria out of a maximum possible five points. The evaluation panel then meet to identify any items that need clarifying, and may interview the tenderer, before arriving at a consensus on final scores for each criterion, and a tender award recommendation.
- The Evaluation Panel Chair will write an Evaluation Report that summarises the tender and evaluation process. This Report is a confidential attachment to the Tender Award Report.

Contract Award



- The CEO has delegation to award a contract up to the value of \$1M including GST.
- Anything over \$1M is awarded at the Ordinary Council Meeting, held on the third Wednesday of each month.
- The Evaluation Panel Chair writes a Tender Award Report summarising the tender and evaluation process and makes a recommendation to Council on tender award.

Contract Award (continued)

- The successful tenderer is generally notified by phone the day after the Council Meeting and followed up in writing.
- Unsuccessful tenderers are notified by mail or email. In the correspondence, feedback is provided on the tenderer's submission. Tenderers are welcome to arrange a debrief meeting with the Panel Chair if they want additional feedback on their submission.