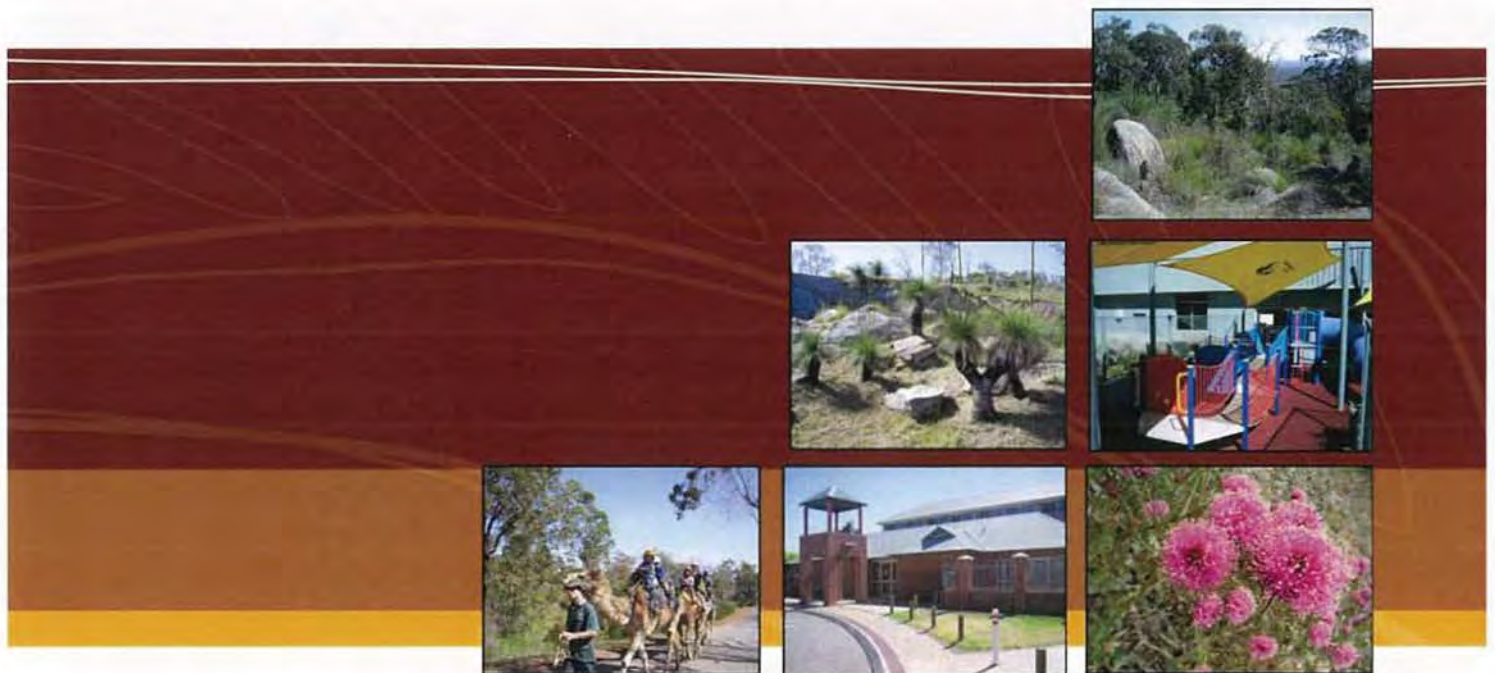


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Shire of Kalamunda Tender Guidelines



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kalamunda**



Shire of Kalamunda Tender Guidelines

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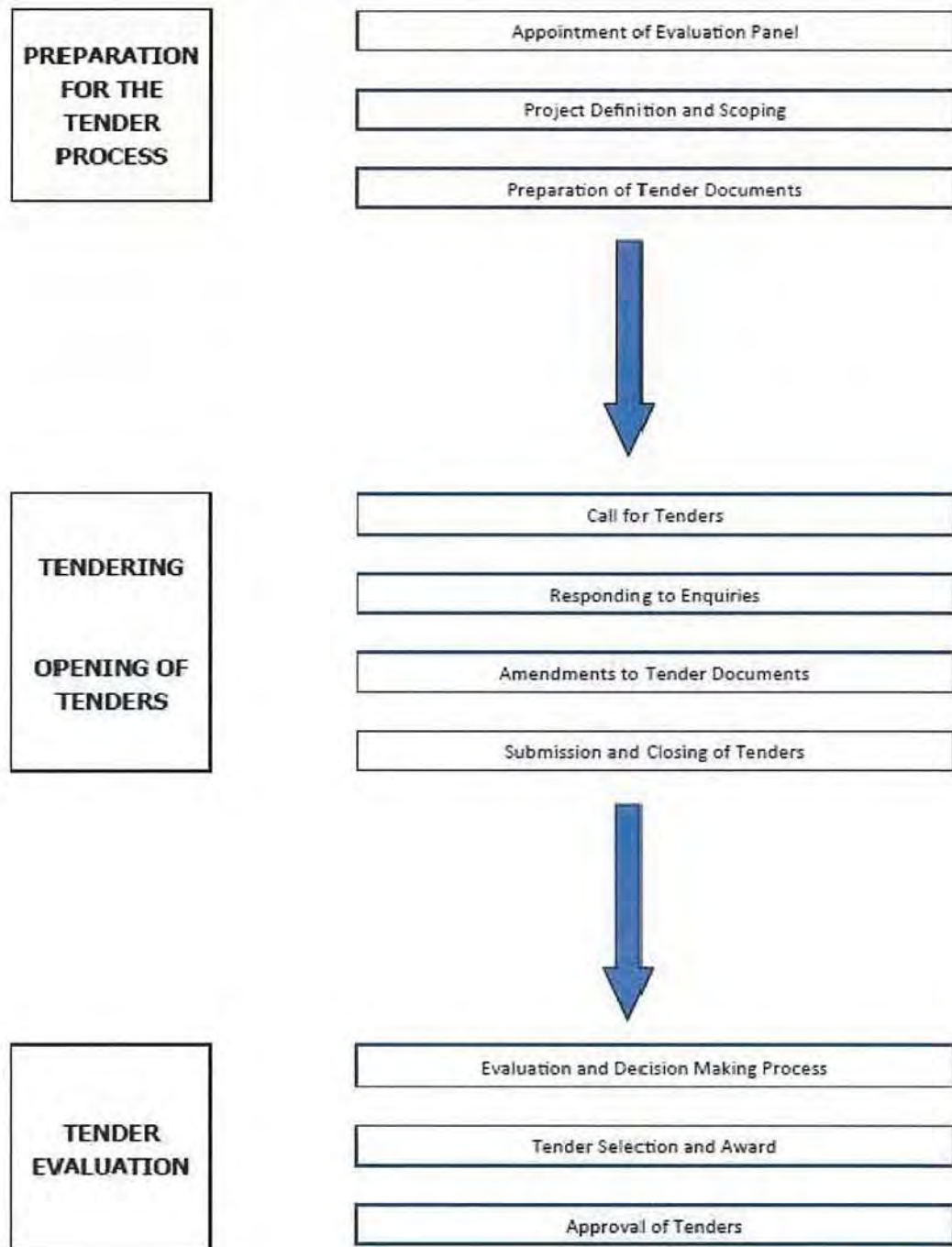
1. Objectives

The Tender Guidelines are designed to provide a framework for effective procedures for the calling of tenders or expressions of interest to achieve best value for money and quality of goods and services within specified timeframes for the Shire of Kalamunda.

The document ensures that procedures and processes are in accordance with the provisions of the *Local Government Act 1995*, the *Local Government (Functions and General) Regulations 1996*, the Purchasing Policy, Delegation Register and Code of Conduct.

Inherent in this document is the adoption of ethical principles that underpins best practice tendering procedures for calling of tenders, tender evaluation and appointment.

2. The Tender Process



3. Legislative Framework

The framework used by local governments for the invitation of tenders for the provision of goods or services includes:

- *Local Government Act 1995* ("the Act")
- *Local Government (Functions & General) Regulations 1996; (Regulation)*
- Code of Conduct
- Purchasing Policy (PUR1)
- Delegations Register

Section 3.57 of the Act requires a local government to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.

Regulation 11(1) requires tenders to be publicly invited where the contract for goods or services is expected to be more than \$100,000. There are a number of exemptions provided in the Regulations with respect to some circumstances and the supply of certain goods and services for which tenders are not required to be called. These include single suppliers or unique nature goods and services or the supply of petrol, oil and other liquid or gas used for internal combustion engines.

There are anti-avoidance provisions under Regulation 12 that precludes a local government entering into two or more contracts in circumstances to avoid the calling of tenders under Regulation 11.

The Shire's Purchasing Policy fully supports these legislative provisions. (Refer to Attachment 1 for details of purchasing authority levels.)

The Regulations provide two options for the tendering process, a normal call for tenders or an initial process involving calling for expressions of interest.

With respect to the expression of interest option, Regulation 21 provides that if a local government thinks there is good reason to make a preliminary selection from amongst prospective tenderers it may seek expressions of interest for the supply of the goods or services.

There are requirements for publicly inviting tenders to be observed under Regulation 13.

Other legislative requirements are covered under separate headings throughout this document.

4. Definitions

- **"Scoping"** is the planning and capture of all information required for the calling of tenders in order to achieve the project on time, within budget allowing for any unforeseen contingencies.
- **"State Wide Public Notice"** under Section 1.7 and 1.8 of the Act requires a notice to be:
 - Published in a newspaper circulating generally throughout the district.
 - Exhibited to the public on a notice board at the local government's office.
 - Exhibited to the public on a notice board at every local government library in the district.
- **"Probity"** is the evidence of ethical behaviour and procedural fairness and is commonly associated with the practice of adopting and following well considered and sound procedures and practices.

5. Preparation for the Tender Process

5.1 Appointment of Evaluation Panel

It is important to assemble an experienced and competent Tender Evaluation Panel early as this is critical to the success of the tender process. Above all, a consistent approach to the evaluation of all tenders is required.

The person heading the Evaluation Panel should preferably possess leadership, communication and negotiating skills as well as technical and commercial capabilities. An important skill is the ability to maintain critical objectivity during the tender process.

Refer to Attachment 2 for further details regarding the role and responsibilities of evaluation panels.

5.2 Project Definition and Scoping

The defining and scoping of the project will set the scene for the entire process. It is at this point that a determination can be made as to whether an expression of interest process is the preferred option rather than the normal tender process.

In the best interest of the project, it is recommended that the Project Officer ensures that:

- The information included with the Tender / Expression of Interest Form includes all documentation that clearly defines the scope of the project for which tender documents are to be prepared. This document should define all project stakeholder requirements (including envisaged functional goals, performance, technical criteria, completion dates or term date requirements) for the project. Any known constraints associated with the delivery of the contract should be identified upfront, eg public access requirements, availability of land, limits to work etc. Failure to include all scoping requirements may result in disputes at a later date.
- Intellectual property such as architectural drawings and designs may be an essential component of a project design or project delivery system. Therefore the parties should:
 - Identify any intellectual property components of its preliminary proposals.
 - Manage any intellectual property issues that arise during Project discussions.

When the project has been properly scoped and the preparation Tender / Expression of Interest Form completed, the tender documentation should be prepared supported by:

- Relevant initial investigations (eg market research, business plans etc) that have been undertaken. These investigations, should where practical, identify

the significant (high level) and relevant risks to deliver the project successfully.

- A budget estimate based on the scope of work defined should be prepared internally, or where projects are larger using bills of quantities prepared independently. Costs to include labour, materials and supplies, and overheads should be included and a percentage for contingencies.
- In cases where a project needs to be project managed, a suitable person appointed to manage the project from inception to completion.
- A time estimate established based on the scope of work defined in the scope of works.
- Selection Criteria for tenders and expressions of interest prepared by the Project Manager to include the following information depending on the proposed tender:
 - Qualification of project personnel
 - Quality control measures
 - Programme of works
 - Support resources
 - Experience with similar works
 - Fee structure and schedule of payments
 - Management skills of Directors / Partners / Managers
 - Financial capabilities
 - Performance history
 - Other to suit the particulars of the project

5.3 Preparation of Tender Documents

The content of the tender documentation will vary for particular projects according to factors such as project size, complexity and delivery method. Nevertheless, the following key documents will generally be required as a minimum:

- Notice to tenderers
- Conditions of tendering
- Tender forms and schedules to be completed
- Conditions of contract
- Specifications
- Drawings
- Selection criteria
- How to prepare your Tender

In the case of invitations to submit Expression of Interest for pre-qualification, the Shire should include in the invitation document a set of objective criteria against which the applicant will be assessed.

The completed package of tender documents when prepared should then be authorised by the Manager and Director before going out for advertising.

6. Tendering

6.1 Normal Tender process

6.1.1 Call for Tenders

The Contract Manager responsible for preparing Tender / EOI advertisements should receive all documents from the Project Manager at least seven working days prior to the intended date for the advertisement.

All Tenders / EOIs are to be approved by the Chief Executive Officer before placement of the advertisement with a copy of the proposed advertisement.

Regulation 11(1) requires tenders to be publicly invited and State wide public notice of the invitation to be given.

Regulation 22 requires public notice to be a minimum of at least 14 days.

Regulation 14(3) requires advertisement for tenders to include the following:

- A brief description of the goods or services
- Details of contact person
- Information of where and how tenders may be submitted
- Date and time after which tenders cannot be submitted

Regulation 14(4) requires detailed information to include:

- Such information as decided by the Local Government
- Detailed specifications of good and services required
- Criteria
- Allow tenders to be submitted by fax

With respect to procedural issues, it is good practice to maintain:

- A written record of all persons to whom the Tender Documents are issued. It is recommended that each tender set be numbered for identification and tracking purposes.

6.1.2 Responding to Enquiries

In respect to errors, omissions, ambiguities or discrepancies in the tender documents, tenderers should be informed to contact the Shire immediately.

If they are in doubt about any issue, the tenderers obtain clarification from the Shire so that a full understanding of the project is obtained.

6.1.3 Amendment to Tender Documents

Addenda to provide additional information to be conveyed to all potential tenderers should be provided not less than five days prior to the tender deadline.

6.1.4 Submission and Closing of Tenders

Tender to be rejected unless submitted at a place and within the time specified.

Tender may be rejected if it fails to comply with any of the requirements specified.

6.1.5 Opening of Tenders

The opening of Tenders / EOI shall be carried out in accordance with Regulation 16.

Tenders are to be held securely until the day of opening. At the time of opening members of the public may attend or be represented at the opening of tenders. All tenders should be opened in the presence of at least two persons.

The CEO is responsible for the keeping of tenders.

Following the opening of the tenders received, the name of each tenderer is to be recorded in the Tender Register. Under no circumstances is pricing information to be released at the opening of tenders.

6.1.6 Tender Evaluation and Decision Making Process

A Tender Evaluation Spreadsheet which compares each tenderer's relative compliance is recommended. This spreadsheet should list both the mandatory and desirable requirements under the Defined Criteria for Selection, and provides a clear comparison of the conformities and deficiencies of each tenderer. The spreadsheet should also be set up for ranking (with pre-set weightings) by the Evaluation Team.

Tender submissions can vary significantly in conformity with the Shire's specifications. Therefore an evaluation sheet should be maintained to record the decision making process, comparing and contrasting the varying submissions and clearly stating the reasons in support for awarding contracts.

It is recommended that when a tender is received that the Project Officer undertakes the following procedures:

- Tenders are analysed against the Selection Criteria defined in the Tender Document
- A tender that does not comply with the Tender Documents is rejected. If a tender is rejected, the reasons for such action are to be clearly documented and communicated to the tenderer.
- In the case of a submission of an alternative proposal by a tenderer, the intellectual property of the tenderer offering the alternative proposal must be protected.

For major projects (particularly those which involve design, bills of quantities and costing), each tender is likely to contain differences in quantities, cost and timing. Hence, a rigorous tender analysis process is required to obtain a fair comparison between individual tenders.

The evaluation forms must be retained as they form an important record and attest to the fact that fair and transparent processes have been utilised. These forms substantiate the process used in recommending and awarding contracts.

6.1.7 Clarification of Information Provided in Tender submission

Regulation 18(4a) provides that if during the assessment of tenders to decide which tender may be the most advantageous to it to accept, a local government may request a tenderer to clarify information provided in a tender.

6.1.8 Tender Selection and Award

It is recommended that when the evaluation process is completed that:

- The Tender Evaluation Panel produces a Tender Evaluation Report which summarises the methodology undertaken and final recommendations. The reasons for selection should be clearly stated and well substantiated. This report is produced for Shires internal approval process.
- Unsuccessful tenderers are advised in writing that their tenders have been unsuccessful. In such cases, it is also appropriate that a debriefing be held. The debriefing is to examine how the tenderer performed against the Selection Criteria with the object of enhancing future performance.
- Unsuccessful tenders are advised that their documents will be retained for audit purposes.

6.1.9 Approval of Tenders

The CEO has delegated powers to accept and approve tenders and expressions of interest up to a value of \$250,000.

Tenders exceeding \$250,000 in value need to be referred to Council for approval.

The evaluation and selection process then proceeds as in the standard tender process as detailed above.

6.2 Expression of Interest Process

If it has been decided to seek expressions of interest ("EOI") for a particular provision of goods or service, the process requirements are similar in principle to the normal tender process.

The main difference between the processes is that for EOIs there is a two-step process. The first step is to seek submissions from persons who are capable of supplying the goods or services required.

This requires state wide public notice to be given, which is to include:

- A brief description of the goods or services.
- Details of contact person.
- Information of where and how EOIs may be submitted.
- Date and time after which EOIs cannot be submitted.

Upon receipt of these submissions the person or persons deemed suitable are then requested directly to submit a formal tender.

The evaluation and selection process then proceeds as in the standard tender process.

7. Confidentiality and Conflict of Interest

Under the Code of Conduct council members, committee members and employees have duties regarding:

- Protection of confidential information
- Disclosure of interest
- Disclosure of gifts
- Personal behaviour
- Internal and external communications

8. Record Keeping

Record retention is an important part of the process, not only to provide historical corporate information but also to enable proper reviews of the entire process undertaken by the Shire in the event of any challenges or disputes with respect to the awarding of a tender.

8.1 Tender Register

The CEO is responsible for keeping the tender register and making it available for public inspection (Regulation 17(1)).

The tender Register is to include for each invitation to tender (Regulation 17(2)):

- A brief description of the goods or services required.
- Particulars of:
 - The decision to invite tenders.
 - If applicable, the decision to seek expressions of interest under Regulation 21(1).
 - Any notice by which expressions of interest from prospective tenders was sought.
 - Any person who submitted an expression of interest.
 - Any list of unacceptable tenderers that was prepared under Regulation 23(4).
- A copy of the notice of the invitation to tender.
- The name of each tenderer whose tender has been opened.
- The name of any successful tenderer.

The tender register is to include for each invitation to tender the amount of the consideration or a summary of the amount of the consideration sought in the tender accepted by the local government

8.2 Tender Documentation

- Internal documentation
- Evaluation documentation
- Notification and award documentation

The CEO is to give each tenderer notice in writing containing particulars of the successful tender or advising that no tender was accepted (Regulation 19).

8.3 Internal and External Audit Review

Tender procedures will be subject to regular Internal and External Audit review to ensure there is compliance with legislation and proper practices. This will include a probity audit.

9. Checklists

9.1 Checklist for Probity

TENDER:

DESCRIPTION:

Planning

- ☐ Has the Shire prepared a business plan or feasibility study for the project?
- ☐ Is there an in-house bid?
- ☐ Does the Shire have a procurement policy?
- ☐ Did the Shire undertake community consultation?
- ☐ Did the Shire prepare a project plan?
- ☐ Checked the approvals for calling tenders (EOI, tenders)
- ☐ Checked the tender documents including conditions and specifications?
- ☐ Checked the evaluation criteria and weightings?
- ☐ Has confidentiality and interest form been signed by evaluation panel?

Analysis / Comment

Contract Information

Y N

☐ ☐ Has the Shire advertised for tenders?

☐ ☐ Has the tender process been secure and confidential?

☐ ☐ Was the communication monitored during the submission period?

☐ ☐ Was there any conflict of interest issues?

Analysis / Comment

Evaluation Offers

Y N

☐ ☐ Did the Shire keep a record of all evaluation meetings?

☐ ☐ Did the Shire keep evaluation worksheets containing issues and summaries?

☐ ☐ Was there a need to clarify tenders?

☐ ☐ Checked the short list of tenders?

☐ ☐ Attend interviews/presentations of short-listed tenders?

☐ ☐ Checked advice to unsuccessful tenders?

☐ ☐ Checked the final recommendation report?

☐ ☐ Verified the approval process for preferred tender?

Analysis / Comment

Negotiate and Apply Due Diligence

Y N

☐ ☐ Checked for any financial and technical issues to be addressed?

☐ ☐ Checked for provision of guarantees and insurance?

Analysis / Comment

Finalise and Award Contract

Y N

☐ ☐ Checked the approval to award contract?

☐ ☐ Viewed the final contract and schedules?

☐ ☐ Checked contract execution?

☐ ☐ Checked advice to unsuccessful tenderers?

☐ ☐ Attend post tender de-briefings?

Analysis / Comment

9.2 Checklist for Compliance

Tender for Providing Goods or Services to Local Government

LG Act & Reg Refer	Description	Compliance			Comment
		Yes	No	N/A	
LGA 3.57	Local Government. to invite tender before it enters into a contract.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
F&G Reg 11(1)	Calling of public tender if value is expected to \$100,000 or more.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
F&G Reg 11(2)	Exclusion of above: <ul style="list-style-type: none"> • LGA 6.8(1)(3) in an emergency. • Supply obtained via WALGA. • Within six months of publicly inviting tender and no tender received. • F&G Reg 21(1) no person listed as an acceptable tender. • Contract entered into by auction. • Goods or services supplied and obtained from State, Commonwealth Government or by a Local Government or a Regional Local Government. • LGA 2.1 Land. • Unlikely that there is more than one potential supplier. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
F&G Reg 11(2)	Inclusion of options the renew contracts resulting from tenders.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
F&G Reg 12	Anti-Avoidance provision to avoid requirements of Reg 11(1).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
F&G Reg 13	Regulations to apply if tenders are invited respective of value.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

LG Act & Reg Refer	Description	Compliance			Comment
		Yes	No	N/A	
F&G Reg 13	Statewide Public Notice for tenders to be publicly invited Section 1.7 and 1.8: <ul style="list-style-type: none"> Newspaper circulating in the State. Exhibit notice on notice board. Exhibit notice at local library. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
F&G Reg 14(3)	Notice to include: <ul style="list-style-type: none"> Brief description of goods or services. Details of contact person. Information where and how tenders may be submitted. Date and time after which tenders cannot be submitted. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
F&G Reg 14(4)	Reference to detailed information: <ul style="list-style-type: none"> Such information as decided by the Local Government. Detailed specification of goods and services required. Criteria. Allow tenders to be submitted by fax or electronic means. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
F&G Reg 15	Public Notice to be at least 14 days after notice is first published.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
F&G Reg 16(1)	CEO is responsible for keeping of tenders safe keeping and confidential.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
F&G Reg 16(2)	Tenders not to be opened until after closure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
F&G Reg 16(3)(a)	At least one or more employee or person authorised by CEO to be present at opening of tenders.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

LG Act & Reg Refer	Description	Compliance			Comment
		Yes	No	N/A	
F&G Reg 16(3)(b)	Members of public entitled to be present.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
F&G Reg 16(3)(c)	Details of tenders (other than the consideration) are to be recorded in a Tender Register.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
F&G Reg 17	Tender register to include for each tender: <ul style="list-style-type: none"> • Description of goods and services required. • Particulars for making of decision to invite tenders. • Decision to seek expression of interest Regulation 21(1). • Particulars of persons who submitted an expression of interest. • List of acceptable tenderers 23 (4). • Copy of notice for invitation to tender. • Name of each tenderer whose tender has been opened. • Name of any successful tenderer. • Amount of consideration sought in the tender. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
F&G Reg 18	<ul style="list-style-type: none"> • Tender to be rejected unless submitted at a place and within the time specified. • Tender may be rejected if it fails to comply any other requirement specified. • Reg 23(4) reject tender submitted that not on a list of acceptable tenders. • Tenders not rejected assessed by means of a written evaluation based on the criteria set. • LG may decline to accept tender. • LG may accept other tenders refer Reg18(6)(7). 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
F&G Reg 19	CEO to give each tenderer notice in writing of successful tender or if no tender was accepted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
F&G Reg 20	Minor variation to goods and services required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

LG Act & Reg Refer	Description	Compliance			Comment
		Yes	No	N/A	
F&G Reg 21	<ul style="list-style-type: none"> Local Government can seek expression of interest for supply of goods and services. Statewide public notice to be given refer Reg 14 and LGA 1.7 and 1.8. Notice to include Refer 14(3). 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
F&G Reg 22	Minimum time for giving public notice at least 14 days.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
F&G Reg 24	Persons expressing interest to be notified of outcome.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
LGA Section 5.41	Function of CEO observed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Addenda to provide any additional information conveyed to all potential tenderers to be issued no less than five days prior to deadline.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Register of all suppliers who have collected or issued a tender by maintained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Late tenders clearly marked.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Evaluation panel prior to scoring determined which tenders do not comply with the requirements of the tender document.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Scoring of tender: <ul style="list-style-type: none"> Evaluation matrix developed. Tender evaluated against selection criteria and weighting stipulated in the tender document. 	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	

LG Act & Reg Refer	Description	Compliance			Comment
		Yes	No	N/A	
	Decision making process: <ul style="list-style-type: none"> • Presentation by short-listed tenders. • Reference checks conducted. • Financial checks conducted. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Obtaining clarifications to document: <ul style="list-style-type: none"> • Why was clarification sought. • What was clarified and were changes made. • Who was involved in the clarification process. • When the communication took place and in what form. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Negotiations if necessary with successful tenderer after tenderer is chosen and for minor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Inadequate budgetary is not considered sufficient grounds for re-tendering.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Recommendation Report: <ul style="list-style-type: none"> • Formal written report. • CEO to sign off on list of acceptable tenders Reg 23(4). • Panel members to sign report to show they concur with decision and document dissenting reasons. • Report to be submitted for formal approval, Council, CEO, Manager. • Record price of awarded tender in tender register Reg 17(3). 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

LG Act & Reg Refer	Description	Compliance			Comment
		Yes	No	N/A	
	Expression of interest: <ul style="list-style-type: none"> • Reg 21, 22, 23 and 24 to be observed. • Obtain council approval for EOI unless delegation of Power LGA Section 5.42. • LGA 5.43 limits on delegation to CEO? If tender exceeds the amount determined by the local government to be referred to Council. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ADM 5	Code of Conduct – Council members, committee members and employees: <ul style="list-style-type: none"> • 2.1 Confidential Information. • Part 6 Disclosure of Interest. • Part 7 Gifts. • Part 8 Personal Behaviour. • Part 10 Internal External Communications. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
LGA 2	Delegation Tenders and expression of Interest: <ul style="list-style-type: none"> • CEO authorised to accept tenders up to a value of \$250,000. • Tenders exceeding the above value will be referred to Council. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
PUR 1	Administration Policy purchasing: <ul style="list-style-type: none"> • Purchase value in excess \$100,000 full public tender. • Record management. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

10. Attachments

Attachment 1: Extract from Shire of Kalamunda Purchasing Policy

Approval thresholds and methods to be used are:

Purchase Value	Method to be Used	Who May Authorise
\$0 - \$1,999	Direct purchase	Nominated officer responsible for budget item
\$2,000 - \$4,999	2 verbal quotes	Nominated officer responsible for budget item
\$5,000 - \$9,999	3 verbal quotes	Manager
\$10,000 - \$24,999	3 written quotes	Manager
\$25,000 - \$49,999	3 written quotes	Executive Manager
\$50,000 - \$99,999	Request for quotation	Executive Manager
\$100,000 and over	Full public tender process	CEO up to \$250,000 then Full Council over \$250,000

Attachment 2: Role and Responsibilities of the Evaluation Panel

a. Role

The role of the Evaluation Panel is to:

- i. Assess each submission in accordance with the process and methodology contained in the Tender Guideline.
- ii. Undertake any communication with respondents that may be necessary to clarify their submission.
- iii. Submit an evaluation report to the Project Officer's Director
- iv. Document each step of the evaluation process.

b. Evaluation of Submissions

To ensure that each step in the evaluation process is completed in the most effective manner the following steps should be adhered to:

- i. Each panel member shall be provided with :
 - A copy of the evaluation procedure.
 - An evaluation score sheet.
 - A Declaration of "Confidentiality and Interest Form".
 - Access to an electronic or hard copy of each submission.
- ii. Panel members must sign the "Declaration of Confidentiality and Interest Form" and return this to the project officer for filing and recording with documents.
- iii. The Project Officer is to assess the submissions for compliance with the tender request.
- iv. The Evaluation Panel members must then read each submission and assess them against the qualitative criteria using score sheets provided.
- v. Panel members will then discuss the compliance of the submissions and agree on a consensus score for each criterion against each submission.
- vi. If any queries are raised during the evaluation process the evaluation panel members should discuss them and if necessary, the Project Officer can seek clarification of information submitted from respondents. It is important to note that no changes to the submission can be made or considered by the Project officer. It is important to note that the same submission must be given to all respondents. On completion of the evaluation, the weightings matrix is to be completed.

- vii. The panel will then examine and discuss the price schedules submitted. Panel members should compare the consensus scores and prices submitted by respondents to determine which submission represents best value for money.
- viii. The project officer should validate prices submitted against any schedules submitted, ensuring computations are correct.
- ix. The panel will then make its recommendation on which submission should be accepted wholly based on the assessment results.
- x. In the event that the panel cannot reach a unanimous decision, a majority decision may be accepted subject to the approval of the Director or CEO.
- xi. Following completion of the evaluation, an Evaluation Report should be prepared with the recommendation for awarding of the tender. This is a confidential document to be included with the officer recommendation for Council.

c. Confidentiality

The tender, expressions of interest or quotation under consideration is to be treated as confidential and details shall not be divulged outside the evaluation panel.

d. Minute Taking and Record Keeping

The Project officer or a nominated member of the panel shall be responsible for the taking of notes at the evaluation panel meeting.

The notes shall provide details of the date, location and attendance as well as significant points raised during discussions, identifying decisions made by the panel and action to be taken.

The Project Officer must ensure that Declarations of Confidentiality and Interest, Compliance Sheets, Score Sheets, Comparative Price schedule, Evaluation matrix, notes and any other correspondence or reports are saved either electronically or manually.

e. Procedural Fairness

The Directorate / Unit engaged in purchasing goods and services from the private sector must ensure that their evaluation process meets appropriate standards of probity as panel members should be concerned:

- To ensure that Contractors / suppliers have received a fair process of evaluation.
- Failure to follow a fair process could lead to the submission being subject to judicial review with the possibility of recommencement of the Tender / EOI / Quote being required and this being costly in terms of time and resources.

1.1. Tender Documentation – Forms

Tender Timetable



TENDER TIMETABLE

Tender Title:

Tender No:

Task	Dates	Timeframe
1. Advertising Dates – West Australian		
Other newspaper		
2. Site inspection/briefing session		Allow approx 1 week after advertising
3. Tender Deadline		Minimum 14 days after advertising
4. Evaluation of tenders		Allow minimum 2 weeks after Tender Deadline before Evaluation Panel Meeting
5. Evaluation Panel Meeting		
6. Recommendation Report due		
7. Council meeting		

Comments:

Request for Tender



REQUEST FOR TENDER

Request for Tender (RFT)	Tender Title
Deadline	Time day and date
Address for Delivery	PO Box 42, Kalamunda WA 6926 2 Railway Road, Kalamunda WA 6076 'Email and Facsimile Tenders will not be accepted'
RFT Number	Tender Number

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1. PRINCIPAL'S REQUEST

1.1 CONTRACT REQUIREMENTS IN BRIEF

Provision of **Insert Tender Title**

A full statement of the Services required under the proposed contract appears in the Specification and General and Special Conditions of Contract-Part 2.

1.2 TENDER DOCUMENTS

This Request for Tender is comprised of the following parts:

- (a) Part 1-Principal's Request (read and keep this part);
- (b) Part 2-Specification and Special Conditions of Contract (read and keep this part); and
- (c) Part 3-Tenderer's Offer (complete and return this part);

1.3 DEFINITIONS

Below is a summary of some of the important defined terms used in this Request:

Attachments:	The documents you attach as part of your Tender;
Deadline:	The deadline for lodgement of your Tender;
General Conditions of Contract:	Means the General Conditions of Contract nominated in Clause 2.1;
Offer:	Your offer to be selected to supply the Requirements;
Principal:	Shire of Kalamunda
Request:	This document;
Requirements:	The goods or services requested by the Shire of Kalamunda;
Selection Criteria:	The criteria used by the Shire of Kalamunda in evaluating your Tender;
Special Conditions:	The additional Contractual terms;
Specification:	The statement of Requirements that the Shire of Kalamunda request you to provide if selected;
Tender:	Your completed Offer Form, response to the Selection Criteria and any Attachments;
Tenderer:	Someone who has or intends to submit an Offer to the Shire of Kalamunda.

PART 1**READ AND KEEP THIS PART****1.4 HOW TO PREPARE YOUR TENDER**

- (a) Carefully read all parts of this document.
- (b) Ensure you understand the Requirements (see clause 2).
- (c) Complete the Offer (Part 3) in all respects and attach all your Attachments if required.
- (d) Make sure you have signed the Offer Form and responded to all of the Selection Criteria.
- (e) Lodge your Tender before the Deadline.

1.5 CONTACT PERSONS

Tenderers should not rely on any information provided by any person(s) other than those listed below:

Specification Enquiries

Name: **Tender Owner**

Telephone: **Contact Number**

@kalamunda.wa.qov.au

Contractual Enquiries:

Name: Steven McKay

Telephone: 08 9257 9906

steve.mckay@kalamunda.wa.qov.au

1.7 EVALUATION PROCESS

This is a Request for Tender (RFT).

Your Tender will be evaluated using information provided in your Tender.

The following evaluation methodology will be used in respect of this Request:

- (a) Tenders are checked for completeness and compliance. Tenders that do not contain all information requested (e.g. completed Offer Form and any Attachments) may be excluded from evaluation.
- (b) Tenders are assessed against the Selection Criteria. Contract costs are evaluated e.g. Tendered prices and other relevant whole of life costs are considered.
- (c) The most suitable Tenderers may be short listed and may also be required to clarify the Tender, make a presentation, demonstrate the product / solution offered and / or open premises for inspection. Referees may also be contacted prior to the selection of the successful Tenderer.

A Contract may then be awarded to the Tenderer, whose Tender is considered the most advantageous Tender to the Principal.

1.8 SELECTION CRITERIA

The Principal has adopted a best value for money approach to this Tender.

The Contract will be awarded to a sole **or** panel of Tenderer(s), who best demonstrates the ability to provide quality products at a competitive price. The Tendered prices will be assessed with the following qualitative and compliance criteria to determine the most advantageous outcome to the Principal.

This means that, although price is considered, the Tender containing the lowest price will not necessarily be accepted, nor will the Tender ranked the highest on the qualitative criteria.

1.9 COMPLIANCE CRITERIA

These criteria will not be point scored. Each Tender will be assessed on a Yes/No basis as to whether the criterion is satisfactorily met. An assessment of 'No' against any criterion may eliminate the Tender from consideration.

Description of Compliance Criteria	Yes / No
(a) Compliance with the Specification contained in the Request.	
(b) Compliance with the Conditions of Tendering this Request.	
(c) Compliance with and completion of the Price Schedule.	
(d) The Quality Assurance requirement for the Request is: Documented procedures should be in place. Your organisation complies with this requirement.	
(e) Compliance with the Delivery Date.	
(f) Compliance with attendance to any mandatory tender briefing / site inspection	

PART 1**READ AND KEEP THIS PART****1.10 QUALITATIVE CRITERIA**

These criteria will be point scored. Each Tender will be assessed on a percentage weighing basis as to whether the criterion is satisfactorily met.

Description of Qualitative Criteria	Weighting
(a) Demonstrated experience in completing similar projects/supply similar goods.	15
(b) Skills and experience of key personnel.	15
(c) Methodology - A demonstrated understanding of the required tasks.	20
(d) Price	50

1.11 PRICE CONSIDERATIONS

The Tendered price will be considered along with related factors affecting the total cost to the Principal e.g. the life time operating costs of goods or the Principals Contract management costs may also be considered in assessing the best value for money outcome.

1.12 LOCAL GOVERNMENT POLICIES THAT MAY AFFECT SELECTION

Shire of Kalamunda's Occupational Safety and Health Policy.

1.13 PRICE BASIS

The price tendered shall be fixed for the first 12 months of the contract and all prices will vary according to the variation mechanism outlined below:

- (1) As per the Rise & fall formula as detailed in 3.4.2.
- (2) Tender prices are exclusive of GST; however the successful Tenderer shall separately show GST on each invoice.

Unless otherwise indicated prices tendered shall include delivery, unloading, packing, marking and all applicable levies, duties, taxes and charges. Any charge not stated in the Tender, as being additional will not be allowed as a charge for any transaction under any resultant Contract.

1.14 CONDITIONS OF TENDERING**1.14.1 DELIVERY METHOD**

Tenders may be:

- (a) delivered by hand to 2 Railway Road, Kalamunda (by the Tenderer or the Tenderer's private agent); or
- (b) sent through the mail to the Chief Executive Officer PO Box 42, Kalamunda WA 6926.

'Email and Facsimile Tenders will not be accepted'

1.14.2 LODGEMENT OF TENDERS

The Tender must be lodged by the Deadline, stated on the front cover to this Request for Tender.

You should provide **two** copies of the tender documents:

- 1 x Hard Copy clipped – **not bound**
- 1 x Electronic Copy on CD or other electronic media device in PDF Format

The Tender must be:

- (a) placed in a sealed envelope;
- (b) clearly endorsed with the Tender number and titled as shown on the front cover of this Request;

Tenderers must ensure that they have provided a signed copy of their Tender with all pages numbered consecutively and include an index.

1.14.3 REJECTION OF TENDERS

A Tender shall be rejected without consideration of its merits in the event that it is not submitted before the Deadline and at the place specified in the Request and may be rejected if it fails to comply with any other requirements of the Request.

1.14.4 LATE TENDERS

Tenders received after the Deadline will not be accepted for evaluation.

1.14.5 ACCEPTANCE OF TENDERS

Unless otherwise stated in this Request, Tenders may be for all or part of the Requirements and may be accepted by the Principal either wholly or in part. The Principal is not bound to accept the lowest Tender and may reject any or all Tenders submitted.

1.14.6 DISCLOSURE OF CONTRACT INFORMATION

Documents and other information relevant to the Contract may be disclosed when required by law under the *Freedom of Information Act 1992* or under a Court order. All Tenderers will be given particulars of the successful Tenderer (s) or advising that no Tender was accepted.

1.14.7 ALTERNATIVE TENDERS

The Tenderer may submit an Alternative Tender.

All Alternative Tenders shall be accompanied by a conforming Tender.

Tenders submitted as Alternative Tenders or made subject to conditions other than the General and Special Conditions of Contract shall in all cases arising be clearly marked 'ALTERNATIVE TENDER'.

The Principal may in its absolute discretion reject any Alternative Tender as invalid.

Any printed 'General Conditions of Contract' shown on the reverse of a Tenderer's letter or quotation form, will not be binding on the Principal in the event of a Contract being awarded, unless the Tender is marked as an Alternative Tender. The Alternative Tender shall contain a statement of benefits and costs.

Note: Any proposed charges or requirements will not be binding on the Principal unless the Tender is clearly marked 'Alternative Tender' and accompanied with a conforming Tender. Tenders not marked, and accompanied as required, may be rejected. Additional rates added to the requested schedule will not be a charge under this Contract.

1.14.8 TENDER VALIDITY PERIOD

All Tenders shall remain valid and open for acceptance for a minimum period of three (3) months from the Deadline, unless extended on mutual agreement between the Principal and the Tenderer, in writing.

1.14.9 PRECEDENCE OF DOCUMENTS

In the event of there being any conflict or inconsistency between the terms and conditions in this Request and those in the General Conditions of Contract, the terms and conditions appearing in this Request shall have precedence.

1.14.10 TENDERERS TO INFORM THEMSELVES

Tenderers shall be deemed to have:

- (a) examined the Request and any other information available in writing to Tenderers for the purpose of Tendering;
- (b) examined all further information relevant to the risks, contingencies, and other circumstances having an effect on their Tender, which is obtainable by the making of reasonable enquires;
- (c) satisfied themselves as to the correctness and sufficiency of their Tenders including Tendered prices which shall be deemed to cover the cost of complying with all the Conditions of Tendering and of all matters and things necessary for the due and proper performance and completion of the work described therein; and
- (d) acknowledged that the Principal may enter into negotiations with a chosen Tenderer. Negotiations shall be carried out in good faith.

PART 1**READ AND KEEP THIS PART****1.14.11 ALTERATIONS**

The Tenderer shall not alter or add to the Request documents unless required by these Conditions of Tendering. The Principal shall issue an addendum to all Tenderers where matters of significance make it necessary to amend the issued Request documents before the Deadline.

1.14.12 RISK ASSESSMENT

The Principal may have access to and give consideration to:

- (a) any risk assessment undertaken by a credit rating agency; and
- (b) any information produced by the Bank, financial institution, or Accountant of a Tenderer; so as to assess that Tender and may consider such materials as tools in the Tender assessment process.

1.14.13 OWNERSHIP OF TENDERS

All documents, materials, articles and information submitted by the Tenderer as part of or in support of a Tender shall become upon submission the absolute property of the Principal and will not be returned to the Tenderer at the conclusion of the Tender process, provided that the Tenderer shall be entitled to retain copyright and other intellectual property rights therein, unless otherwise provided by the Contract.

1.14.14 CANVASSING OF COUNCILLORS OR STAFF

If a Tenderer, whether personally or by an agent, canvasses any of the Principal's Councillors or staff with a view to influencing the acceptance of any Tender made by it or any other Tender, then regardless of such canvassing having any influence on the acceptance of such Tender, the Principal may at its discretion omit the Tender from consideration.

1.14.15 IDENTITY OF THE TENDERER

The identity of the Tenderer and the Contractor is fundamental to the Principal. The Tenderer shall be the person, persons, corporation or corporations named as the Tenderer in Part 3 and whose execution appears on the Offer Form in Part 3 of this Request. Upon acceptance of the Tender, the Tenderer shall become the Contractor.

1.14.16 ASSIGNING OR SUBLETTING

The Contractor shall not without the previous consent of the Principal in writing, assign transfer mortgage charge encumber, sublet or sub contract the Contract, or any part thereof.

The Contractor shall not assign transfer mortgage, charge, or encumber, all or any of the moneys payable or to become payable or any other interest or benefit under the Contract without the consent in writing of the Principal being first obtained. Any consent shall not discharge the Contractor from any liability in respect of the Contract, and shall extend only to the assignment or other transaction actually consented to and shall not be deemed a consent to any other assignment of transaction nor to prevent any proceedings for any subsequent breach of this condition any may be granted or withheld or made subject to conditions in the absolute discretion of the Principal.

PART 1**READ AND KEEP THIS PART**

All Tenderers and members of the public may attend or be represented at the opening of Tenders. All Tenders will be opened in the Principal's offices, following the advertised Deadline. No discussions will be entered into between Tenderers' and the Principal's officers present or otherwise, concerning the Tenders submitted.

The Tender opening will be held at the Shire of Kalamunda's Administration Office, 2 Railway Road, Kalamunda, at close of Tender period.

Pricing information will not be released at the opening of the Tenders.

1.14.18 INSURANCE**PROPERTY DAMAGE AND PUBLIC RISK**

Subject to the next succeeding paragraph of this Clause, the Contractor shall indemnify and keep indemnified the Principal against all loss of or damage to the property of the Principal and from and against any claim, demand, action, suit or proceeding that may be made or brought by any person against the Principal, or the employees, professional consultants or agents of the Principal or any of them in respect of personal injury to or the death of any person whomsoever or loss of or damage to any property whatsoever arising out of or as a consequence of the supply or provision of the Services by the Contractor or its employees, agents or sub-contractors and also from any costs and expense that may be incurred in connection with any such claim, demand, action, suit or proceeding.

The Contractor shall not, under the last preceding paragraph of this Clause, be rendered liable for or in respect of personal injury to or the death of any person or loss of or damage to property resulting from any breach by the Principal of any provision of the Contract or any negligent act or omission of the Principal, or the employees, professional consultants or agents of the Principal or for or in respect of any claims, demands, actions, suits or proceedings, costs and expenses whatsoever in respect thereof or in relation thereto.

ACCIDENT OR INJURY TO EMPLOYEES

The Contractor shall indemnify and keep indemnified the Principal against liability for all loss or damage resulting from personal injury to or the death of (other than such injury or death resulting from any breach by the Principal of any of the provisions of the Contract or any negligent act or omission of the Principal, or the employees, professional consultants or agents of the Principal), the Contractor or of any sub-contractor occurring during the currency of the Contract and arising out of or in connection with the supply or provision of the Services under the Contract or the performance of the Contract and against all claims, demands, actions, suits or proceedings, costs and expenses whatsoever in respect thereof or in relation thereto, whether at Common Law or under any statute.

POLICIES TO REMAIN CURRENT FOR PERIOD OF CONTRACT

Without limiting its obligations and responsibilities the Contractor, in the joint names of itself and the Principal for their respective rights interests and liabilities, shall effect and keep in effect during the currency of the Contract insurance policies covering all matters referred to in the two (2) preceding Clauses.

The insurance policies shall contain a cross-liability clause and otherwise be in terms, and effected with an insurance company, approved by the Principal which approval shall not be unreasonably withheld.

The Contractor shall lodge certificates of proof the required insurance policies with the Principal before the commencement of the Services provision, where there is any alteration to the insurance policies, when insurance policies are renewed and at such

Shire of Kalamunda RFT Number and Title

other times as the Principal may require.

1.14.19 RECORD KEEPING REQUIREMENTS

- 1) If the Contractor has custody or control of State records in the supply of the Goods and/or Services, the Contractor must comply with the Shire of Kalamunda's record keeping plan to the extent necessary under the *State Records Act 2000*
- 2) The Contractor must allow the Shire of Kalamunda reasonable access to all Records in the custody or control of the Contractor in relation to their Contract with the Shire of Kalamunda
- 3) The Contractor must keep accurate, complete and current written Records in respect of the Contract
- 4) Where copyright is created for the Shire of Kalamunda, the copyright must be transferred to the Shire of Kalamunda.
- 5) The Contractor must keep all Records for at least 7 years after final payment under the Contract or after the expiry of the Term, whichever is later.
- 6) When disposing of documents, the Contractor must ensure that the disposal method is as required under the General Disposal Authority for Local Government, i.e. either shredding or pulping of the documents.
- 7) The Contractor must do everything necessary to obtain any third party consents which are required to enable the Shire of Kalamunda to have access to Records. This clause survives expiration or termination of the Contract.
- 8) The Contractor must return all Records containing the Shire of Kalamunda's Confidential Information immediately at the expiration or termination of the Contract.
- 9) On expiration or termination of the Contract, the Contractor must as soon as practicable deliver to the Shire of Kalamunda all original Records as required by the Shire of Kalamunda.

1.14.20 DISABILITY ACCESS AND INCLUSION PLAN

If the Contract involves the supply of Services to the public, then the successful Respondent will:

- (i) To the extent practicable, implement the Customer's "Disability Access and Inclusion Plan" prepared under the Disability Services Act 1993; and
- (ii) Provide a report to the Customer by 30th June in each year of the Contract Term reporting on the extent to which the successful Respondent has implemented the Customer's Disability Access and Inclusion Plan

1.14.21 The Local Government does not intend to submit an in-house tender.

2. SPECIFICATIONS AND GENERAL AND SPECIAL CONDITIONS OF CONTRACT

2.1 SPECIFICATION

Specifications are attached as a separate document or insert if applicable

2.2 GENERAL CONDITIONS OF CONTRACT

Tenders shall be deemed to have been made on the basis of and to incorporate the General Conditions of Contract for the:

AS 4000 General Conditions of Contract.

2.3 SPECIAL CONDITIONS OF CONTRACT

Insert Special conditions of Contract – If Any

2.3.1 PERIOD OF CONTRACT AND TERMINATION

The Contract shall be in force for a period of three (3) years, with an option, at the sole discretion of the Principal, to extend the Contract by a further 2 x 12 month periods.

However, in the event of the Contractor failing in any manner to carry out the Contract to the Principal's satisfaction, the Principal may forthwith determine (terminate) the Contract by written notice to the Contractor.

3. TENDERER'S OFFER

3.1 OFFER FORM

The Chief Executive Officer
Shire of Kalamunda
2 Railway Road
KALAMUNDA WA 6076

I / We
(Block Letters)

Address

ABN/GST Status

Telephone No

Facsimile No

Email

In response to **Tender Number and Title**, I/We agree that I am/We are bound by, and will comply with this Request and its associated schedules, Attachments, all in accordance with the Conditions of Tendering contained in this Request signed and completed.

The Tendered price is valid up to ninety (90) calendar days from the date of the Tender closing or forty-five (45) days from the Council's resolution for determining the Tender whichever is the later unless extended on mutual agreement between the Principal and the Tenderer in writing.

I/We agree that there shall be no cost payable by the Principal towards the preparation or submission of this Tender irrespective of its outcome. The Tendered consideration is as provided under the schedule of rates of prices in the prescribed format and submitted with this Tender.

Date:

Signature of Authorised

Signatory of Tenderer:

Name of Authorised Signatory:

Position:

Address:

Witness Signature:

Name of Witness:

Position:

Address:

Shire of Kalamunda RFT Number and Title

PART 3	COMPLETE AND RETURN THIS PART
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3.2 GENERAL AND CORPORATE INFORMATION

3.2.1 ORGANISATION PROFILE AND REFEREES

Attach your organisation profile and label it 'Attachment 1'.	Attachment 1 <input type="checkbox"/> Tick✓if attached
If companies are involved, attach their current ASIC company extracts search including latest annual return and label it 'Attachment 2'.	Attachment 2 <input type="checkbox"/> Tick✓if attached
Attach details of your referees, and label it 'Attachment 3'. You should give examples of work provided for your referees where possible.	Attachment 3 <input type="checkbox"/> Tick✓if attached

3.2.2 AGENTS

Are you acting as an agent for another party?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, attach details (including name and address) of your Principal and label it 'Attachment 4'.	Attachment 4 <input type="checkbox"/> Tick✓if attached

3.2.3 TRUSTS

Are you acting as a Trustee of a Trust?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, in an attachment labelled 'Attachment 5': (a) give the name of the trust and include a copy of the trust deed (and any related documents); and (b) if there is no trust deed, provide the names and addresses of beneficiaries.	Attachment 5 <input type="checkbox"/> Tick✓if attached

Shire of Kalamunda RFT Number and Title

PART 3	COMPLETE AND RETURN THIS PART
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3.2.4 SUB-CONTRACTORS

Do you intend to Sub-Contract any of the Requirements?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, attach details of the Sub-Contractor(s) including the name, address, location of premise and the number of people employed and label it 'Attachment 6'.	Attachment 6 <input type="checkbox"/> Tick✓if attached

3.2.5 CONFLICT OF INTEREST

Will any actual or potential conflict of interest in the performance of your obligations under the Contract exist if you are awarded the Contract, or is any such conflict of interest likely to arise during the Contract?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, please supply in an attachment details of any actual or potential conflict of interest and the way in which any conflict will be dealt with and label it 'Attachment 7'.	Attachment 7 <input type="checkbox"/> Tick✓if attached

3.2.6 FINANCIAL POSITION

Are you presently able to pay all your debts in full as and when they fall due?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you currently engaged in litigation as a result of which you may be liable for \$50,000 or more?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you are awarded the Contract, will you be able to fulfil the Requirements from your own resources or from resources readily available to you and remain able to pay all of your debts in full as and when they fall due?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Attach a financial profile for you and each of the other proposed Contracting entities together with a list of financial referees and label it 'Attachment 8'.	Attachment 8 <input type="checkbox"/> Tick✓if attached

Shire of Kalamunda RFT Number and Title

PART 3 COMPLETE AND RETURN THIS PART

3.2.7 QUALITY ASSURANCE

Does your organisation have a quality assurance system?	Yes <input type="checkbox"/>
If yes, supply evidence or details of your quality assurance position and where relevant of your supplier's or Sub-Contractor's position, in an attachment labelled 'Attachment 9'.	No <input type="checkbox"/>
	Attachment 9
	<input type="checkbox"/>
	Tick✓if attached

3.2.8 INSURANCE COVERAGE

The insurance requirement for this Request is stipulated in the 'General Conditions of Contract' of this Request For Tender. Tenderers are to supply evidence of their insurance coverage in a format as outlined below in 'Attachment 10'. A copy of the Certificate of Currency is to be provided to the Principal within seven (7) days of acceptance, or before the commencement of works.	Attachment 10
	<input type="checkbox"/>
	Tick✓if attached

Type	Insurer – Broker	Policy Number	Value (\$)	Expiry Date
Public Liability				
Workers' Compensation				
Insurance of Vehicles and Plant				

3.3 RESPONSE TO SELECTION CRITERIA

3.3.1 COMPLIANCE CRITERIA

Have you complied with the Specification contained in this Request?	Yes <input type="checkbox"/>
	No <input type="checkbox"/>
Have you complied with the Conditions of Tendering contained in this Request?	Yes <input type="checkbox"/>
	No <input type="checkbox"/>
Have you complied with and completed the price schedule?	Yes <input type="checkbox"/>
	No <input type="checkbox"/>
The Quality Assurance requirement for the Request is: Documented procedures should be in place. Your organisation complies with this requirement.	Yes <input type="checkbox"/>
	No <input type="checkbox"/>

Shire of Kalamunda RFT Number and Title

PART 3	COMPLETE AND RETURN THIS PART
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Compliance with the Delivery Date.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Compliance with attendance to any mandatory tender briefing / site inspection	Yes <input type="checkbox"/> No <input type="checkbox"/>

3.3.2 QUALITATIVE CRITERIA

Before answering the qualitative criteria, Tenderers shall note the following:

- (a) All information relevant to your answers should be contained within your Tender to each criterion;
- (b) Tenderers shall assume that the Evaluation Panel has no previous knowledge of your organisation, its activities or experience;
- (c) Tenderers shall provide full details for any claims, statements or examples used to address the qualitative criteria; and
- (d) Tenderers shall address each issue outlined within a qualitative criterion.

Relevant Experience Describe your experience in completing/supplying similar Requirements. Tenderers shall as a minimum address the following information and label it 'Attachment 11': a) Provide details of similar work; b) Provide scope of the Tenderer's involvement including details of outcomes; c) Provide details of issues that arose during the project and how these were managed; d) Demonstrate competency and proven track record of achieving outcomes; and e) Demonstrate sound judgement and discretion.	Attachment 11 <input type="checkbox"/> Tick✓if attached
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Skills and Experience of Key Personnel Tenderers should provide as a minimum information of proposed personnel to be allocated to this project, such as: (a) Their role in the performance of the Contract; (b) Curriculum vitae; (c) Membership to any professional or business association; (d) Qualifications, with particular emphasis on experience of personnel in projects of a similar requirement; and (e) Any additional information. Supply details in an attachment and label it 'Attachment 12'.	Attachment 12 <input type="checkbox"/> Tick✓if attached
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Methodology Tenderers should demonstrate an appreciation of the Requirements and provide an outline of their proposed methodology in an attachment and label it 'Attachment 13'.	Attachment 13 <input type="checkbox"/> Tick✓if attached
--	--

Shire of Kalamunda RFT Number and Title

3.4 PRICE INFORMATION

Tenderers **must** complete clause 3.4.3 'Price Schedule'.

Before completing the Price Schedule, Tenderers should read the entire Request.

This Section should contain price information in the form that the Principal wishes to receive it.

3.4.1 DISCOUNTS

Are you prepared to allow a discount for prompt settlement of accounts?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you are offering different discounts for different periods, or other discounts such as volume discounts, detail them in an attachment labelled 'Attachment 14'.	

3.4.2 PRICE BASIS

RISE & FALL

The tender rates are to be fixed for 12 month period commencing from the date of the awarding of the Contract/Instrument of Agreement. The tender rates in the second year period may be increased by no more than the percentage increase in the CPI for Western Australia for the preceding 12 months. Similar CPI increases will comply should the Principal choose to extend the contract for a further period of up to 2 years to be reviewed annually.

A Contract year shall be 12 months from the awarding of the contract.

A 12 month period will be July to June for determining the average CPI to comply for the preceding 12 months contract period.

In the event of a fall in the CPI from one year to the next, the tender rates shall not fall or rise below the price fixed for the previous 12 months contract period.

GST shall not be included in the Tender prices; however the successful Tenderer shall separately show GST on each invoice.

Prices tendered shall include delivery, unloading, packing, marking and all applicable levies, duties, taxes and charges. Any charge not stated in the Tender, as being additional will not be allowed as a charge for any transaction under any resultant Contract.

3.4.3 PRICE SCHEDULE

See Following Pages

Shire of Kalamunda RFT Number and Title

Addendum to Tender Documents



ADDENDUM TO TENDER DOCUMENTS -

TENDER NO.: *[insert tender/expression of interest number]*
ADDENDUM NO.: *[insert number of addendum]*
DATE OF ISSUE: *[insert date] (date faxed/mailed)*
NO. OF PAGES: *[insert number of pages]*

IMPORTANT: Please acknowledge this addendum within 24 hours of receipt.

Facsimile acknowledgment may be made if your *tender/expression of interest* has been submitted prior to receipt of this addendum. The acknowledgment must state whether the price contained in your sealed tender is to remain unchanged or by how much it is to be increased or decreased in value.

[delete if inapplicable]

The acknowledgment must be received prior to the *tender's/expression of interest's* specified closing time. **Failure to acknowledge this addendum prior to the close of tenders/expressions of interest may constitute grounds for rejection of the tender.**

To: *[INSERT LOCAL GOVERNMENT ADDRESS]*
[INSERT TELEPHONE AND FACSIMILE NUMBER]

We acknowledge receipt of Addendum No. *[insert number of addendum]* to the Tender/Expression of Interest Document(s) for:

insert tender/EOI number and title of project

(Please print)

Name of Firm _____

Person Tendering
/Responding _____

Address _____

Signature _____

Date _____

Please note the above amendments to the *[insert RFT/EOI number]*;

1. *[insert changes in clear and concise language]*;
- 2.

Documents



REC (GENERAL)

Tender No: _____

Note: Each row score is marked out of 100. This is then multiplied by the weighting to give the weighted score.

Qualitative Criteria Description	Weighting	Criteria Area	Analysis of Submission for Criteria	Raw Score	Weighting	Weighted Score
(A) Corporate social responsibility (CSR) activities	10	Provision of services to the community			2%	0
		Provision of services to the community (e.g. provision of water, electricity, etc.)			2%	0
		Provision of services to the community (e.g. provision of water, electricity, etc.)			2%	0
		Provision of services to the community (e.g. provision of water, electricity, etc.)			2%	0
		Provision of services to the community (e.g. provision of water, electricity, etc.)			2%	0
(B) Skills experience of key personnel	10	Skills & experience of key personnel (including those who have worked on similar projects)			10%	0
		Skills & experience of key personnel (including those who have worked on similar projects)			10%	0
		Skills & experience of key personnel (including those who have worked on similar projects)			10%	0
		Skills & experience of key personnel (including those who have worked on similar projects)			10%	0
		Skills & experience of key personnel (including those who have worked on similar projects)			10%	0
(C) Demonstrated compliance of firms with the law and regulations	50	Compliance with the law and regulations (including those who have worked on similar projects)			10%	0
		Compliance with the law and regulations (including those who have worked on similar projects)			10%	0
		Compliance with the law and regulations (including those who have worked on similar projects)			10%	0
		Compliance with the law and regulations (including those who have worked on similar projects)			10%	0
		Compliance with the law and regulations (including those who have worked on similar projects)			10%	0
Sub Total	100			0	100%	0



REC (GENERAL)

Tender No: _____

Note: Each row score is marked out of 100. This is then multiplied by the weighting to give the weighted score.

Qualitative Criteria Description	Weighting	Criteria Area	Analysis of Submission for Criteria	Raw Score	Weighting	Weighted Score
(A) Corporate social responsibility (CSR) activities	10	Provision of services to the community			2%	0
		Provision of services to the community (e.g. provision of water, electricity, etc.)			2%	0
		Provision of services to the community (e.g. provision of water, electricity, etc.)			2%	0
		Provision of services to the community (e.g. provision of water, electricity, etc.)			2%	0
		Provision of services to the community (e.g. provision of water, electricity, etc.)			2%	0
(B) Skills experience of key personnel	10	Skills & experience of key personnel (including those who have worked on similar projects)			10%	0
		Skills & experience of key personnel (including those who have worked on similar projects)			10%	0
		Skills & experience of key personnel (including those who have worked on similar projects)			10%	0
		Skills & experience of key personnel (including those who have worked on similar projects)			10%	0
		Skills & experience of key personnel (including those who have worked on similar projects)			10%	0
(C) Demonstrated compliance of firms with the law and regulations	50	Compliance with the law and regulations (including those who have worked on similar projects)			10%	0
		Compliance with the law and regulations (including those who have worked on similar projects)			10%	0
		Compliance with the law and regulations (including those who have worked on similar projects)			10%	0
		Compliance with the law and regulations (including those who have worked on similar projects)			10%	0
		Compliance with the law and regulations (including those who have worked on similar projects)			10%	0
Sub Total	100			0	100%	0

Note: Each raw score is marked out of 100. This is then multiplied by the weighting to give the weighted score.

Qualitative Criteria Description	Weighting	Analysis of Submissions on Criteria	Raw Score	Weighting	Weighted Score
(a) Developmental expenditure on completing similar projects including private sector	15	Project has been in progress for 1 year		2%	0
		Project has been in progress for 2-3 years		2%	0
		Project has been in progress for 4-5 years		2%	0
		Project has been in progress for 6-7 years		2%	0
		Project has been in progress for 8-9 years		2%	0
(b) Status expenditure of the applicants	15	Spent less than 10% of the total project cost		2%	0
		Spent 10-20% of the total project cost		2%	0
		Spent 21-30% of the total project cost		2%	0
		Spent 31-40% of the total project cost		2%	0
		Spent more than 40% of the total project cost		2%	0
(c) Developmental expenditure of time and cost on completed projects within the last 5 years	25	Spent less than 10% of the total project cost		5%	0
		Spent 10-20% of the total project cost		5%	0
		Spent 21-30% of the total project cost		5%	0
		Spent 31-40% of the total project cost		5%	0
		Spent more than 40% of the total project cost		5%	0
		TOTAL			100

Pre-Release Checklist



Pre-Release Check List

I certify that the following has been checked and found correct:

- | | | |
|---|------------------|--------------------------|
| 1. The following tender details are correct: | Pages Numbered | <input type="checkbox"/> |
| | Closing Date | <input type="checkbox"/> |
| | Contact Persons | <input type="checkbox"/> |
| | Closing Times | <input type="checkbox"/> |
| | Insurance Amount | <input type="checkbox"/> |
| | | |
| 2. Specifications are included | | <input type="checkbox"/> |
| 3. Appropriate Australian Standards are included | | <input type="checkbox"/> |
| 4. Advert has been checked / signed off by service area manager | | <input type="checkbox"/> |
| 5. Purchase requisition raised by service area to cover advert | | <input type="checkbox"/> |
| 6. Advert sent to Marketforce via 'ADSPLUS' | | <input type="checkbox"/> |
| 7. Certification sheet has been authorised & endorsed by service area | | <input type="checkbox"/> |
| 8. Copy of tender sent to IT for inclusion on shire website | | <input type="checkbox"/> |
| 9. Copies distributed to service area and front counter. | | <input type="checkbox"/> |

Purchasing Officer

Date:

Tender Documents Issued

Tender Documents Issued



Tender Number: T0???

Tender Title: ???????????

Date	Name	Address	Contact Name	Telephone	Email

Document8

Tender Opening Summary Sheet



**shire of
kalamunda**

TENDER OPENING SUMMARY SHEET

Tender Title:
Tender No.

<i>Name of Tenderer</i>

Submissions were opened at Time: *Date:*

By:

Witness:

Evaluation Documentation and Recording of Tenders

Evaluation Guide for Panel Members



Evaluation Guide for Panel Members

Title	<i>[INSERT TITLE]</i>
Number:	<i>[INSERT NUMBER]</i>
Scorer's Name:	<i>[INSERT NAME]</i>

1 INTRODUCTION

The purpose of this document is to assist the Evaluation Panel (the Panel) to assess the tenders/submissions. The objectives of this Handbook are to:

- Ensure that the assessment of the tenders/submissions is undertaken fairly according to a pre-determined weighting schedule;
- Ensure adherence to probity procedures and relevant policies; and
- Ensure that the requirements specified in the Tender/Expression of Interest document are evaluated in a way that can be measured and documented (in accordance with Regulation 18(4) Local Government (Function & General) Regulations 1996)

2 EVALUATION PANEL

The purpose of the Panel is to:

- Assess each tender/submission in accordance with the process and methodology contained in this document;
- Undertake any communication with tenderers/respondents that may be necessary to clarify submissions; and
- Document the Panel member's decision in an evaluation report which may be submitted to *[insert appropriate approving body]*.

3 REPORTING

The Panel may present a written report for consideration at the completion of the scoring process.

4 SCORING SYSTEM

Each Panel member will individually assess each submission on a 0-10 score basis, as shown in the below table. Half marks, for example 3.5 or 4.5, are acceptable.

The pass mark is *[INSERT]*. *An example of a scoring range is depicted below*.

Score	Description
0	Inadequate or non appropriate offer, many deficiencies, does not meet criterion,
1	Between 0 and 2,
2	Marginal offer, some deficiencies, partly meets criterion,
3	Between 2 and 4,
4	Fair offer, few deficiencies, almost meets criterion,
5	Between 4 and 6,
6	Good offer, no deficiencies, meets criterion,
7	Between 6 and 8,
8	Very good offer, exceeds criterion,
9	Between 8 and 10,
10	Outstanding offer, greatly exceeds criterion.

There is not a set formula for determining scores. All scores should be made by comparing the responses of each tenderer/respondent.

In determining the score that will be given to each tenderer/respondent, Panel members should consider:

- Does the response answer each element of the criterion?
- Are any examples provided to substantiate the claims made in the response?
- Are the examples relevant to the requirements of the tender?

5 THE SCORE SHEET

The Score Sheet is to be completed by each Evaluation Panel Member to evaluate all tenders/submissions received. The score sheet is divided into 3 sections:

- Compliance criteria;
- Qualitative criteria; and
- Price details. When examining the price details, reference should be made to the Comparative Price Schedule. *[Delete this clause where weighted cost method is used or if no prices are requested in the EOI]*.

SCORE SHEET

A SCORE SHEET MUST BE COMPLETED BY EACH EVALUATION PANEL MEMBER

Scorer's Name: _____

Tenderer 1	<i>[Insert tenderers/respondents names]</i>	Tenderer 6	
Tenderer 2		Tenderer 7	
Tenderer 3		Tenderer 8	
Tenderer 4		Tenderer 9	
Tenderer 5		Tenderer 10	

1. COMPLIANCE CRITERIA

The Tenderers/Respondents have complied with:

TENDERERS:	1	2	3	4	5	6	7	8	9	10
• <i>[insert compliance criteria as stipulated in RFT]</i>	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No
•	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No
•	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No
•	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No

Comments: _____

2. QUALITATIVE CRITERIA

Insert each tenderers scores (0-10)

	TENDERERS:	1	2	3	4	5	6	7	8	9	10
a) <i>[insert qualitative criteria as stipulated in the RFT/EOI]</i>	Weighting ____%										

COMMENTS:

TENDERERS:		1	2	3	4	5	6	7	8	9	10
b)	<i>[insert qualitative criteria as stipulated in RFT/EOI]</i>	Weighting — %									

COMMENTS:

TENDERERS:		1	2	3	4	5	6	7	8	9	10
c)	<i>[insert qualitative criteria as stipulated in RFT/EOI]</i>	Weighting — %									

COMMENTS:

TENDERERS:		1	2	3	4	5	6	7	8	9	10
d)	<i>[insert qualitative criteria as stipulated in RFT/EOI]</i>	Weighting — %									

COMMENTS:

3. PRICE [ONLY APPLICABLE WHEN USING THE NON WEIGHTED COST METHOD OR IF PRICES INCLUDED IN EO]

Comments about the Tenderers/Respondents price submissions: (refer to Comparative Price Schedule)

4. ADDITIONAL COMMENTS

COMPARATIVE PRICE SCHEDULE

<INSERT TENDER NUMBER AND TITLE>

<INSERT NAME OF MEMBER OF EVALUATION PANEL TO BE ALLOCATED TASK OF COMPLETING PRICE SCHEDULE>

[illegible]

PROCEDURAL FAIRNESS AND EVALUATION PANELS

1. INTRODUCTION

Local Governments engaged in purchasing goods and services from the private sector must ensure that their tender evaluation process meets the appropriate standards of probity. Tender/Expression of Interest selection/evaluation panels (Panels) are part of these processes and it is therefore important that Panel members are aware of the principles underlying probity – these principles are referred to as procedural fairness.

2. WHAT IS PROCEDURAL FAIRNESS?

Procedural fairness can be defined as the duty to act fairly and the duty to adopt fair procedures that are appropriate and adapted to the circumstances of a particular case.

3. WHY SHOULD PANEL MEMBERS BE CONCERNED ABOUT PROCEDURAL FAIRNESS?

There are two main reasons why Panel members should be concerned:

- a) Public tenderers are entitled to a fair process, and
- b) Failing to follow a fair process could lead to the tender/submission being subject to judicial review, with a re-tender being required – this would be costly in terms of time and resources.

4. WHAT ARE THE REQUIREMENTS OF PROCEDURAL FAIRNESS?

In order to ensure the tender/expressions of interest selection process is fair and objective, the following principles of procedural fairness must be adhered to:

a) Knowledge

Before commencing the tender/expressions of interest selection process, Panel members must have an understanding of the contents of each tender/submission, the selection criteria against which tenders/submissions will be rated, and the process by which each tender/submission will be rated.

b) Relevant Considerations

Panel members must consider all relevant considerations related to each tender/submission. This would include the tenderer's/respondent's responses to the selection criteria, and all other information tenderers/respondents were required to supply. If information is considered irrelevant, the reason must be stated in the selection report.

c) Irrelevant Considerations

The tender/expressions of interest selection process must not be based on irrelevant considerations, that is, anything outside the selection criteria or information requested in the tender/expressions of interest. The tender/submission selection must use the information requested and adhere to the selection criteria.

d) Bias

The tender/expressions of interest selection process must be free of bias, and any perception of bias. Any connections between a Panel member and a tenderer/respondent must be disclosed to the Panel chairperson. Panel members should not accept gifts, and should limit contact with tenderers during the tender/expressions of interest selection process. Any possible issue of bias should be discussed with the Panel chairperson as soon as it arises.

e) Evidence

Tender/Expressions of Interest ratings and selections must be made on the basis of the material presented and included in the tenders/submissions rather than rumour. If any adverse allegations are made against a tenderer/respondent affecting the way in which the tender/expressions of interest is assessed, these allegations must be communicated to the tenderer/respondent. The tenderer/respondent must also be given a reasonable opportunity to respond to these allegations.

f) Confidentiality

The contents of each tender/expressions of interest should not be disclosed to any outside party. Each tender/submission should be viewed as commercially confidential information.

g) Commenting During the Tender Selection Process

One Panel member, usually the Panel chairperson, should be nominated as the only person permitted to comment to outside parties about the tender/expressions of interest selection process and outcome. Panel members should not discuss any element of the selection process with work colleagues or any other party.

5. RECORDING OF TENDER SCORES

Panel members must fully record their tender/submission evaluation against the selection criteria.

6. CONCLUSION

By observing and implementing the rules of procedural fairness, Panel members will ensure that tender/expressions of interest selections are 'visible', defensible and auditable. Following these guidelines not only ensures that the tender/expressions of interest selection process is fair, but also helps to ensure that the best tenderer/respondent is chosen. These guidelines also aid in maintaining a high level of transparency of process.

Tender Evaluation Panel – Statement of Confidentiality and Conflict of Interest



SHIRE OF KALAMUNDA

Declaration of Confidentiality and Interest

Please read and complete.

TENDER TITLE: _____

TENDER NUMBER: _____

I _____ (please print your name)

Hereby declare that:

- a) I have no pecuniary interest in any of the Tenderers that have submitted a bid for the above named Tender, and that should that situation change, I shall inform the Evaluation Panel and Chief Executive Officer immediately, in writing.
- b) I have no conflict in this Tender evaluation. Should any of the Tenderers be personally known to me, I shall declare such knowledge to the other members of the Evaluation Panel prior to the selection process.
- c) I agree to keep all information relating to the Tender selection process confidential. Under no circumstances will the details of other Tenders be discussed, disclosed or allowed to be discussed to other Tenderers or anyone outside of the selection process.
- d) I shall keep the results of the Tender selection process confidential. No indication of the likely recommendation will be discussed and disclosed.
- e) I shall return all Tenders and Tender documents at the completion of the Tender selection process.
- f) I have received copies of Tender submissions.

SIGNATURE: _____ DATE: _____

WITNESS: _____ DATE: _____

Tender Evaluation Checklist (Part One)



SHIRE OF KALAMUNDA TENDER EVALUATION CHECKLIST (part one)

Tender Number and Description : _____

TENDER NAME: _____

NAME OF ASSESSOR: _____

- ☐ Complete the Evaluation Panel Guide and fill in the Comparative Price Schedule.
- ☐ Read through the RFT specification to familiarise yourself with the Request.

COMPLIANCE CRITERIA

- ☐ Has the Offer Form been signed?
- ☐ Is the delivery date included?
- ☐ Is the Price Schedule completed?
- ☐ Did the Tenderer attend the mandatory site inspection (if applicable)?
- ☐ Were there any addendums? If so does the submission incorporate them?
- ☐ Is it an alternate tender? If it is does it accompany a conforming tender?
- ☐ Does it comply with the Conditions of Tendering?
Eg. Delivery method, placed within a sealed envelope clearly endorsed with the tender number and title, lodged at the correct time, numbered consecutively and indexed, has a copy been provided, was it late, if it is an alternative tender does it accompany a conforming tender, was the mayor, officers or councillors canvassed, and importantly are all attachments included? (Refer to next step).
- ☐ Check that all attachments have been included (in particular the Selection Criteria attachments) and familiarise yourself with what boxes have been ticked.
All other attachments may not be compulsory eg. Quality Assurance, however read the offer thoroughly to make sure (eg. proof of insurance may have been requested).
- ☐ Does it comply with the specification?
Read through the specification and ensure all requirements have been met. If not, the tender may not comply and you do not need to continue any further with the evaluation. If there are only minor oversights, note them for discussion at the tender meeting and then continue evaluating.
- ☐ Have the insurance details been completed and meet the specification? Is proof attached?
- ☐ Check for any other general issues.

QUALITATIVE CRITERIA

- ☐ From the evaluation guide methodically work through the qualitative criteria.
(Eg. Demonstrated experience, skills, resources, demonstrated understanding)
- ☐ Refer to the Comparative Price Schedule and make any comments.
(Eg. Fixed or variable price offered? If variable has the methodology been included? Are there any prices missing? Does the price include GST?)
- ☐ Peruse the whole document and note any additional issues that may surface.
(Eg. Quality Assurance, value added benefits, risk management checks etc.)

Tender Evaluation Checklist (Part Two)

RFT (Rank)

Tenderer: _____

Note: Each raw score is marked out of 100. This is then multiplied by the weighting to give the weighted score.

Qualitative Criteria Description	Weighting	Criteria Area	Analysis of Submission on Criteria	Raw Score	Weighting	Weighted Score
(a) Demonstrated experience in completing similar projects/supply similar goods	10	Provide details of similar work			2%	0
		Provide scope of the Tenderer's involvement including details of outcomes			2%	0
		Provide details of issues that arose during the project and how these were managed (if any)			2%	0
		Demonstrate competency & proven track record of achieving outcomes			2%	0
		Demonstrate sound judgement & discretion			2%	0
(b) Skills experience of key personnel	10	Skills & Experience of Key Personnel, including their role on performing contract, CV, Memberships to associations, Qualifications & experience of personnel			10%	0
(c) Demonstrated compliance of time and cost on completed projects within the last 4 years	20	Nominate the projects that were completed within the original completion date			6%	0
		Nominate those projects which had extensions of time costs applied			6%	0
		Nominate those projects completed within the original contract sum			6%	0
		Nominate those projects which exceeded the original time and contract value			6%	0
		Nominate those projects which were repeat business for the same client			6%	0
(d) Price	50				50%	0
TOTAL	100			0	100%	0

Tender Qualitative Criteria Assessment Form (to be completed for each tenderer)

Pricing Assessment

Summary of Tender Assessment

Recommendation Report

Certificate for Signing Documents

Tender Register Checklist



Tender Register Checklist

F&G Reg 17(2) & (3)	<input type="checkbox"/>	Details of the decision made to invite tenders to be included in Tender Register (eg Budget item)
F&G Reg 14(1)	<input type="checkbox"/>	Statewide public notice to be given –
F&G Reg 17(2) & (3)	<input type="checkbox"/>	copy of ad to go in Tender Register
F&G Reg 14(3)	<input type="checkbox"/>	Ad to include –
	<input type="checkbox"/>	Brief description of goods/services required;
	<input type="checkbox"/>	Contact details of a person who can provide more detailed information;
	<input type="checkbox"/>	Info as to how and where a tender can be submitted;
	<input type="checkbox"/>	Closing date and time;
	<input type="checkbox"/>	Minimum of 14 days allowed for submission of tenders from publication of notice
F&G Reg 17(2) & (3)	<input type="checkbox"/>	Brief description of goods/service required to be included in Tender Register
F&G Reg 14(4)	<input type="checkbox"/>	Information made available to tenderers to include-
	<input type="checkbox"/>	Detailed specifications of the goods/services required;
	<input type="checkbox"/>	The criteria for determining which tender would be accepted;
	<input type="checkbox"/>	Whether or not the Shire will be submitting an in-house tender;
	<input type="checkbox"/>	Whether or not tenders can be submitted by fax or other electronic means (if so, how);
	<input type="checkbox"/>	Any other information the Shire considers should be disclosed to prospective tenderers
F&G Reg 14(5)	<input type="checkbox"/>	Variation to information supplied to tenderers –
		Every reasonable step to be taken to give notice to each person who sought copies of tender documents.
		Keep copy of letter/email on tender register to support this
F&G Reg 16(2) & (3)(a)	<input type="checkbox"/>	Opening of tenders –
	<input type="checkbox"/>	Record date and time to ensure opening was after closure of tender;
	<input type="checkbox"/>	Tenders to be opened by one or more Shire employees – record names on tender opening sheet;
F&G Reg 16(3)(c)	<input type="checkbox"/>	Details of each tender (not including consideration) to be recorded on the tender opening sheet immediately after opening. Opening sheet to go in Tender Register

F&G Reg 18(4)	<input type="checkbox"/>	Evaluation of tenders - Written evaluation criteria to be used by the local government to assess which tender to accept – put copy of report item on Tender Register to support
F&G Reg 17(2) & (3)	<input type="checkbox"/>	Name of successful tenderer and amount of consideration to be recorded in Tender Register
F&G Reg 19	<input type="checkbox"/>	All tenderers to receive written notice advising particulars of the successful tender, or advising that no tender accepted. Keep a letter on the Tender Register to support.
F&G Reg 17(2)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	If this tender follows a list of acceptable tenderers being prepared, after expressions of interest were sought the following must be included in the Tender Register- Copy of the ad calling for Expressions of Interest; List of people who submitted an expression of interest; List of acceptable tenderers

Tender Register

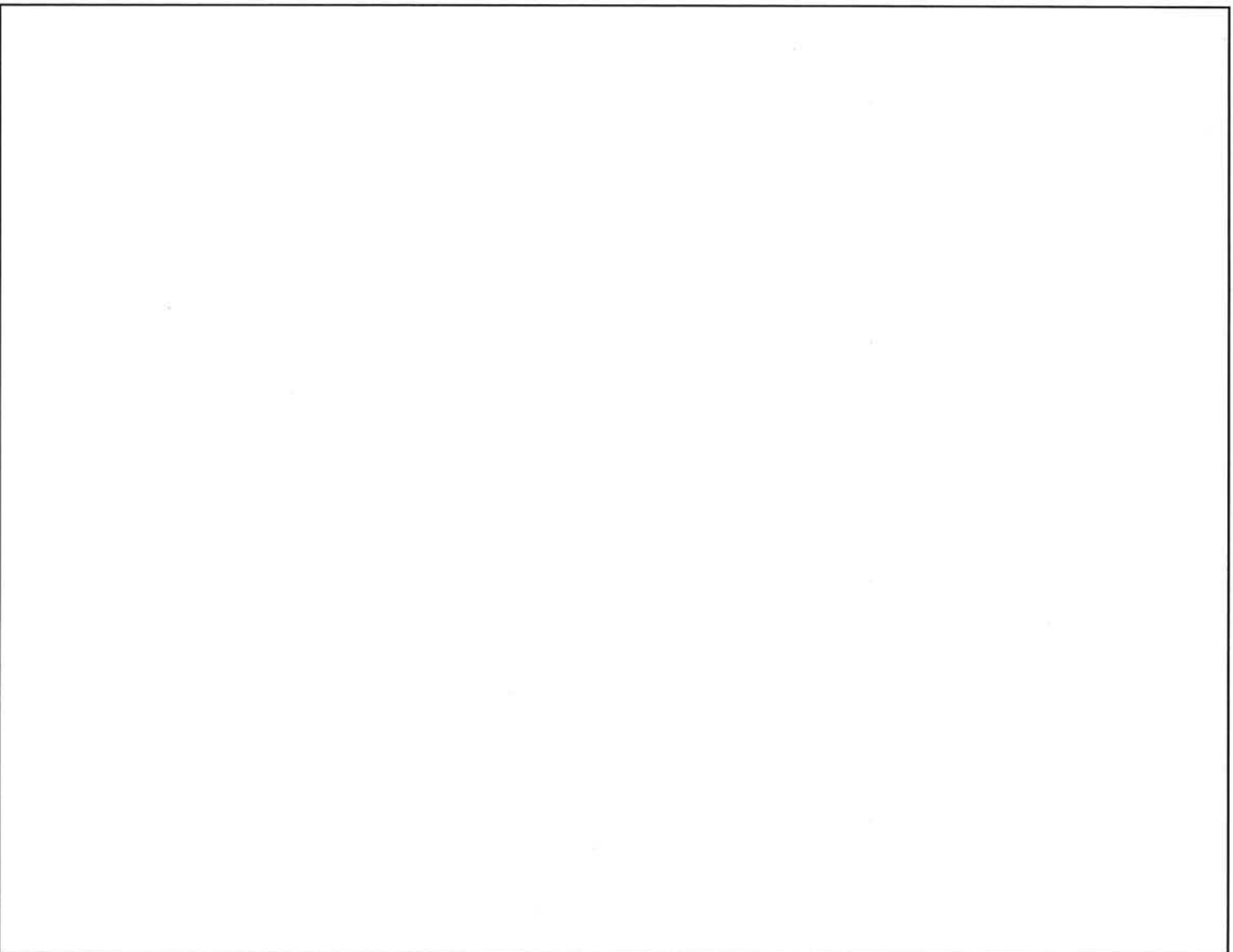


TENDER REGISTER

Tender No.

Brief description of goods or services required:		
Particulars of the decision to invite tenders:	<eg, Council resolution, by seeking Expressions of Interest or budget requirement>	
Advertisement Details:	Advertising Date(s):	Newspaper(s):
Closing Date and Time:		
Opening Date and Time:		
Opened in the presence of:	NAME:	SIGNATURE:
Tenderers Contact Name and Company Name:	Address:	

Tender awarded by:	DATE OF COUNCIL MEETING	COUNCIL MINUTE NO.
Name of Successful Tenderer(s):		
Amount of Successful Tender(s):	\$	
Copy of Advertisement:		



Formal Instrument of Agreement



Formal Instrument of Agreement

Tender Title:

Tender No.:

Agreement made: day of 200?

Between:
(Contractor)

and **Shire of Kalamunda, 2 Railway Road Kalamunda W A 6076**
(Principal)

IT IS AGREED, that the annexed documents listed as follows:

- Letter of Acceptance
- Tenderers Offer
- Price Schedule
- Supporting Documents
- Specifications
- Special Conditions of Tendering
- Occupational Safety and Health Policy and Guidelines for Contractors
- Certificates of Currency

Shall together comprise the contract between the parties and if the Contractor or the Principal is two or more persons then they shall be bound jointly and severally.

Steven McKay
Manager Property & Procurement

The tender by ???????? was accepted by Council Resolution OCM ???? at the Ordinary Meeting of Council held on ??? ??? ???

Chief Executive Officer _____
 James Trail

Dated this day of200?

Document37

Members of Public Present at Opening



**shire of
kalamunda**

Members of the Public Present at Opening

Tender Title:

Tender No.:

<i>Name</i>	<i>Representing</i>	<i>Telephone No.</i>

Submissions were opened at Time: Date:

By:

.....

Witness:

.....

Unsuccessful Tenderer

Unsuccessful Tenderers

RFT 1125 The Provision of Skid Steer Loader and Truck Hire

Trench Busters

May Day Earthmoving

HAS Earthmoving

Jimmy's Bobcats Pty Ltd

RFT1124 Community Consultation and Engagement Consultant

Consult WG

AIM- UWA Business School

Blue Zoo

RFT1201 Provision for Greenwaste Shredding and Removal Service

Vancouver Waste Services

EOI1201 Architectural Services – Woodlupine Digital Library Community Hub

Kent Lyon Architect

DesignInc Pty Ltd

Fratelle Group

Matthews Architecture

Griffiths Architects

Gresley Abas Pty Ltd

Site Architecture Studio

Woods Bagot

Broderick Architects

Paradigm Architects

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