

THE RURAL CITY OF MURRAY BRIDGE

GUIDELINES FOR WORKING WITH COUNCIL



THE TENDERING PROCESS - KEY POINTS

UNDERSTANDING AND SEEKING THE BEST OPPORTUNITIES

Read all the Tender Documentation and any attachments to ensure you understand what services are being sought. If in doubt, contact Council. What opportunities best fit your Business? Is the project/ service a core part of your business? Do you have the know-how, expertise and capacity, both in manpower and time, to take on the project/service being sought by Council?

ACCURATE COMPLETION OF SUBMISSION

Have you completed all necessary sections of the submission? Have you attached all the relevant supporting documentation? Has the Lodgement form been signed by the appropriate staff? It is vital that submissions are lodged prior to the closing date & time. Late responses will not be considered.

TELL US ABOUT YOU

While Council seeks to source services and complete projects in the most cost effective manner, being the cheapest does not guarantee success. Tell us why we should consider you as the best option. Are you local? Are you community focused? What added value can you bring. Highlight any recent success stories for your business.

The information below is designed to assist you to understand how the Rural City of Murray Bridge undertakes Procurement for goods and services.

RCMB is always looking to build strong, long-term relationships with our suppliers. We are constantly expanding and improving and looking for Business partners to grow with us .

The key foundations of our procurement are as follows:

1. Open and Fair Competition
2. Value for Money
3. Probity, Accountability & Transparency
4. Ethical Behaviour & Fair Dealing
5. Identification & Management of Risk
6. Environmental Sustainability
7. Encouragement of Competitive Local & Regional Business & Industry

Further details can be found in our [Procurement Policy](#).

Council will send out Request for Tenders (RFT), Request for Quotes (RFQ) and Expressions of Interest (EOI) to the market via the [SA Tenders website](#) or directly to our Panel of pre-approved suppliers.

Council will determine the best method for release based on value, experience, timeframe and capability of suppliers.

It is highly recommended that prospective suppliers are members of SA Tenders and review released tenders on a regular basis. See their FAQ pages for tips on to best use the site.

For more details regarding Pre-approved Suppliers, please see the end of this guide.

TENDER DOCUMENTS

The RCMB Tender will generally consist of 6 parts:

- Section A.** Background & General information
A brief summary of goods/services sought in the tender
- Section B.** Conditions of Tendering
Details the rules of the tender process
- Section C.** Agreement for services
A copy of the draft agreement
- Section D.** Specifications for the Services
A more detailed breakdown of goods/services sought
- Section E.** WHS Requirements
- Section F.** Tender Response Schedule
To be completed and returned to Council with all relevant supporting documentation

If there are any queries regarding any of the information in these documents, do not hesitate to contact the nominated Council representative via email.

The RCMB may, from time to time, hold Tender briefing sessions. Depending on the scope or value of the tender these may be mandatory, and failure to attend may result in disqualification from the tender.

YOUR TENDER SUBMISSION

Please note that you will need to assess your ability to meet the specification of any tender before submitting a response. Can you meet any mandatory criteria? Do you have scope and capacity?

The Tender document is designed to assist you in completing the document. Make sure all relevant sections are completed, text boxes will expand to accommodate additional text. Don't forget to attach and supporting documents when submitting.

Submitted Tender responses will be evaluated against the assessment criteria as listed in the tender document. While Council seeks "value for money" this does not equate to the lowest price, as such responses are evaluated with pricing as part of consideration. Pricing is only considered after councils nominated evaluators has assessed and scored each submission.

And don't forget – All responses must be submitted BEFORE the nominated closing date and time. Late responses will not be considered.

EVALUATION

While preparing the RFT, RFQ or EOI, Council will determine the evaluation criteria to be used and their relevant weightings.

- Some examples of Criteria are as follows
- Local Economic benefit
- Customer Service Plan
- Value Added Service
- Service Delivery
- Use of Recycled Material

Plus many more.

These evaluation criteria should be used as a guide only.

During the evaluation stage, Council may seek clarification or more information.

In the event that further clarification or information is required due to applicant being short-listed, the council will notify as such.

NEGOTIATION

Council may request a revision or revision of a submission due to budgetary constraints. These requests may involve a change to the scope or alternative solution to bring about revised pricing in line with project budget.

Negotiations are a two-way street, and applicants should raise any points they want included in the negotiations. Any and all discussions and decisions will be formally recorded and form part of the evaluation process.

NOTIFICATION OF SUCCESS/FAILURE

Once the evaluation process is completed, the preferred supplier will be offered a contract for the tendered requirements.

All tender respondents will be notified of the outcome of their submissions in writing.

Unsuccessful applicants may request a debrief for feedback on their submissions. This process, while not used to justify the council's decision in awarding the tender elsewhere, can be used to help with future submissions.

Failure to secure a tender does not affect any future opportunities.

SUCCESSFUL APPLICANTS

Upon notification of a successful application, you will be sent a copy of the contract to sign and return. The contract commences once the signed copies have been returned to Council.

All further communication should be managed through the Council's nominated representative, who will maintain written records of all communications.

MANAGING AND MONITORING THE CONTRACT

To ensure the efficient, timely completion of the contract, Council and the contract holder will work together to set goals and timelines, and work through scenarios which may impede the completion of the contract. This should be a collaborative effect and not a reliance on enforcing Terms & Conditions.

PAYMENTS

Payments will be made upon receipt of appropriate paperwork (tax invoice inclusive of PO and/or contract number), and authorisation by appropriate Council staff. Certificates of compliance, Proof of Delivery or other documents may be required in addition. Payment will be made in line with terms specified in the contract or Purchase order.

PRE-APPROVED SUPPLIERS

Periodically Council will release tenders seeking suppliers to be added to Supplier Panels, or Pre-approved supplier listings. These panels include:

- Minor Civil Works
- Building Maintenance Services
- Horticulture and Arboriculture Services
- Professional Service

Being a Panel/Pre-approved supplier builds a stronger relationship with Council. Many new projects will be offered to Panel/pre-approved suppliers before going to market. Also, because we will already have your certification's, insurances and policies on file, there is no need to resubmit them if Council is sending out an RFT, RFQ or EOI. To become a preapproved supplier, contact procurement@murraybridge.sa.gov.au to request an application form.

CONTACT US

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