



MID MURRAY COUNCIL TENDERS GUIDE

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Introduction

This guide has been developed to assist businesses to better position themselves to access business opportunities within the Mid Murray Council. This guide provides a summary of the information businesses should be aware of in order to participate effectively in quoting and tendering opportunities with the Mid Murray Council.

What is Tendering?

Tendering is for the provision of goods, works or services to the Mid Murray Council through the request of formal offers.

Terminology

- RFT – Request for Tender and or RFQ – Request for Quote
 - A formal offer for the supply of specified goods, works or services, under specified Mid Murray Council terms and condition.
- EOI – Expression of Interest
 - A formal invitation to prospective suppliers to provide information and opinions on the methodologies of meeting a specific requirement
- Selective Engagement
 - This approach is used where knowledge of the marketplace exists. A specified number of representative suppliers are known. Requires Unique Expertise and limited providers

Tendering in Local Government

Tendering in Local Government is regulated under Section 49 of the *Local Government Act 1999*.

Tenderers Responsibility

It is your responsibility as a tenderer to ensure that you have all the information you require to develop your submission. If you are unclear about any aspect of the tender documentation, then clarify the requirements by contacting Mid Murray Council's Procurement Officer (details listed in the tender/quote documents).

How to Target the Best Opportunities

If tenders/quotations are issued through the SA Tenders and Contracts website then Tenderers must ensure that you are registered on the SA Tenders and Contracts website to receive notification of upcoming public tenders. You can set up a search to email you with relevant tenders once released (by keyword, category, or even Council) by using the following link:

1. [SA Tenders and Contracts Web Site](#)

Notification and Submission of Offers

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

Closing of Tenders/Quotes

Tenders/Quotes closing time is based on Adelaide CST Time, on any business day. Tenderers must check the tender/quote documentation to check the closing date and time and lodgement details.

Late Tenders/Quotes

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

Alternative Offers

If a Tenderer wishes to recommend through their submission an alternate method of process of fulfilling their obligations under the proposed contract conditions. Mid Murray Council will only consider an alternative offer if a fully conforming tender is also submitted. An alternative offer must be highlighted as part of the Tenderers submission for the Mid Murray Council consideration.

Submitting Offers

If you have any issues or concerns when uploading the Tender/Quotation please contact the Mid Murray's Procurement Officer on (08) 8569 0100 or if lodging via SA Tenders and Contracts website then please contact the SA Tenders support team as follows:-

SA Tenders System Administrator

Phone: 08 8462 1401

Email: satendersandcontracts@sa.gov.au

Format of Tenders/Quotations

When submitting an offer, Mid Murray Council will not accept hand delivered, fax and posted offers from Tenderers. It is mandatory that all tender/quote offers be submitted in an electronic format only. This can be via the SA Tenders and Contracts Website or the Mid Murray Council's nominated email address (as outlined in the tender/quotation documents).

How to Submit a Tender

Step 1 - Find and review the tender/quotation advertisement

Mid Murray Council may release tenders/quotes online via Mid Murray Council Server, SA Tenders and Contracts and or LGA Vendor Panel website.

Step 2 - Decide whether or not you're able to provide an offer

Read the tender documents very carefully and familiarise yourself with the Request For Tender/Quotation document and specifications including conditions of tendering, conditions of contract.

Step 3 - Understanding the documents

If you are unsure about the Mid Murray Councils proposed contract, either discuss it with the contact nominated in the tender advertisement or you can have the tender documents reviewed by your legal representative.

Note: Mid Murray Council may invite Tenderers to attend an industry or site briefing to discuss the project requirements, intent and proposed outcome. Details will be listed in the tender/quote document.

Step 4 - Completing your tender forms

Tenderers must complete the necessary fields in the tender/quotation document, and respond to the evaluation criteria listed in the tender/quotation document. Once the submission is completed then you are ready for lodgement of the tender document.

Step 5 - Lodgement of tender /quote documents

Mid Murray Council will only accept electronic versions via uploading through SA Tenders and Contracts, LGA Vendor Panel or Mid Murray Council email address.

Mid Murray Council will **NOT** accept a post, fax or physical print out of your submission.

What Happens Next?

Offers received by the closing date and time will be evaluated by Mid Murray Councils Evaluation Team for consideration. Once the evaluation process is completed all Tenderers will be notified of the outcome by Mid Murray Council.

Compliance Requirements

What is a Conforming Tender?









To submit a conforming tender, you must ensure that you have signed and completed all the relevant forms and supplied Mid Murray Council with all the information required as part of the tender/quote document.

Tenderers must ensure that you have addressed the formal evaluation/selection criteria listed in the tender document. Failure to do so may result in your submission being considered non-conforming and it may not be considered.

Following is a guide to some of the information that you may be required to provide. However, it is important to remember that all tenders are different therefore, the information you may be required to provide may also be different. This is a guide only.





Non-Compliance Submission Format

Tenders may be considered non-conforming based on the following reasons:

-  Tenders sent to any address other than the one provided in the tender documentation.
-  Tenders submitted in any manner or format other than those stipulated in the conditions of tender.
-  Tender submissions not containing the required information as stated in the conditions of tender.
-  Tender forms missing or incomplete.
-  Evidence of required plans, policies, licensed or certificates of insurance not provided.
-  Departure from the brief or specification.
-  Departure from the proposed conditions of contract.
-  Tender acceptance and signoff not provided.

Compliance Submission Format

The Council requires the following submission format:

-  The tender response submitted electronically addressing applicable criteria.
-  The tender response submitted in the format stipulated in the conditions of tender.
-  The Tender response signed correctly.
-  The Applicable Current Certificates of insurance and necessary licences.

Understanding the Tender Document

Pricing Requirements

Always ensure you are aware of and understand the requirements as asked for any particular tender. Generally, a lump sum will be required and a breakdown of the lump sum costs and/or a list of schedule of rates completed for any additional works or services, as seen fit by the Mid Murray Council. All submissions should be submitted as GST exclusive unless otherwise stated.

Pricing is often an important criterion in the evaluation of most tenders so it is critical that you consider any of the conditions that are attached to the pricing request i.e. is there a period where the Mid Murray Council requires the pricing to be fixed, what are the mechanisms within the tender agreements to request a price increase?

License and Insurance Requirements

Generally, all tenders will be very specific about the type of licences/qualifications required and the level of insurance cover required in order to successfully fulfil your compliance obligations under the tender/quotation. The necessary 'current' licences (occupation/works specific) will be required i.e. building or trade specific licence.

The most common insurances are Public Liability (minimum \$10 million cover), Professional Indemnity, Vehicles, Plant and Equipment and Workers Compensation (Return to Work SA). The level of cover may vary from tender to tender.

Consortium Bids/Sub-Contracting

In some instances, suppliers establish a consortium to tender for a large or complex procurement. Small to medium size businesses can enter into relationships with large (generally head contractor) companies, to deliver specific works or services.

While it is understood that sub-contractors have insurance and other due diligence required, the Principal Contractor must also hold all the current appropriate licenses and insurance details.

Intellectual Property

If Tenderers submissions contain specific Intellectual Property (IP) information that belongs to a different company, you must ensure that you are entitled to use this IP and indemnify Mid Murray Council against any future claims that might be related to the use of such IP.

Warranties

The requirement and scope for warranties will vary with each individual tender and depends entirely on the particular goods and services being tendered. Tenderers should ensure that they have read and understand these requirements, and incur costs associated with the provision of the warranties as contained in the tender documentation.

Evaluation and Negotiation

Understanding Evaluations

Conformity issues are addressed by Mid Murray Council's Tender Evaluation Panel as the first item of consideration. In submitting a non-confirming tender, Tenderers may risk that their submission will not be considered for further evaluation. There are different levels of non-conformity and it is solely at the Evaluation panel's discretion as to the degree of non-conformance, and therefore whether your submission is further evaluated.

Your submission will be assessed against the evaluation criteria outlined in the tender/quotation document. However, Tenderers are encouraged to provide information specific to the project requirement and include additional information required.

Clarifications

During the evaluation process Mid Murray Council may seek clarification from Tenderers, or further information may be sought and considered as part of the evaluation process. This will generally occur where there is a gap in the information provided, where there is a need to differentiate between short listed submissions or where a number of providers are very closely ranked in the initial evaluation.

Negotiation

Negotiations will differ depending on each specific tender and the requirement. This may involve (but is not limited to) negotiations on scope, project delivery, milestones, proposed contract conditions, alternative solutions, or revised pricing opportunities.

If a negotiation is required, suppliers will be notified and this will occur according to the Conditions of tender/quote. Tenderers should clarify what Mid Murray Council intends to negotiate about and raise any additional issues that you would like to see discussed during negotiations. Consider and be prepared to offer alternative solutions.

Any discussions and decision will be recorded formally, and form part of the overall evaluation process.

Awarding and Signing of the Contract

The Preferred Supplier(s) will be offered a contract for the tendered requirements. Please note that once Suppliers have entered into a contract, they are bound to fulfil their role for the delivery of services as stated in the executed Agreement.

All tenderers will be notified of the outcome.

Debriefings and Feedback

Tenderers can request a tender debrief via contacting Mid Murray Council's Procurement Officer on (08) 8569 0100.

A tender debrief provides a clear understanding of strengths and weaknesses of the Tenderers submission so that the tenderer can improve on future tenders.

For further information in relation to this fact sheet please contact the Procurement Officer on (08) 8569 0100.