**Overview – Guidance on Tendering for Goods & Services**

The University must seek to obtain value for money in its procurement function, however, this concept of “Value for Money” is not restricted to price alone. A number of factors must be considered in the assessment including, but not limited to;

* Fitness for purpose;
* Whole of life costs;
* Fair market price;
* Timely delivery;
* Post delivery support;
* Effective warranty;
* Conformity to law including, Work, Health and Safety;
* Time taken to make the purchase; and
* Environment protection.

**Basic Tender Process**

The basic tender process includes:

1. **ACQUISITION PLAN** – Develop a procurement plan that incorporates &/or addresses the following items:
   * The type of tender being called, e.g. Open or Select Tender;
   * List of organisations invited where a Select Tender process is decided;
   * Risk assessment;
   * Estimated contract period and $ value;
   * Evaluation criteria and weightings to be used – Identify the selection criteria and weightings that will be used to evaluate the tenders received and which will ensure the best project outcomes for the University;
   * Evaluation Panel members;
   * Tender opening and closing dates; and
   * Conflict of Interest

The plan must be approved by the relevant Portfolio Head/Head of College Services (or equivalent), or nominee.

1. **INVITATION TO TENDER** – Prepare the tender documents that adequately describe the tendering process as well as the goods and services required by the University together with all relevant information so as to minimise the risks of unfitness for purpose, ambiguity, confusion, cost variations and delays.

Issue the invitation to tender, refer **Appendix 1**. It is important to remember that issuing an invitation to tender can lead to the development of a contractual relationship between the University and the Tenderers even if a Contractor is not ultimately appointed.

1. **BRIEFING OF TENDERERS** – In certain situations, e.g. for complex projects, it may be appropriate to hold a briefing of the tenderers and undertake an inspection of the site. This can assist tenderers in becoming fully informed and thus avoid costly variations and needless delays later during the process.

1. **EVALUATION OF TENDERS** – The tenders received must be evaluated in strict accordance with the tender evaluation process described in the procurement plan.
2. **RECOMMENDATION** – The Evaluation Panel shall provide a Tender Board report, refer **Appendix 2**, detailing its evaluation and recommendation. The report must be endorsed by the relevant Portfolio Head/Head of College Services (or equivalent), or nominee.

The report must be sent to the Vice-President (Corporate Services) for review prior to submission to the Tender Board.

1. **NOTIFICATION** – Once Tender Board approval has been obtained, notify the successful and unsuccessful tenderers of the outcome.
2. **CONTRACTS/PURCHASE ORDERS** – Prepare and/or execute the contract and issue a purchase order confirming that the terms and conditions are consistent with the executed contract.

**APPENDIX 1**



**ADD RELEVANT AREA**

GPO Box 2100

Adelaide SA 5001

Telephone +61 8 201 2181

Facsimile +61 8 201 3504

**Add.email@flinders.edu.au**

http://www.flinders.edu.au

**TENDER NO:** ……………….

**TRIM No:** ……………….

Date

Company Name  
Address 1  
Address 2  
Suburb State Postcode

Attention: Addressee Name in full

Dear Addressee First Name,

Re: **Tender No.** for Project name/scope of work

The University invites your company to submit a lump sum tender price for the above project/scope of works.

Tenders close at 2:00 pm on the Date. **Late submissions will not be considered.**

Tenderers must lodge their tender **via Tenderlink against the Tender number**:

‘Private and Confidential’  
Tender for Tender No. Project name/scope of works

Contact Name   
Flinders University  
Tender Number  
Via Tenderlink

Tenderers must complete and include with their tenders the Tender Response Schedules set out in **Part 6**.  
Options of time, cost and procedure will be considered, but shall be presented on a separate tender form as a complete stand alone offer.

Successful Tenderers will be required to enter into a contract with Flinders University under the terms set out in **Part 2 and 3** of the Tender Documents.

The Tender Documents include the following:

1. Invitation letter

2. Part 1 Conditions of Tender

3. Part 2 Part A – Annexure to Aust Std General Conditions of Contract AS 4000-1997

[***or specify other form if applicable***]

4. Part 3 Part B – Annexure to Aust Std General Conditions of Contract AS 4000-1997 [***or specify other form if applicable***]

5. Part 4 Tender Response Schedules – Compulsory items to be returned

6. Part 5 Form A – Contractor Details & Tender Pricing Summary

7. Part 6 Form B – Prime Cost Items, Provisional Sum Items & Trade Package Costs [***if applicable***]

A contract is expected to be awarded no later than Date.

Commencement of works expected to begin Date. **To be confirmed with successful contractor.**

**Compulsory site inspection** Yes / No. If Yes, inspection will be conducted on Date at Time.

Further enquiries regarding your tender submission should be directed to the undersigned.

The contract for this project will comprise the standard AS4000 –1997 General conditions of contract [***or specify other form if applicable***] as amended and supplemented by the Part A and Part B Annexures. These are attached to this invitation. The amendments and additions cover requirements specific to the applicable Flinders University site and in some cases alter the risk allocation in the standard AS4000 General conditions of contract. Flinders University considers that the conditions of contract represent a reasonable balance between the parties and will not enter into negotiations in relation to those conditions. Tenderers should seek their own legal advice in this regard but any tenderer who is not prepared to perform the project on the terms attached to this invitation should not tender for it.

It is the tendering company’s responsibility to ensure that its tender complies with the requirements of the Tender Documents. A tendering company who fails to comply with the requirements of the Tender Documents risks exclusion from evaluation.

Yours sincerely,

Contact Name  
Position  
Phone no.

**APPENDIX 2**

**CONFIDENTIAL**

**TEMPLATE FOR REPORTS TO TENDER BOARD**

|  |
| --- |
| **Purpose of a Tender Board Report**  A Tender Board Report is a succinct document prepared for the attention of Tender Board members and must only include information relating to the procurement process used to determine that the supplier (of the required goods and /or services) that is being recommended to the Board would best meet the project needs and would provide the best value for money.  **Tender Board Report Template Instructions**  The black text is suggested for use in each Tender Board report, unless it is not relevant. The blue text should be replaced with the particular information for the specific tender, where relevant. Once the information has been inserted the text is to be formatted to black and the instructions and brackets deleted.  The text that appears in Arial 11 blue italics are instructions on what information is to be inserted within each of the sections. Once the information has been inserted, the text is to be formatted to black text, italics removed and the instructions deleted. The information must be arranged in paragraph form and dot points must only be used when needing to draw attention to key points within a paragraph.  (Remove this box when you have read the instructions). |

*(Insert Title of Project)*

The report to the Tender Board must provide sufficient information for the Tender Board to be able to make an informed decision.   As a guide, the report should include the following elements.

# Purpose

To seek approval from the Tender Board to accept the tender by (insert the name of the supplier) for the (insert the type of contract, e.g. lump sum, guaranteed maximum price, managing contractor, schedule of rates) for the value of $….……(ex GST), plus contingency, in order to proceed with the (insert the title of project or the relevant part of the project).

# Background

* *Provide a brief succinct background on the project and/or the outcomes the project will achieve (this should be consistent with background in the Project Management Plan).*
* *Make comment on whether the project is in the CIP [including which year(s)] or recurrent budget.*
* *Specify the actual purchase or expenditure, e.g. building work, consultants etc.*
* *If consultants have been engaged to provide advice on the scope of works, give detail on the areas in which they have been engaged. Provide details on what the tender is for, including what work is proposed, what outcomes will be delivered etc.*

Description of the goods/services being procured:

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

# Tender

*Key elements of this section:*

* *How were the tenderers selected and why was the particular method used e.g. if organisations were invited to tender, brief detail on the process used to select these organisations.*
* *Provide detail on the issuing of the tender:*

The tender was issued to (insert number of organisations) on (insert date) and closed on (insert date and time.)

A statement/confirmation that no late tenders were received, or, reasons for opening or rejecting each later tender submission:

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

A statement/confirmation that Open Tender process occurred, or, reasons why a Select Tender was undertaken and the reasoning and process for selection of the invited suppliers:

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

***For example:***

Local tenderers for the works were invited based upon the recommendation from the building’s original designers as being suitable and competent companies capable of undertaking the works.

The tender was issued to 3 building companies on 30 September 2016 and closed at 2:00pm on 14 October 2016.

**Tender Opening**

Tenders were opened by (insert name and title)and (insert name and title). The ‘Summary of Tenders Received’ form is attached.

**Evaluation**

A brief summary of the evaluation and a copy of the full evaluation matrix:

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

*Who was on the Evaluation Panel and have they declared a conflict of interest.*

* *If tenders were rejected provide a considered reason why.*
* *The below Tenders Received Table is to be completed.*
* *Provide a succinct and relevant discussion regarding tenderers to enable the Tender Board to support your recommendation. It is expected that information would include whether clarifications were sought, if prices have been revised etc. It is anticipated that the recommendation made is the highest scoring tenderer. All of the information provided must relate back to the evaluation criteria.*

***For example:***

* The evaluation panel consisted of:-

- *Name – Title*

- *Name – Title*

- *Name – Title*

The panel members have stated there is no conflict of interest, and signed Declarations of Interest are on file.

Three tenders were received:

* (*name of contractor*) tender was deemed to be nonconforming. (*name of contractor*) only returned Form A of the tender and failed to return the rest of the documents required for assessment.
* (*name of contractor*)submitted a conforming tender. However, their tender poses major risks to the University for the following reasons:
* (*name of contractor*)provided a comprehensive and fully conforming tender.

A list of tenders received:

|  |  |  |  |
| --- | --- | --- | --- |
| **Tender Received Table** | | | |
| **No. of Tenders** | **Name** | **Tender Price**  **Received (ex GST)** | **Revised Tender Price (if applicable)** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |

* *Brief comment is to be made on the Evaluation Matrix (template attached) which is to be signed by members of the Evaluation Panel and attached to the Tender Board Report for the Board’s reference.*
* *The Evaluation Matrix is to provide details on the tender prices submitted and the rating of the tenderers. It is also to include revised prices from scope alteration and negotiations or clarifications. If clarifications were sought from tenderers the matrix is to outline these clarifications, why they were sought and what difference they made to the project.*
* *A brief summary on the merits and/or shortfalls of the tenderers.*
* *Tender Response Forms A & B are to be completed.*

A statement/confirmation that an adequate number of responses were received in order to be confident that the recommendation represents the best outcome for the University:

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

The evaluation criteria were based on the following:

* Compliance with design requirements
* Local supplier - close proximity of supplier
* Project Plan (time and program)
* Price
* WHS Safety Management Plan (for construction above $250K)

Based on the above evaluation criteria, the evaluation panel unanimously agreed that (*name of contractor*) achieved the highest score and is deemed the best value for money. The Contractor Evaluation Matrix is attached.

# Project Budget

* *The below Project Budget Summary Table, which aligns with the Project Management Plan, is to be completed.*
* *This section is to provide details on the complete project budget within an income and expenditure statement format. It is to include sufficient detail for the Tender Board to understand that the proposed expenditure is within budget provision.*

**Example Project Budget Summary Table**



A statement/confirmation that the cost of the procurement fits within an already approved budget/funds available:

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

# Project Timelines

Based on the tenders submitted, the recommended contractor can commence works on (insert day and date) and the anticipated date of practical completion is (insert day and date).

# Risk Management

A brief summary of the risks and a copy of the risk assessment:

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

# Compliance & Conflicts

A statement/confirmation that the Tender Procedures and Conflict of Interest (COI) policies have been complied with:

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

A statement/confirmation that no conflicts of interest were declared, or, information about how each Declaration of Interest has been managed:

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

# Contract/Terms & Conditions

A description of the type of contract and any relevant terms that will apply to the procurement:

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

# Other

Any other information that the Evaluation Panel thinks relevant to assist the Tender Board in the assessment of the recommendation:

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

# Recommendation

# 10.1 The Tender Board approve the tender submitted by (insert name of supplier) for a (lump sum, guaranteed maximum price, managing contractor, schedule of rates) contract of $.......... (ex GST), plus contingency, in order to proceed with (insert the title of project or the relevant part of the project).

# 10.2 The Vice-Chancellor as Chair of the Tender Board authorises the (insert the title of relevant manager) to approve expenditure and execute any contracts or agreements necessary in order to give effect to the above.

*(Note: The responsible person and his/her line manager are required to sign the final document. The below signature blocks must be on the same page as the Recommendation. Remove this note once you have read the information)*

|  |  |
| --- | --- |
| **Chair of the Evaluation Panel:**  **…………………………………………..**  ***(Insert Name)***  **……………………………………………**  ***(Insert Title)***  **Flinders University**  **Date: …………………………………….**  **File: CF13/……………** | **Recommended by Portfolio Head/Head of College Services (or equivalent):**  **…………………………………………..**  ***(Insert Name)***  **……………………………………………**  ***(Insert Title)***  **Flinders University**  **Date: …………………………………….**  **File: CF13/……………** |

*Attachments:*

* Register of Tenders Received
* Evaluation Matrix (Contractors/Consultants)
* Risk Assessment Matrix