

Submitting a Quote or Tender Information Sheet

What is a quote?

A quote is the request for submissions by suitably qualified and experienced contractors or consultants to provide goods or services under \$250,000, or in specific circumstances, over \$250,000.

What is a tender?

A tender is the request for submissions by suitably qualified and experienced contractors or consultants to provide goods or services over \$250,000 which must be conducted in accordance with the Local Government Act 1995 and Local Government (Functions and General) Regulations 1996.

What is an expression of interest?

An expression of interest (EOI) is a request for submissions from contractors or consultants which provides information on their ability and qualifications to provide specialist goods or services for the City. This provides the City with a shortlist of suitable contractors or consultants who it can then invite a tender submission from.

What is an addendum?

An addendum is a document issued by the City to advise contractors or consultants that additional information or changes have been made to the tender or quote documents.

When does the City request quotes or tenders?

The City has policies that instruct employees when quotes and tenders must be obtained, and how many should be obtained. This is dependent on the price of the goods or services sought and the type of goods or service being purchased. Generally, purchases over \$80,000 must undergo a formal written quote process which is either advertised or sent to selected quoters, and purchases over \$250,000 are required to go out to tender and are advertised in a statewide newspaper. There are some cases where purchases are tender exempt.

Can I be notified when quotes, tenders and expressions of interest are advertised?

Yes, you can register on the City's Rockport portal www.cityrockport.com.au to be notified when quotes, tenders and expressions of interest are advertised by:

1. Visiting **Rock Port**;
2. Creating an account and registering your business. Once you are registered, you will receive an email to activate your account (make sure to check your inbox); and



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3. Signing in, and opening the “My Profile” section and then the “My Interests” section, and click on “Tenders and Quotations”.

How are quotes and tenders advertised?

All advertised quotes and tenders are advertised in the Local Government Tender section of the Saturday edition of *The West Australian* newspaper.

The quotes and tenders are also advertised on RockPort, the noticeboards at all City libraries and at the City’s administration building.

When advertising has been undertaken, the City’s website is updated to allow contractors and consultants to request documents on the quote or tender

How do I request documentation to allow me to submit a quote or tender?

Open the available tenders on the City’s website.

<http://rockingham.wa.gov.au/Our-city/Doing-business-in-Rockingham/Tender-List>

Click on the “Request Document” button for the quote or tender you would like to receive documentation on. Complete the required information and a document will be made available that includes a link to download the tender documentation.

What to consider before submitting a quote or tender.

Once you have downloaded the documentation, you should always ensure that you have received all of the documents (i.e. all sequentially numbered pages and referenced drawings and/or attachments). Carefully read all documents to ensure that you are qualified, experienced and confident that you can carry out the requirements of the tender or quote.

Depending on the type of tender or quote, attendance at a site visit or briefing may be required. The advertisement or the quote/tender documents will advise if a site meeting/briefing is required and if the meeting is voluntary or mandatory. If a meeting is mandatory, a representative of each tenderer or quoter must attend to be eligible to make a submission.

If during your review of the documents or when completing a submission you require any information, advice or clarification, you must contact the enquiries person described in the Request for Tender/Quote document, preferably by email. The City may choose to release an addendum to all parties should your question be relevant to others.

The City is not liable for any costs, losses or expenses incurred by the tenderer in preparing the tender response.

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What information should I submit when responding to a tender/quote request?

In the Request for Tender/Quote document, the Tenderer's/Quoter's Response section details all of the information you must provide in your response to be eligible to submit a tender/quote.

The City will then assess this information against the assessment criteria advertised in the Tenderer's/Quoter's Response. Therefore, it is vital that you provide all of the requested information as the City will use this to decide the extent to which you are capable of providing the goods or services to the City's requirements.

Limiting or providing no information in your Tender/Quote Response may result in you getting a limited score, no score or being assessed as non-conforming. If your Tender/Quote Response is non-conforming, it will be excluded from further consideration.

While you may have completed services or provided goods successfully in the past, unless you detail this information in your Tender/Quote Response, the City will not take your previous experience into account during the assessment.

All assessments of tender or quotes are based on getting the City best value for its purchase. It is important to note that best value includes all assessment criteria, not just price. While price is always a consideration, the tenderer's/quoter's qualifications, experience and how they demonstrate their understanding of the contract documents will also decide who will be selected to carry out the services or provide the goods.

If you propose to significantly change the requirements set out in the Request for Tender/Quote document, you may submit an Alternative Tender Response in addition to your compliant Tender Response. An **Alternative Tender Response** refers to any Tender Response that includes a change that:

- (a) does not comply with the requirements of the tender documents (including the specification or scope of works); or
- (b) contains provisions not required or not allowed by the tender documents.

If you propose to make changes to the Tender/Quote Documents, a complying Tender/Quote Response is required that meets the Tender/Quote requirements and then an Alternative Tender Response can be submitted providing a change or alternative. Additional information should be provided with Tender Responses to advise why the change is proposed and the additional benefits the City will receive from the change.

How do I submit my tender or quote?

All Request for Tender/Quote documents detail how each Tender/Quote Response is to be submitted. It is essential that each response is received and in possession of a City employee or received at a City email system before any tender or quote closes.

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Any Tender/Quote Response that is not received at the time of closing will not be accepted. i.e. A submission submitted/received at 2.01pm where the closing time is 2pm will not be accepted.

Any member of the public or a quoter/tenderer is welcome to view the opening of a quote or tender. Please note that the only information that will be disclosed is the name of the tenderer or quoter.

Can I change my submission after I have submitted my response?

No. Once a submission has been received, the prices submitted cannot be changed. If an error has been made, you must either accept the prices submitted are the final prices and will not be changed, or withdraw your submission.

How does the City assess each submission?

An assessment panel that has the relevant experience and knowledge of the tender or quote subject matter will assess the submissions. The panel will include two employees for quotes under \$80,000 and three employees or a consultant for tenders over \$80,000.

The City has very high standards to ensure the assessment panel and each employee of the City complies with the City's Code of Conduct which relates to their ethical, misconduct, conflict and disclosure of interest responsibilities.

The assessment panel will assess each Tender/Quote Response for compliance against the requirements of the Request for Tender/Quote document by assessing whether the response complies with all items in the Request for Tender/Quote documents.

The assessment panel may reject any Tender Responses for non-compliance where it considers that a tenderer:

- (a) has submitted a Tender Response not in the format that is required in the Request for Tender/Quote document;
- (b) has not given sufficient information in a Tender Response to allow the assessment panel to confirm that a tenderer is capable of carrying out the requirements of the contract;
- (c) has not had a representative recorded as attending a mandatory meeting;
- (d) has changed, altered, removed or substituted any clause, item, good or service in the tender documents that is considered by the assessment panel as not being in the best interest of the City or will not produce the expected result contained in in the tender documents;
- (e) has supplied an Alternative Tender Response without a complying Tender Response, which may include:
 - (i) any change to the price schedule (including additions and alterations)
 - (ii) not completing the price schedule
 - (iii) proposing different methods to perform the specification
 - (iv) proposing different sizes, types or quality of items in a specification
 - (v) any change to clauses in the contract (including additions and alterations)

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- (vi) different timelines or changes to when items are to be started or completed
- (vii) including a qualifying statement (i.e. any statement that limits or restricts what the contractor will do for an item in the contract) or
- (viii) anything that changes the requirements of the contractor, the scope/specification or drawings including a response that:
 - (a) has the potential to bring the City into financial or reputational risk;
 - (b) has the potential to not be a “going concern” or an operational business for the term of the contract;
 - (c) was submitted without being invited to submit a Tender Response following an Expression of Interest process;
 - (d) has not included any requirements described in an addendum;
 - (i) includes an incomplete or altered price schedule;
 - (e) cannot be assessed partially or entirely in a fair and consistent manner against the assessment criteria; and
 - (f) has not complied with any requirement contained in the tender documentation.

The assessment panel may assess the tenderer’s ability to carry out the requirements of the tender documents by clarifying any information in a Tender Response or by contacting any nominated referee.

Following assessment, the panel will make a recommendation which then requires final approval from the relevant director, the Chief Executive Officer or the Council, depending on the value of the quote or tender. The decision is based on which tender or quote provides best value for the contract requirements. Therefore, submissions that:

- (a) are ranked as the highest scoring Tender Response following the assessment of the Tender Responses;
- (b) have the lowest price; or
- (c) were recommended by the assessment panel,

may not be accepted by the City as the successful tenderer or quoter.

The City may decline to accept any or all tenders/quotes.

How long does it take for a decision to be made?

Depending on the number of tender/quote responses received, the assessment process may take up to six to eight weeks.

A letter will then be issued to all tenderers/quoters advising the result. No information regarding the assessment of the tender will be disclosed until a successful tender or quote has been accepted.

What if I would like to question the decision?

If you receive a letter from the City advising that you were unsuccessful in your tender or quote submission, you are welcome to contact the enquiries person to discuss your submission. During any conversation, only your submission will be discussed. The results of other quoters/tenderers will not be discussed.

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Checklist

- Have you read and understood the documentation?
 - Have you sought clarification on any information you do not understand?
 - Have you allowed enough time to complete the documentation and submit the Tender/Quote Response before the Closing Time on the Closing Date?
- In your Quote/Tender Response have you:
- (a) completed and signed the Form of Tender?
 - (b) filled in all Compliance Criteria?
 - (c) provided all the information required in the Qualitative Criteria?
 - (d) completed the Price Schedule and checked its accurate?
 - (e) considered if you need to complete an Alternative Tender Response?
- Have you submitted the Tender Response in time to be received by the Closing Date and Time?