

Your Guide to Submitting a Tender



CITY OF
TEA TREE GULLY
Naturally Better

For more information, please contact us on 08 8397 7444
or visit www.teatreegully.sa.gov.au

Your Guide to Submitting a Tender

Introduction

This guide provides a summary of the information Respondents should be aware of in order to participate effectively in Tender opportunities with Council.

What is a Request for Tender (RFT)?

A Tender is the process of formally offering (goods, works and/or services) to Council to buy. Councils are required to obtain best value for money when spending public money that is fair and transparent for everyone.

Request for Tenders in Local Government

A Tender in Local Government is regulated under section 49 of the Local Government Act 1999. To comply with this, and to establish its own framework, Council has developed its [Procurement Policy](#) which guides procurement activities undertaken by staff.

Notification and Submission of Tenders / How to Submit a Tender / How do I find out about Tender opportunities?

Goods, Works and Services valued over \$100,000 (ex GST) are generally tendered to the open market on the [SA Tenders & Contracts website](#) (URL address - <https://www.tenders.sa.gov.au>)

If you are interested in tendering for work with Council, you are encouraged to register on the [SA Tenders & Contracts website](#). Once have registered, you can elect to be notified by email of Tender opportunities that may be of interest to you.

Tenders are open for varying periods of time. When setting the timeframes for the Tender call period, Council takes into account a number of factors, including the complexity of the project, the time of year, (i.e. Christmas holiday period), the availability of precise and reliable information and normal market expectations.

Respondent's Responsibility / Understanding the Tender Documents / Familiarise yourself with the Project

Read the Tender documents carefully and familiarise yourself with the Conditions of Tendering, Conditions of Contract and the specifications (or the requirements), before deciding whether it is a suitable project to Tender for.

It is your responsibility as a Respondent to ensure that you have all the information you require to develop your submission. If you are unclear about any aspects of the Tender documentation clarify the requirements by contacting Council's nominated Contact Officer whose details will be listed in the Tender documentation.

Pricing is an important criterion in the evaluation of most Tenders so it's critical that you consider any of the conditions that are attached to the pricing i.e. is there a period where Council requires the pricing to be fixed.

What is a Conforming Tender

To submit a conforming Tender, you must ensure that you have signed and completed all the relevant forms and supplied Council with all the information required as stated in the Tender documents.

You must ensure you have addressed the formal evaluation criteria listed in the Tender document. Failure to do so will result in your submission being non-conforming and it may not be considered.

It's important to remember that all Tenders are different, therefore the information you may be required to provide may also be different or additional to previous Tenders.

Alternative Tenders

If a Respondent wishes to recommend through their submission, an alternate method or process of fulfilling their obligations under the contract, Council may only consider this alternate offer if a fully conforming Tender is also submitted. Ensure that you highlight any aspect of your submission that includes an alternate proposal for Council to consider.

Request for Proposal

Generally, when a RFT (Request for Tender) is called, the end result is known and as such a detailed specification would have been drafted to ascertain the approach which should be applied to carry out such a requirement.

However, when an RFP (Request for Proposal) is called, the end result or methodology isn't as clear or defined and Respondents are asked to propose a solution to the requirement sought by Council. This is where the opportunity for genuine innovation is encouraged and eagerly sought.

If you are uncertain, seek clarification from the nominated Contact Officer detailed in the Tender documentation.

Completing the Tender Forms / Do I need to address all of the Requirements?

Once you have completed all the necessary pages/schedules in the document, addressed the evaluation criteria, and included all the relevant information required, you are ready to lodge your Tender with Council.

Lodgement of Tender Documents

Tenders must be lodged electronically on the [SA Tenders and Contracts website](#) by the nominated closing date and time. Tenders lodged by any other means will not be considered.

The SA Tenders and Contracts website has limits to the size of files that can be uploaded. Make sure you allow sufficient time to upload your submissions that may include multiple and / or large files. Refer to the following page for multiple file labelling requirements.

The SA Tenders and Contracts website issues receipts for all files that are uploaded, ensure sure that you receive a receipt for any file lodgement.

Tender responses must be:

- in clear English and legible;
- in Australian dollars;
- completed in order using the Tender Response Schedules template provided by the Council, with **all** requested information attached to the templates;
- embedded documents are not to be included in tender responses and will not be evaluated;
- submitted as a single electronic PDF file (where possible) or split into multiple files that are labelled clearly, for example -

*C7 number – documentation type (i.e. response schedules / insurance, WHS etc) –
Company name – Part x of x*

Who else will find out about my Tender submission?

Council will treat all Tenders as confidential, however this is subject to the terms and conditions specified in the Conditions of Tendering provided for the relevant process you are participating in.

Closing of Tenders

The [SA Tenders and Contracts website](#) will not accept late submissions; therefore it's important to make yourself aware of the closing date and time, which can be found on the Tender documents for the particular process you are participating in.

Once the electronic Tender box has been closed, Council will review the submissions in detail, evaluate the Tenders to ensure they are compliant and each Tender received is scored against the evaluation criteria and recorded.

Late Tenders / What if I miss the Tender deadline?

The closing date and time of Tenders is one of the most important milestones in the Tender process. If you want your submission to be considered, the first step is to ensure that your Tender submission is received in the appropriate format and by the appropriate receiving method by the closing date and time as specified in the Tender documents. These details will appear throughout the Tender documents.

Allow for any errors that may occur, human or technological, and submit a Tender at least 24 hours before the deadline in the correct format.

Evaluation of Tenders

Council will develop an evaluation matrix to assess each Tender received. The evaluation criteria is specified within the Tender documentation. Any evaluation criteria should be considered and addressed clearly in your Tender submission. Your submission will be assessed against the evaluation criteria.

Negotiation

Council may choose to negotiate with one or more Respondents in order to enhance value for money. Council may terminate negotiations at any time should it consider the negotiations are unlikely to be successful.

Awarding the Contract

After negotiations are completed, the Preferred Respondent will be offered a contract for the tendered requirements. Note: Once a party has entered into a contract with City Tea Tree Gully, it is bound to fulfill the role for the delivery of goods, works or services as stated in the executed contract.

All Respondents submitting a Tender will be notified of the outcome of the Tender.

Debrief

Unsuccessful Respondents may request a debrief. This may be useful to assist you in understanding what elements of your submission could be improved in future Tender bids.

Note: Only your submission will be discussed. Discussion will outline the strengths and weaknesses of your submission. No comparisons will be made with any other submission received and commercial confidentiality for all tendering parties will be ensured.

Complaint Resolution and Feedback to Council

Complaints and/or feedback (if applicable) may be provided to Council at the end of the Procurement Process as per the Conditions of Tendering provided for the relevant process you are participating in.

Contacts

For specific City of Tea Tree Gully tenders, please email the nominated contact person at tenders@cttg.sa.gov.au.

All SA Tenders and Contracts website enquiries, please contact the System Administrator at satendersandcontracts@sa.gov.au or (08) 84621401.