

## Council Policy – Procurement of Goods or Services through Public Tendering

<b>Responsible Directorate</b>	Corporate Services
<b>Responsible Business Unit/s</b>	Procurement
<b>Responsible Officer</b>	Manager Corporate Performance
<b>Affected Business Units</b>	All

### Objective

The Shire of Serpentine Jarrahdale (the Shire) is committed to delivering best practice in the purchasing of goods, services and works that align with the principles of transparency, probity and good governance and complies with the *Local Government Act 1995* (the Act) and Part 4 of the *Local Government (Functions and General) Regulations 1996* (the Regulations). Procurement processes and practices to be complied with are defined within this Policy and the Shire's prescribed procurement procedures.

### Scope

This Policy applies to all employees who are required to call tenders for goods, services or works.

### Policy

#### Fairness, Integrity and Transparency

All officers and employees of the Shire shall observe the highest standards of ethics and integrity in undertaking purchasing activity and act in an honest and professional manner that supports the standing of the Shire.

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

- all purchases must be made in accordance with the *Local Government Act 1995* and relevant Regulations made under that, or any other Act, and relevant Delegations determined by the Council and / or Chief Executive Officer.
- full accountability shall be taken for all purchasing decisions to ensure the efficient, effective and proper expenditure of public monies based on achieving value for money;
- all purchasing practices shall comply with relevant legislation, regulations, and requirements and be consistent with the Shire's policies and Code of Conduct;
- purchasing is to be undertaken on a competitive basis in which all potential suppliers are treated impartially, honestly and consistently;
- all processes, evaluations and decisions shall be transparent, free from bias and fully documented to ensure processes and decisions are able to be assessed and audited as required to ensure compliance with this policy;

- any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
- any information provided to the Shire by a supplier shall be treated as commercial in confidence and shall not be released unless authorised by the supplier or relevant legislation.

### **Value for Money**

Value for money is one of the overarching principles governing purchasing that allows the best possible outcome to be achieved for the Shire. Value for Money is more important than obtaining the lowest price. It also takes into account user requirements, quality standards, sustainability, life cycle costing and service benchmarks.

An assessment of the best value for money outcome for any tenders shall consider:

- all relevant whole-of-life costs and benefits including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal;
- the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality;
- financial viability and capacity to supply without risk of default (competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history); and
- a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive tenders wherever practicable.

Where a higher priced conforming tender is recommended, there shall be clear and demonstrable benefits over and above the lowest total priced, conforming tender.

### **Public Tendering**

The Shire follows the processes and procedures within the Regulations when publicly inviting Tenders including:

- a) The method and content of tender advertisements, r 14 (1), (2) and (3)
- b) Varying tender information through tender addendums, r 14 (5)
- c) The minimum timeframes to allow for submissions, r 15
- d) The procedure for receiving and opening tenders, r 16
- e) Recording details within the tender register, r 16 (c) and 17
- f) Rejecting and accepting tenders, r 18
- g) Advising tenderers of the tender outcome, r 19
- h) Undertaking a minor variation after award but prior to contract execution, r 20
- i) Expressions of interests, r 21, 22, 23 and 24

Other requirements outlined within the Shire's Register of Delegations and Authorisations, Council Policies and Business Operating Procedures as applicable must also be adhered to.

## Exemption from Public Tendering

Regulation 11(2) of the Regulations establishes the circumstances where tenders do not have to be publicly advertised prior to a local government entering into a contract for goods or services where the consideration under the contract is, or is expected to be, more than \$250,000.

For an exemption to be utilised it must adhere to the principles of procurement and be approved in accordance with Delegation 1.1.35 Exempt Procurement of the Shire Register of Delegations and Authorisations (E20/5259).

## Anti-Avoidance

In accordance with Regulation 12 of the Regulations, the Shire will not conduct multiple purchasing activities with the intent (inadvertent or otherwise) of “splitting” the purchase value or contract value so that the effect is to avoid a particular purchasing threshold or the need to call a public tender.

## Tender Evaluation Criteria

In accordance with Regulation 14(2a), the criteria for evaluating which tender to accept will be prepared exercising Delegation 1.1.33 utilising the Appendices A – F as a guide. Scoring will be undertaken by an evaluation panel in accordance with Appendix G.

## Specifications

The role of the specification is to provide the tenderer with a concise, unambiguous description explaining to the tenderer exactly what is required. The object of the specification is to ensure:

- a valid comparison between tenderers, keeping variations to a minimum;
- avoidance of price loadings by tenderers to cover contingencies;
- the prevention of interpretive dispute; and
- better cost management.

Specifications may be functional with focus on what is to be achieved; performance orientated with emphasis on outcome, or, technical being highly prescriptive.

The specifications shall be clear and incorporate detailed design briefs and drawings if appropriate. Standard specifications are to be utilised where appropriate.

## Probity

In order to ensure the tender selection process is fair and objective, the Shire shall observe the highest standards of integrity. This will be achieved by ensuring that:

- j) a Probity Auditor is to be appointed for each Tender expected to be greater than \$1 million in value, or other such Tenders as deemed necessary by the CEO.
- k) processes, procedures and documentation that demonstrate fairness, openness and accountability;
- l) tenders are undertaken on a competitive basis, in which the Shire seeks to attract a wide range of Tender Respondents that are treated impartially, honestly and consistently so that no individual Respondent is either advantaged or disadvantaged;
- m) actual or perceived conflicts of interest are identified, disclosed and dealt with according to local government obligations. For clarity, the following is specified:

- i) Where a member of the Tender Evaluation Panel has accepted a personal gift directly or a gift of hospitality from a Tender Respondent that employee must not participate in a relevant Tender Evaluation Panel;
- ii) Where an employee has any financial interest in relation to a Tender Respondent, that employee must not participate in a relevant Tender Evaluation Panel;
- iii) Where an employee is related to a person who has an interest in a business that is a Tender Respondent, that employee must not participate in a relevant Tender Evaluation Panel;
- iv) Where an employee has either a personal association with or a close working relationship with a former work colleague who has an interest in a business that is a Tender Respondent, that employee must not participate in a relevant Tender Evaluation Panel;
- v) For the purpose of clarity:
  - “related” has the meaning assigned to “closely associated persons” at Section 5.62 of the *Local Government Act 1995*;
  - “personal association” has the meaning assigned to “impartiality interests” of the Shire’s Code of Conduct and includes friends and colleagues, whether current or previous associations, with whom a person has had a direct relationship; and
  - “a close working relationship” includes a person who was previously the employee’s direct supervisor, direct subordinate or a colleague within a work team”;
- n) recommendations are made and decision-making is undertaken in a manner that is transparent, free from bias and fully documented; and
- o) 'Commercial in Confidence' information provided by Tender Respondents shall be treated in confidence, unless authorised for publication by the Tender Respondent or relevant legislation.

### Issuing Tender Documentation

The Shire has entered into an agreement with an e-tender provider. The e-tender provider hosts an online portal for the detailed tender information on behalf of the Shire.

Tenders will not be made available by any other means.

This is essential as if clarifications, addendums or further communication is required prior to the close of tenders, all potential tenderers must have equal access to this information in order for the Shire not to compromise its duty to be fair.

### Opening of Tenders

All tenders shall be closed at the nominated date and time as stipulated in the tender documents.

All tenders shall be opened by Procurement through the Electronic Tender Box. The Electronic Tender Box key will be forwarded to Procurement by email from the e-tender provider at the time nominated in the Tender Documents.

At least two (2) employees of the local government must be available for the opening.

The details of all tenders received and opened shall be recorded in the Electronic Tender Register.

All Tenderers and members of the public may attend or be represented at the opening of Tenders.

The names of the Tenderers who submitted a tender by the due deadline will be read out at the tender opening.

No discussions will be entered into between tenderers and the Shire's officers, present or otherwise, concerning the Tenders submitted.

Note: The Tender Register will be maintained in accordance with the Regulations.

All tenders received and opened on the due date and time shall be electronically date stamped by the e-tender providers system.

### **No Tenders Received**

In accordance with Regulation 11(2)(c) of the Regulations, where the Shire has invited tenders and no compliant submissions have been received, direct purchases can be arranged on the basis of the following:

- the specification for goods and/or services remains unchanged; and
- purchasing is arranged within 6 months of the closing date of the lapsed tender.
- A contract in accordance with Council Policy – Contract Management is put in place

As this is an Exemption from Public Tendering, to utilise this exemption it must be approved in accordance with Delegation 1.1.35 Exempt Procurement of the Shire Register of Delegations and Authorisations (E20/5259).

### **Tender Selection Criteria and Evaluation Panel Guidelines**

An evaluation panel shall be established prior to the advertising of a tender and include a mix of skills and experience relevant to the nature of the purchase. The panel shall contain a minimum of three (3) members.

Procurement will fulfil a governance function to ensure the panel understands and performs its responsibilities in determining value for money.

When purchasing goods or services the Tender Evaluation Panel must be aware of the principles underlying probity - these principles are referred to as procedural fairness.

Procedural fairness can be defined as the duty to act fairly and the duty to adopt fair procedures that are appropriate and adapted to the circumstances of a particular case.

In order to ensure the tender selection process is fair and objective, the following principles of procedural fairness must be adhered to:

#### **a) Knowledge**

Before commencing the tender process, Panel members must have an understanding of the contents of the tender, the selection criteria against which tenders will be rated, and the process by which each tender will be rated.

#### **b) Relevant Considerations**

Panel members must consider all relevant information related to each tender. This would include the tenderer's responses to the selection criteria, and all other information tenderers were required to supply. Tender evaluation ratings and selections must be made on the basis of the material presented and included in the tender submissions rather than hearsay.

c) Bias

The tender selection process must be free of bias, and any perception of bias. Any connections between a Panel member and a tenderer must be disclosed to Procurement by completing a Declaration of Interest form. Panel members shall not accept gifts, under any circumstances and shall limit contact with tenderers during the tender selection process. Any Panel member who has been nominated by one of the tenderers as a referee is to also complete a Declaration of Interest form before the tender assessment commences but can provide a referee report.

d) Confidentiality

The contents of each tender shall not be disclosed to any outside party.

Each tender shall be viewed as commercially confidential information. However, it is acceptable to have disclosure of the awarded tenderer's overall tender price after the tender has closed.

e) Commenting During the Tender Selection Process

Procurement are the only staff members to communicate with tenderers during the tender process. Panel members shall not discuss any element of the selection process with work colleagues or any other party.

**Addendum to Tender**

If, after the tender has been publicly advertised, any changes, variations or adjustments to the tender document and/or the conditions of tender are required, the Shire may vary the initial information by taking reasonable steps to give each person who has sought copies of the tender documents notice of the variation.

**Tender Clarification**

Tender Clarification questions will be answered via the tender forum hosted by the e-tender provider.

**Minor Variation (Regulation 20)**

If, after the tender has been publicly advertised and a successful tenderer has been chosen but before the Shire and tenderer have entered into a Contract, a minor variation may be made by the CEO (as per Delegation 1.1.34).

A minor variation will need to meet all three requirements:

- Does not alter the nature of the goods and/or services procured;
- Does not materially alter the specification or structure provided for by the initial tender; and
- Less than 10% of the original contract price.

If the variation does not meet all three of the minor variation requirements, then the variation must be presented to Council for consideration/adoption.

**The Evaluation Process**

Following the closing of tenders:

- Panel members will receive a copy of each tender submission and an evaluation sheet.
- Panel members will individually score each tender submission using the 0-5 rating scale at Appendix G., with a comment as to what led to this determination.



- The Panel shall then reach a consensus as to the recommended score. If consensus cannot be reached the majority view will be that which is recommended.
- Procurement, once satisfied with the content of the Consensus form, will complete the report to Council.
- The Agenda report will then be submitted to Council for Council consideration.
- Upon acceptance by Council, notification will be issued by Procurement to the successful and unsuccessful Tenderers.

### **Records Management**

All records associated with the tender process must be recorded and retained. This includes:

- Tender documentation;
- Internal documentation;
- Evaluation documentation;
- Enquiry and response documentation; and
- Notification and award documentation.

Record retention shall be in accordance with the minimum requirements of the *State Records Act 2000*, and the Shire's internal records management policy.

### **Definitions**

Nil

### **Relevant Policies / Council Documents**

- Register of Delegations and Authorisations (E20/5259)
- Council Policy - Contract Management
- Business Operating Procedure – Authorisation to Issue Purchase Requisitions
- Council Policy – Procurement of Goods or Services up to \$250,000
- WALGA Purchasing and Tendering Guidelines
- WALGA Procurement Toolkit

### **Legislation / Local Law Requirements**

- *Local Government Act 1995*
- *Local Government (Functions and General) Regulations 1996*

**Amendment Record**

		Date	Resolution Number
<b>Council Adoption</b>			
Version	Date	Resolution Number	Amendment Details
1	28/05/2012	OCM147/05/12	
2	14/04/2014	OCM163/04/14	
3	29/09/2015	OCM187/09/15	
4	14/03/2016	OCM037/03/16	
5	18/12/2017	OCM179/12/17	
6	15/07/2019	OCM148/07/19	
7	20/07/2020	OCM226/07/20	
8	17/03/2025	OCM068/03/25	New template, removal of duplication of legislation, minor amendments to wording and appendices.



**APPENDIX A****TENDER EVALUATION CRITERIA****CONSTRUCTION WORKS**

(major and minor)

Definition: All Infrastructure projects such as building, road, carpark, footpath, drainage, park and bridge construction.

Description of Criteria	Weighting
<p><b>Compliance Criteria</b></p> <p>Tenders are checked for completeness and compliance. Tenders that do not contain the Minimum Submission Requirements may be excluded from evaluation. The Minimum Submission Requirements are:</p> <ul style="list-style-type: none"> <li>Completed Responses to the Compliance Criteria (e.g., licences, financial capacity, contract departures, insurance, Work Health and Safety and relevant disclosures)</li> <li>Comprehensive, tailored responses to the Qualitative Criteria (not generic information, general capability statements, etc);</li> <li>Completing the Pricing Schedule; and</li> <li>Completing the Tenderer Offer form.</li> </ul> <p>– Tenderers are required to comply with the requirements regarding the undertaking of a Financial Risk Assessment if required and the Shire may take this into consideration when assessing compliance.</p>	<p>Mandatory criteria must be addressed no weighting applied.</p>
<p><b>Qualitative Criteria</b></p> <p><b>Relevant Experience</b></p> <p>Tenderers are to demonstrate relevant experience of the organisation in delivering similar requirements to those outlined in the RFT, by providing details of previously completed projects of a similar nature.</p> <p>At a minimum, Tenderers should provide the following details for each example project:</p> <ul style="list-style-type: none"> <li>Project title;</li> <li>Client;</li> <li>Duration, and confirmation whether the contractually agreed PC-date was achieved;</li> </ul>	<p>To be determined based on the specific tender. 20% is recommended.</p>

<ul style="list-style-type: none"> <li>• Years the contract was active;</li> <li>• Value;</li> <li>• Scope;</li> <li>• Key issues/challenges that arose with the project, and how they were resolved;</li> <li>• Disclosure of any contractual disputes;</li> <li>• A clear description of the organisational structure of the entity that delivered the identified scope, including the Tenderer's role, clearly identifying whether the Tenderer was engaged directly by the client to deliver the whole scope for the project, or was appointed as a sub-contractor or through another arrangement and delivered part of the scope only. If so, the part of the scope delivered by the Tenderer should be identified;</li> <li>• If key elements of the scope were sub-contracted, the Tenderer should identify these, including the details of the sub-contractor that delivered them;</li> <li>• If the Tenderer is proposing to sub-contract key components of the works, or operate in a Joint Venture or other similar approach whereby the Tenderer will not be directly delivering all key components of the works, the Tenderer should demonstrate, as applicable:           <ul style="list-style-type: none"> <li>○ Experience of the Tenderer in the delivery of a similar scope of works using a similar delivery structure to that proposed to deliver this requirement;</li> <li>○ Experience of the Tenderer in managing key sub-contractors to achieve project outcomes and meet requirements;</li> <li>○ experience of any nominated key sub-contractors in delivering works of a similar nature to the scope that is proposed to be delivered by them;</li> <li>○ experience of any nominated sub-contractors in acting as a sub-contractor to a head-contractor, and meeting overall project requirements; and</li> <li>○ Contact details of a referee from the Client.</li> </ul> </li> </ul>	
<p><b>Key Personnel, Skills and Experience</b></p> <p>Tenderers are to demonstrate the suitability of the key personnel nominated to deliver the requirements, including:</p> <ul style="list-style-type: none"> <li>• Provision of a detailed project organisational structure, outlining the team members and hierarchy for the team proposed to deliver the requirements (the Key Personnel); demonstrating a suitable</li> </ul>	<p>To be determined based on the specific tender. 10% is recommended.</p>

<p>project structure to deliver the requirements in line with the methodology outlined in the Demonstrated Understanding and Project Methodology criterion</p> <ul style="list-style-type: none"> <li>• Where any key elements of the project are being delivered by a Joint Venture, Contractor/Sub-contractor or other such arrangement, the project organisational structure should include Key Personnel nominated from these organisations as appropriate, clearly identifying the organisation each key personnel member represents.</li> <li>• For each nominated Key Personnel member:             <ul style="list-style-type: none"> <li>○ Outline the scope of the role they have been nominated to perform;</li> <li>○ Provide a CV, outlining their tenure, qualifications, skills and experience to demonstrate their suitability to perform the role they have been nominated for;</li> <li>○ Identify their commitment to the project on an FTE basis over the life of the project, including any fluctuations in commitment during the contract period</li> </ul> </li> </ul>	
<p><b>Organisational Capacity</b></p> <p>Tenderers are to demonstrate sufficient organisational capacity to meet the requirements, including:</p> <ul style="list-style-type: none"> <li>• Provide an outline of your organisational structure and background information on the Tenderer, including a summary of the history of the organisation, and general organisational support and capacity to deliver requirements of this nature;</li> <li>• Provide details of back-up personnel and contingency measures for all nominated Key Personnel;</li> <li>• Provide details of plant, equipment and systems that will support the delivery of requirements of this nature.</li> <li>• Provide details of other contracts the organisation is currently delivering and/or expected to be engaged to deliver over the life of the contract, and:             <ul style="list-style-type: none"> <li>○ identify the FTE involvement of any nominated Key Personnel in these other projects, and how their time will be managed between competing commitments;</li> <li>○ Identify how plant, equipment and organisational resources will be managed between competing commitments.</li> </ul> </li> </ul> <p>Note – for any Tenderer proposing a Joint Venture or the delivery of key components of the requirements by a sub-contractor, this criterion</p>	<p>To be determined based on the specific tender. 10% is recommended.</p>

should include, as appropriate, responses to the above criteria from any and all organisations proposed to deliver key requirements.	
<p><b>Demonstrated Understanding and Project Methodology</b></p> <p>Tenderers are to demonstrate their understanding of the requirements and their ability to meet them, by providing the following:</p> <ul style="list-style-type: none"> <li>• A detailed methodology for completing all major aspects of the requirements;</li> <li>• A GANTT chart (in .mpp native format) that:             <ul style="list-style-type: none"> <li>○ Demonstrates alignment with any key timings stipulated in the requirements;</li> <li>○ Identifies a critical path; and</li> <li>○ Identifies key hold points and milestones</li> </ul> </li> <li>• A list of key issues and challenges expected to be faced in the delivery of the requirements, and how they will be mitigated</li> </ul> <p>If the Tenderer is proposing to sub-contract key components of the works, or operate in a Joint Venture or other similar approach whereby the Tenderer will not be directly delivering all key components of the works, the Tenderer should outline, as applicable, the strategies and mechanisms that will be employed to govern the overall delivery entity and key sub-contractors. (provide proposed subcontractor management plan).</p>	<p>To be determined based on the specific tender. 20% is recommended.</p>
<p><b>Price:</b></p>	<p>To be determined based on the specific tender. 40% is recommended.</p>
<p><b>Total</b></p>	<p><b>100%</b></p>

**APPENDIX B****TENDER EVALUATION CRITERIA****PROFESSIONAL AND CONSULTANT SERVICES**

**Definition:** Delivery of legal, accounting, auditing, governance or similar services. The services may be delivered as a one-off service or on an ongoing basis.

Description of Criteria	Weighting
<p><b>Compliance Criteria</b></p> <p>Tenders are checked for completeness and compliance. Tenders that do not contain the Minimum Submission Requirements may be excluded from evaluation. The Minimum Submission Requirements are:</p> <ul style="list-style-type: none"> <li>Completed Responses to the Compliance Criteria (e.g., licences, financial capacity, contract departures, insurance, Work Health and Safety and relevant disclosures)</li> <li>Comprehensive, tailored responses to the Qualitative Criteria (not generic information, general capability statements, etc);</li> <li>Completing the Pricing Schedule; and</li> <li>Completing the Tenderer Offer form.</li> </ul> <p>– Tenderers are required to comply with the requirements regarding the undertaking of a Financial Risk Assessment if required and the Shire may take this into consideration when assessing compliance.</p>	<p>Mandatory criteria must be addressed no weighting applied.</p>
<p><b>Qualitative Criteria</b> <b>Relevant Experience</b></p> <p>Tenderers are to demonstrate relevant experience of the organisation in delivering similar requirements to those outlined in the RFT, by providing details of previously completed services of a similar nature.</p> <p>At a minimum, Tenderers should provide the following details for each example service:</p> <ul style="list-style-type: none"> <li>Type of Services;</li> <li>Client;</li> <li>Duration</li> <li>Value;</li> <li>Scope;</li> </ul> <p>Contact details of a referee from the Client.</p>	<p>To be determined based on the specific tender. 10% is recommended.</p>

<div><div><div>Key Personnel, Skills and Experience</div><div>Tenderers are to demonstrate the suitability of the key personnel nominated to deliver the requirements, including:</div><table><tr><td>Name</td><td>Years in Industry</td><td>Roles and Responsibility</td><td>Experience</td></tr></table></div></div>	Name	Years in Industry	Roles and Responsibility	Experience	<div>To be determined based on the specific tender. 10% is recommended.</div>
Name	Years in Industry	Roles and Responsibility	Experience		
<div><div><div>Organisational Capacity</div><div>Tenderers are to demonstrate sufficient organisational capacity to meet the requirements, including:<ul style="list-style-type: none"><li>Provide an outline of your organisational structure and background information on the Tenderer, including a summary of the history of the organisation, and general organisational support and capacity to deliver requirements of this nature; and</li><li>Provide details of back-up personnel and contingency measures for all nominated Key Personnel;</li></ul></div></div></div>	<div>To be determined based on the specific tender. 10% is recommended.</div>				
<div><div><div>Demonstrated Understanding</div><div>Tenderers are to demonstrate their understanding of the requirements and their ability to meet them, by providing the following:<ul style="list-style-type: none"><li>A detailed methodology for completing all major aspects of the requirements;</li><li>A timetable for delivering the services.</li></ul></div></div></div>	<div>To be determined based on the specific tender. 20% is recommended.</div>				
<div><div><div>Price:</div></div></div>	<div>To be determined based on the specific tender. 50% is recommended.</div>				
<div><div><div>Total</div></div></div>	<div>100%</div>				

**APPENDIX C****TENDER EVALUATION CRITERIA****OTHER SERVICES**

**Definition:** All services with the exception of professional and consulting services e.g., pest control, weed spraying, verge maintenance. The services may be delivered as a one-off service or on an ongoing basis.

Description of Criteria	Weighting
<p><b>Compliance Criteria</b></p> <p>Tenders are checked for completeness and compliance. Tenders that do not contain the Minimum Submission Requirements may be excluded from evaluation. The Minimum Submission Requirements are:</p> <ul style="list-style-type: none"> <li>Completed Responses to the Compliance Criteria (e.g., licences, financial capacity, contract departures, insurance, Work Health and Safety and relevant disclosures)</li> <li>Comprehensive, tailored responses to the Qualitative Criteria (not generic information, general capability statements, etc);</li> <li>Completing the Pricing Schedule; and</li> <li>Completing the Tenderer Offer form.</li> </ul> <p>Tenderers are required to comply with the requirements regarding the undertaking of a Financial Risk Assessment if required and the Shire may take this into consideration when assessing compliance.</p>	<p>Mandatory criteria must be addressed no weighting applied.</p>
<p><b>Qualitative Criteria</b></p> <p><b>Relevant Experience</b></p> <p>Tenderers are to demonstrate relevant experience of the organisation in delivering similar requirements to those outlined in the RFT, by providing details of previously completed services of a similar nature.</p> <p>At a minimum, Tenderers should provide the following details for each example service:</p> <ul style="list-style-type: none"> <li>Type of service;</li> <li>Client;</li> <li>Duration, and confirmation whether the contractually agreed works were achieved;</li> <li>Years the contract was active;</li> </ul>	<p>To be determined based on the specific tender. 10% is recommended.</p>



<ul style="list-style-type: none"> <li>• Value;</li> <li>• Scope;</li> <li>• Key issues/challenges that arose with the services, and how they were resolved;</li> <li>• Disclosure of any contractual disputes;</li> <li>• A clear description of the organisational structure of the entity that delivered the identified scope, including the Tenderer's role, clearly identifying whether the Tenderer was engaged directly by the client to deliver the whole scope of the services, or was appointed as a sub-contractor or through another arrangement and delivered part of the scope only. If so, the part of the scope delivered by the Tenderer should be identified;</li> <li>• If key elements of the scope were sub-contracted, the Tenderer should identify these, including the details of the sub-contractor that delivered them;</li> <li>• If the Tenderer is proposing to sub-contract key components of the works, or operate in a Joint Venture or other similar approach whereby the Tenderer will not be directly delivering all key components of the works, the Tenderer should demonstrate, as applicable: <ul style="list-style-type: none"> <li>○ Experience of the Tenderer in the delivery of a similar scope of works using a similar delivery structure to that proposed to deliver this requirement;</li> <li>○ Experience of the Tenderer in managing key sub-contractors to achieve project outcomes and meet requirements;</li> <li>○ experience of any nominated key sub-contractors in delivering works of a similar nature to the scope that is proposed to be delivered by them;</li> <li>○ experience of any nominated sub-contractors in acting as a sub-contractor to a head-contractor, and meeting overall project requirements; and</li> <li>○ Contact details of a referee from the Client.</li> </ul> </li> </ul>	
<p><b>Key Personnel, Skills and Experience</b></p> <p>Tenderers are to demonstrate the suitability of the key personnel nominated to deliver the requirements, including:</p> <ul style="list-style-type: none"> <li>• Provision of a detailed project organisational structure, outlining the team members and hierarchy for the team proposed to deliver the requirements (the Key Personnel); demonstrating a suitable project structure to deliver the requirements in line with the</li> </ul>	<p>To be determined based on the specific tender. 10% is recommended.</p>

<p>methodology outlined in the Demonstrated Understanding and Service Methodology criterion</p> <ul style="list-style-type: none"> <li>Where any key elements of the project are being delivered by a Joint Venture, Contractor/Sub-contractor or other such arrangement, the project organisational structure should include Key Personnel nominated from these organisations as appropriate, clearly identifying the organisation each key personnel member represents.</li> <li>For each nominated Key Personnel member:           <ul style="list-style-type: none"> <li>Outline the scope of the role they have been nominated to perform;</li> <li>Provide a CV, outlining their tenure, qualifications, skills and experience to demonstrate their suitability to perform the role they have been nominated for;</li> <li>Identify their commitment to the project on an FTE basis over the life of the project, including any fluctuations in commitment during the contract period</li> </ul> </li> </ul>	
<p><b>Organisational Capacity</b></p> <p>Tenderers are to demonstrate sufficient organisational capacity to meet the requirements, including:</p> <ul style="list-style-type: none"> <li>Provide an outline of your organisational structure and background information on the Tenderer, including a summary of the history of the organisation, and general organisational support and capacity to deliver requirements of this nature;</li> <li>Provide details of back-up personnel and contingency measures for all nominated Key Personnel;</li> <li>Provide details of plant, equipment and systems that will support the delivery of requirements of this nature.</li> <li>Provide details of other contracts the organisation is currently delivering and/or expected to be engaged to deliver over the life of the contract, and:           <ul style="list-style-type: none"> <li>identify the FTE involvement of any nominated Key Personnel in these other projects, and how their time will be managed between competing commitments;</li> <li>Identify how plant, equipment and organisational resources will be managed between competing commitments.</li> </ul> </li> </ul> <p>Note – for any Tenderer proposing a Joint Venture or the delivery of key components of the requirements by a sub-contractor, this criterion should include, as appropriate, responses to the above criteria from any and all organisations proposed to deliver key requirements.</p>	<p>To be determined based on the specific tender. 10% is recommended.</p>

<p><b>Demonstrated Understanding and Service Methodology</b></p> <p>Tenderers are to demonstrate their understanding of the requirements and their ability to meet them, by providing the following:</p> <ul style="list-style-type: none"> <li>• A detailed methodology for completing all major aspects of the requirements;</li> <li>• A GANTT chart (in .mpp native format) that:           <ul style="list-style-type: none"> <li>○ Demonstrates alignment with any key timings stipulated in the requirements;</li> <li>○ Identifies a critical path; and</li> <li>○ Identifies key hold points and milestones</li> </ul> </li> <li>• A list of key issues and challenges expected to be faced in the delivery of the requirements, and how they will be mitigated</li> </ul> <p>If the Tenderer is proposing to sub-contract key components of the works, or operate in a Joint Venture or other similar approach whereby the Tenderer will not be directly delivering all key components of the works, the Tenderer should outline, as applicable, the strategies and mechanisms that will be employed to govern the overall delivery entity and key sub-contractors. (provide proposed subcontractor management plan).</p>	<p>To be determined based on the specific tender. 20% is recommended.</p>
<p><b>Price:</b></p>	<p>To be determined based on the specific tender. 50% is recommended.</p>
<p><b>Total</b></p>	<p><b>100%</b></p>

**APPENDIX D****TENDER EVALUATION CRITERIA****HEAVY PLANT AND EQUIPMENT**

**Definition:** All heavy vehicles and plant, earthmoving and ground care machinery plus ancillary equipment.

Description of Criteria	Weighting
<p><b>Compliance Criteria</b></p> <p>–</p> <p>Tenders are checked for completeness and compliance. Tenders that do not contain the Minimum Submission Requirements may be excluded from evaluation. The Minimum Submission Requirements are:</p> <ul style="list-style-type: none"> <li>– Completed Responses to the Compliance Criteria (e.g., licences, financial capacity, contract departures, insurance, Work Health and Safety and relevant disclosures)</li> <li>– Comprehensive, tailored responses to the Qualitative Criteria (not generic information, general capability statements, etc);</li> <li>– Completing the Pricing Schedule; and</li> <li>– Completing the Tenderer Offer form.</li> </ul> <p>Tenderers are required to comply with the requirements regarding the undertaking of a Financial Risk Assessment if required and the Shire may take this into consideration when assessing compliance.</p>	<p>Mandatory criteria must be addressed no weighting applied.</p>
<p><b>Qualitative Selection Criteria</b></p> <p>The ability to supply parts in a timely manner specifically addressing:</p> <ol style="list-style-type: none"> <li>a) Ability to supply within WA</li> <li>b) Lead times for alternative sources</li> <li>c) 24Hr Service Response</li> <li>d) Callout provisions</li> </ol>	<p>20%</p>
<p><b>Technical Specification</b></p> <ul style="list-style-type: none"> <li>• Provide details of how the plant meets or exceeds the specification (Make and Model)</li> <li>• Provide additional details on Safety features present as standard</li> <li>• Provide additional details on included Technology Features available (i.e. GPS, Tracking, Cameras, unit display).</li> <li>• Provide details on any additional/bonus accessories offered above the required specifications</li> <li>• National/International Lead Times</li> </ul>	<p>10%</p>

<b>Dealership Reputation</b> Provide details on: a) Previous Local Government Supplier Experience b) Private Industry Supply (Examples) c) Referees	10%
<b>Price</b>	60%
<b>Total</b>	<b>100%</b>

**APPENDIX E****TENDER EVALUATION CRITERIA****LIGHT FLEET**

Definition: All light fleet vehicles including passenger cars, utilities and light vans

Description of Criteria	Weighting
<p><b>Compliance Criteria</b></p> <p>Tenders are checked for completeness and compliance. Tenders that do not contain the Minimum Submission Requirements may be excluded from evaluation. The Minimum Submission Requirements are:</p> <ul style="list-style-type: none"> <li>– Completed Responses to the Compliance Criteria (e.g., licences, financial capacity, contract departures, insurance, Work Health and Safety and relevant disclosures)</li> <li>– Comprehensive, tailored responses to the Qualitative Criteria (not generic information, general capability statements, etc);</li> <li>– Completing the Pricing Schedule; and</li> <li>– Completing the Tenderer Offer form.</li> </ul> <p>Tenderers are required to comply with the requirements regarding the undertaking of a Financial Risk Assessment if required and the Shire may take this into consideration when assessing compliance.</p>	<p>Mandatory criteria must be addressed no weighting applied.</p>
<p><b>Qualitative Selection Criteria</b></p> <p>Environmental Impact</p>	<p>20%</p>
<p>Mechanical and Operational Assessment (Includes scoring attributes related to Fit for Purpose, Safety, Service Support and Driver/Operator Assessment and Delivery Timeframe)</p>	<p>30%</p>
<p><b>Price – Whole of Life Costs (WOL) Includes Purchase Price</b></p>	<p>50%</p>
<p><b>Total</b></p>	<p><b>100%</b></p>

## TENDER EVALUATION CRITERIA

Definition: All goods, chattels, stores and the like.

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**APPENDIX G****SCORING SYSTEM**

Each Panel member will individually assess each submission on a 0-5 score basis, as shown in the following table.

Evaluation Factor	Tender Submission Demonstrates:	Risk Analysis	
		Descriptor	Definition
0	No evidence of addressing criteria	Severe risk	Fail - fails to meet minimum requirements in all respects or did not respond. Therefore, the tender submission will be rejected as a risk to the Shire
1	Minimal evidence on how the criteria will be achieved. Evidence does not address all the requirements of the criteria.	Major risk	Poor - fails to meet minimum requirements in several respects: contains insufficient or unclear information. Therefore, the tender submission will be rejected as a risk to the Shire.
2	Moderate evidence on how the criteria will be achieved. Evidence does not address all the requirements of the criteria in current form.	Moderate risk	Marginal - some areas of concern in relation to ability to meet minimum requirements or some deficiencies. Therefore, the tender submission will be rejected as a risk to the Shire.
3	Evidence on how the criteria will be achieved. Evidence may have some minor deficiencies.	Minor risk	Negligible impact on the objectives of the tender.
4	Clear evidence meeting all the requirements of the criteria.	Negligible risk	Negligible impact on the objectives of the criteria.
5	Evidence exceeded the requirements of the criteria.	Minimal risk	Minimal impact on the objectives of the criteria.

If a tender submission scores below a 3 for any of the qualitative criteria it will be rejected as a risk to the Shire, and will play no further part in the assessment. This includes any assessment of the price offered.