

# PREPARING TENDER DOCUMENTATION

## Guidelines and suggestions for preparing your response

### 1. Present your response in a simple format.

If no set response format has been specified, follow the general format and numbering of the tender specification or deliverable attachments. Use simple, straightforward language and keep to the point.

### 2. Make sure you understand what is required

- Read the tender documentation thoroughly
- Consider the questions or requests – all are important but which ones:
  - require a short or detailed response
  - provide you with an opportunity to promote your capabilities
- If you don't understand something, seek clarification. Please note that any answers provided by Council may be provided to all tenderers.

### 3. Know how your tender will be evaluated.

Provide a clear and concise response to each of the questions which will be used to evaluate your tender. Consider the evaluation criteria nominated in Council's Invitation to Tender when formulating your responses.

### 4. Maximise compliance

If your tender doesn't comply with all mandatory criteria listed in the Invitation to Tender (if any), it will not be considered further. Non-compliances (ie: clauses you disagree with) in relation to the draft contract or specifications may be considered by Council in its evaluation/decision.

### 5. Clearly identify the legal entity that is submitting the tender

Council can only contract with a legal entity – this is a person or a company. Trusts and trading names are not legal entities. Clearly state the name on the legal entity that is submitting the tender and:

- include your Australian Business Number (ABN)
- include your Australian Company Number (ACN) if you have one
- if you use a trading name, please also provide your full name or the full name of your company (including Pty Ltd and ACN); and
- if a the tender is being submitted by a trustee on behalf of a trust, please clearly state the full name of the person or company (including Pty Ltd etc) that acts as the trustee for the trust. You may also be asked to provide the trust deed so that Council can confirm that the trustee has the power to commit the trust funds

### 6. Demonstrate your ability

Make sure you demonstrate your ability to fulfill each criterion. Draw on previous experiences to provide examples and offer certificates, samples, references and referees to further justify statements. If your product or service performs better than our specifications, tell us how.

When listing referees, ensure their contact details are correct and inform them that they may be contacted by Council as part of the tender evaluation process.

## **7. Complete the price or cost schedule**

Ensure you have completed the price or cost schedule for all items you are tendering and ensure that your price is the most sustainable and competitive available to give you the best chance of being selected.

## **8. Pitch competitively**

Are you offering value for money? Value for money is based on a broad assessment of all cost and benefits of each proposal. Have you considered Value Adds? What else can your business provide that would be of value to Council and make your tender submission stand out from others?

Examples might include extra reporting abilities, the offer of discounts for other manufactured items or services not covered by the contract, a rebate if annual spend targets are met, presentations to internal staff on industry developments and events.

## **9. Provide additional Information**

To further demonstrate your ability to meet Council's needs, it may be appropriate to include background information on your company's history, your employees, services you offer and any prior experience with Council. This information may be included in the covering letter, as appendices or when addressing criteria.

If you are a current supplier to Council ensure that you submit your tender response in full and don't rely on your current contract. Each tender will be assessed equally based on the tender responses provided.

Remember, you will be providing a good or service to Council. Demonstrate an understanding of Council's business and how your company's skills may compliment them.

## **10. Insurances/Licenses**

Ensure you submit current copies of licenses, permits and insurance certificates of currency.

## **Final checks before submitting your tender**

- Before submitting your tender ensure that you have correctly completed and signed all appropriate tender forms and included all of the information requested by Council.
- Submit your tender response before the closing time. Plan ahead and get it in a day early.
- Lodge your submission where and how the tender document states. Many tenders require electronic lodgment via the LG Tenderbox or Qtender while some require lodgment of a hard copy in Council's physical tender box located in the Cleveland Administration Centre, Bloomfield Street, Cleveland.
- Redland City Council has provided a Tender Checklist below for you to help you have a smooth process when submitting your tender.

## TENDER CHECKLIST

	Yes	No
<b>Do you understand all the requirements?</b> ➤ Make sure you have read the tender document and identified important points		
<b>Do you need clarification?</b> ➤ If you do not understand something, contact the Council officer who's details are in the request documents		
<b>When is the closing date?</b> ➤ Make sure you know when the tender closes and where your tender should be lodged. Late tenders are not accepted. ➤ If submitting electronically via LG Tenderbox or QTender ensure you have left sufficient time to complete the upload process.		
<b>Are you fully informed?</b> ➤ Make sure you attend any pre-tender briefing sessions.		
<b>What are the contract terms and conditions?</b> ➤ Read the contract terms and conditions and make sure you can comply.		
<b>Have you answered all the specified requirements?</b> ➤ Review your response to ensure all items have been answered.		
<b>Have you indicated whether you comply with the conditions of contract?</b> ➤ If you exceed the requirements, or only partially comply, you must provide a detailed explanation.		
<b>Have you demonstrated your ability to meet all of the selection criteria?</b> ➤ Make sure you have clearly demonstrated (not just asserted) your ability to fulfill all the mandatory criteria.		
<b>Have you completed the price or cost schedule for all items you are tendering?</b> ➤ Include costing for all items and follow the GST requirements.		
<b>Are you offering value for money?</b> ➤ Review your tender to check whether you pitched competitively.		
<b>Have you contacted your referees to confirm they are willing to be a referee?</b> ➤ Make sure the referee contact details are correct.		
<b>Have there been any amendments?</b> ➤ Check if there have been any tender amendments issued and make sure you have addressed them.		
<b>Have you signed all the appropriate forms?</b> ➤ Check that you have correctly signed all appropriate tender forms.		
<b>Have you proof-read your submission?</b>		