



Working with Council to grow your business

Learn how Council seek suppliers and compile a compliant submission

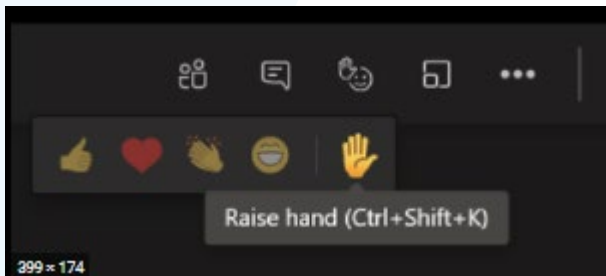
Jacinta Erdody
Revenue Services & Procurement Co-ordinator

September 2021

Today's Approach

⚠️ **Transcription has started** By attending this meeting, you consent to being included in the transcript. [Privacy policy](#)

- Today's session will be recorded for the purposes of providing other Local Businesses who were unable to attend to view the information provided.
- You may select "Dismiss" in the far right for this banner to remove from your screen.



- Please keep yourself muted for the majority of the session to reduce any background noise
- If you have questions as we are progressing, please raise your remote hand or put a note in the chat
- At the end of the session, time permitting I will allow an opportunity for further questions



Welcome Acknowledgement of Country

I acknowledge the Traditional Owners of the land on which we are meeting. I pay my respects to their Elders, past and present and emerging, and the Aboriginal Elders of other communities who may be here today.

Agenda

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- What are the opportunities?
- Different types of Procurement
- How does Council engage suppliers?
- Tenderlink
- Moorabool Localised
- Procurement Controls
- Procurement Thresholds
- Types of Contracts
- Preparing a successful submission
- The different sections of a Tender
- Tender Evaluation and Approval
- Where to go for further information

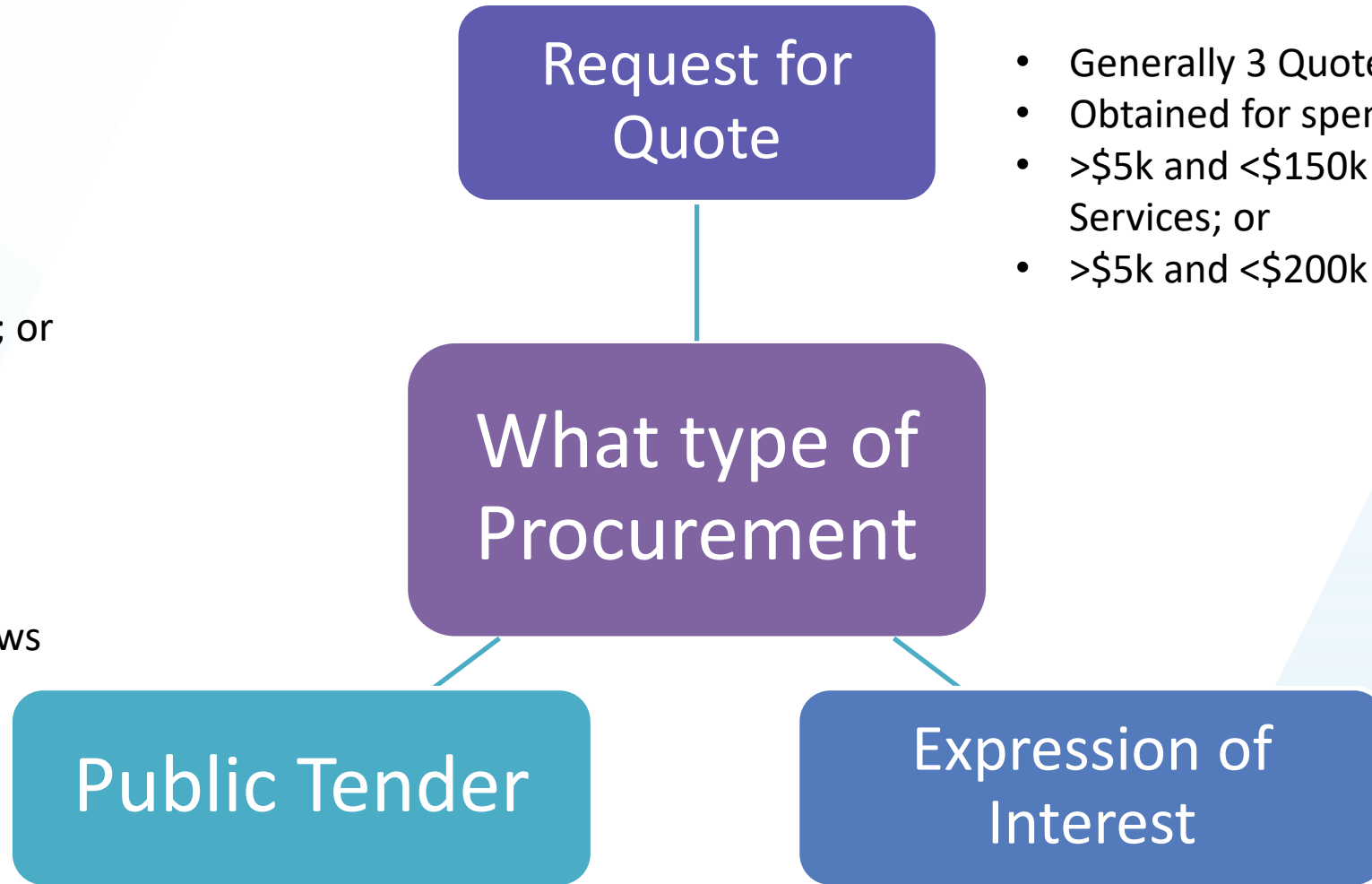
What are the opportunities?



- 2021/22 Capital Works program of \$63.766m
- Recreation Facility works
- Early Years Facility and Building Upgrades
- Depot Upgrade
- Roads – Resurfacing Program, Rehabilitation and Widening, Culvert Renewal
- Plant replacement
- Consultancy – Structure Plans, Service Planning Frameworks, Strategy Development

Different types of Procurement

- Spend >\$150k for Goods and Services; or
- Spend >\$200k for Works
- Advertised:
 - Tenderlink
 - Moorabool News
 - MSC Economic Development Facebook



Request for Quote

- Generally 3 Quotes Sought
- Obtained for spend
- >\$5k and <\$150k for Goods or Services; or
- >\$5k and <\$200k for works

What type of Procurement

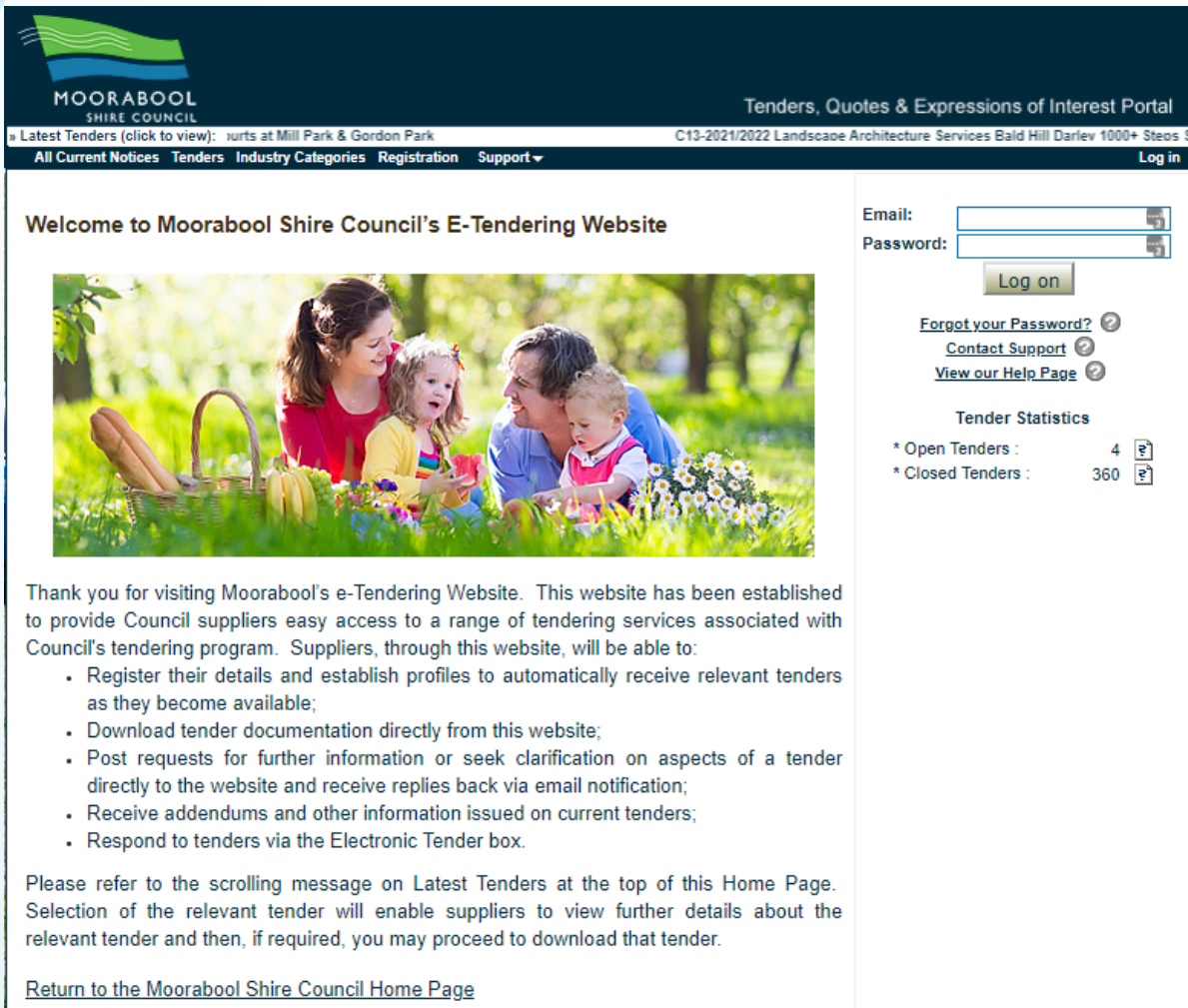
Public Tender

Expression of Interest

- Used when we are seeking potential solutions

How does Council communicate the opportunities?

- Moorabool Shire utilises the Tenderlink electronic portal for the advertising of all public tenders
- Registering for Tenderlink is free and can be done at the following link:
- <https://www.tenderlink.com/moorabool/>
- When seeking lower threshold works, officers will utilise known businesses along with providing opportunities for those registered on Moorabool Localised




MOORABOOL SHIRE COUNCIL Tenders, Quotes & Expressions of Interest Portal

Latest Tenders (click to view): Courts at Mill Park & Gordon Park C13-2021/2022 Landscape Architecture Services Bald Hill Darlev 1000+ Steps S

All Current Notices Tenders Industry Categories Registration Support Log in

Welcome to Moorabool Shire Council's E-Tendering Website



Thank you for visiting Moorabool's e-Tendering Website. This website has been established to provide Council suppliers easy access to a range of tendering services associated with Council's tendering program. Suppliers, through this website, will be able to:

- Register their details and establish profiles to automatically receive relevant tenders as they become available;
- Download tender documentation directly from this website;
- Post requests for further information or seek clarification on aspects of a tender directly to the website and receive replies back via email notification;
- Receive addendums and other information issued on current tenders;
- Respond to tenders via the Electronic Tender box.

Please refer to the scrolling message on Latest Tenders at the top of this Home Page. Selection of the relevant tender will enable suppliers to view further details about the relevant tender and then, if required, you may proceed to download that tender.

[Return to the Moorabool Shire Council Home Page](#)

Email:

Password:

Log on

[Forgot your Password?](#)

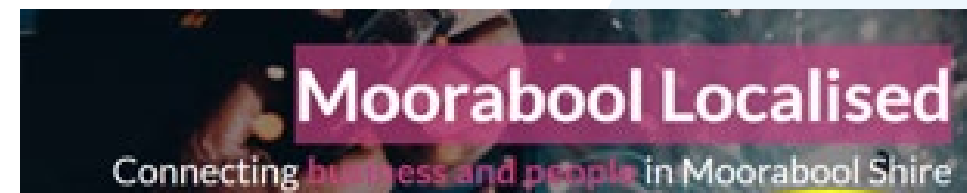
[Contact Support](#)

[View our Help Page](#)

Tender Statistics

* Open Tenders : 4

* Closed Tenders : 360



Registering for Tenderlink



- Select the “Registration” option across the top
- Enter required information within registration fields:
 - ABN Number
 - Full Legal Name of Business
 - Email address (confirm email address)
- Select “next”

Supplier Registration

If you are a supplier of goods and services and wish to access the tender notices within this portal, you need to register first.

Please complete the fields below and click the "Next" button located at the bottom of this page.

Please choose your country

Australia ▼

What is your ABN Number?

What is the full legal name of your organisation?

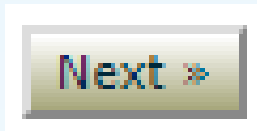
What is your email address?

Please confirm your email address

You must type this

i.e. TenderLink.com

Note : Registration on the Moorabool Shire Council e-tendering portal is provided free of charge. This portal is hosted by TenderLink.com on our behalf. To register, you must first agree to the TenderLink.com terms of service on the following page.



Establishing your Tenderlink Profile

Organisation Details	Your Details
* ABN : 53004005616	*Name : Pete Best
*Organisation : Best Goods & Services	*Email : bgs@test.com
*Postal Address : 123 Wanda St	*Email Format : HTML
Suburb : Caringbah	*Password :
*City : Sydney	*Confirm :
*State/Province : A.C.T.	Mobile : 61 4123 456 7890
*Zip/Postal Code : 2229	
*Phone Number : 61 2 9230 0329	

Terms of Service

Before registering you must agree to the terms of service for this system. You can view these by clicking the link shown below. To proceed further you must click the link below. This is your acknowledgement that you have read, understood, and agree to be bound, by the terms of service of TenderLink.com and acknowledge this is a legally binding agreement.

AGREED

[View Terms of Service](#)

[Register Me](#) [Back](#)

- You will be prompted to enter some additional details
 - Postal address
 - Phone number
 - Contact Name
 - Establish a password
- You will then need to acknowledge Terms of Service and select “Register Me”

Final Registration Information



A screenshot of a web-based selection menu. At the top, there is a checkbox labeled "Select All" and a dropdown menu showing "Australia". Below "Australia", a list of Australian regions is displayed: A.C.T., New South Wales, Northern Territory, Queensland, South Australia, Tasmania, Victoria, and Western Australia. The "New South Wales" option is highlighted with a grey background, and a mouse cursor is pointing at it.



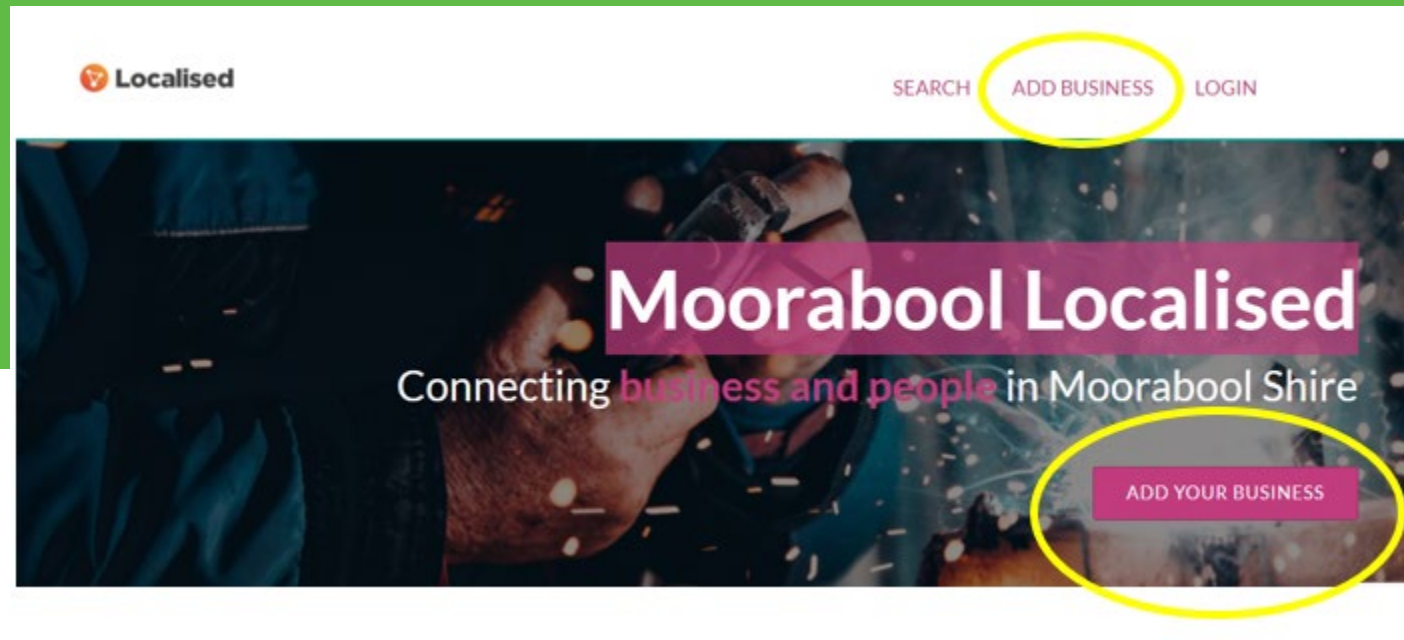
A screenshot of a web-based selection menu for industries. At the top, there is a checkbox labeled "Select All" and a dropdown menu showing "Australia". Below "Australia", a list of industry categories is displayed: Education Services, Electrical & Cabling, Engineering Services, Environmental / Heritage / Conservation, and others. Under "Engineering Services", several sub-options are listed: Consulting & Design Services, Electrical Engineering, Engineering - Light, Engineering - Maintenance, Mechanical Engineering, Project Management - Engineering, Structural Engineering, Supply of - Steel/Metals/Alloys/Mesh/Tube, Tools & Supplies, and Welding Services. The "Engineering - Maintenance" option is highlighted with a grey background, and a mouse cursor is pointing at it.

Next »

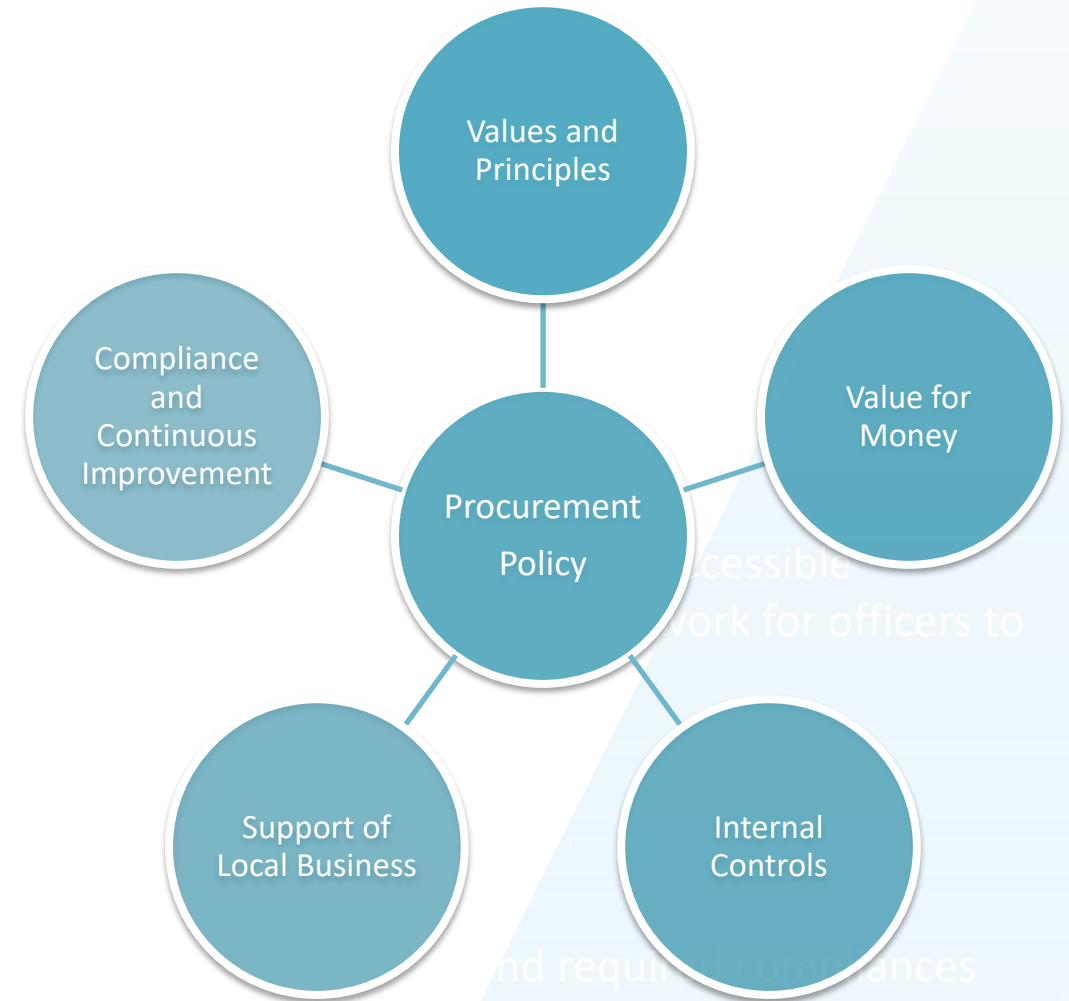
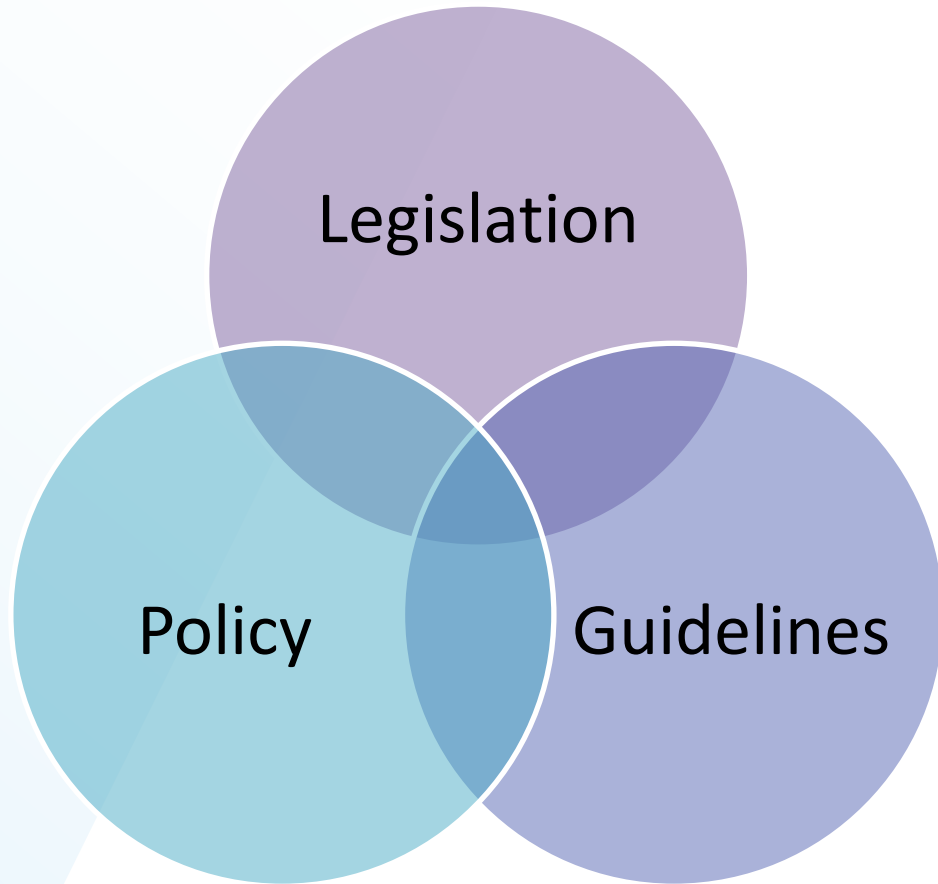
- You will need to select which region within Australia (Victoria)
- The Industries which are interested in receiving notifications for (Eg: Consulting, Welding, Landscaping, etc)
- You will then be presented with a screen showing all of your selections, check that they are OK and select “next”
- You will then be issued an email which will explain the validation of registration

What is Moorabool Localised?

- Moorabool Localised is an initiative of Council which aims to have as many local businesses register within our free Shire business directory. Moorabool.localised.com.au is the call to action for the Shire's Spend Local Campaigns
- The system provides a platform for business to register and will be used for a range of initiatives but can also be used by officers when required to seek quotes for projects below tender thresholds
- Moorabool.localised.com.au



What controls are applied to Procurement?



The Procurement Policy is currently being reviewed and a public accessible document on Council's web page

Our existing Procurement Thresholds

Threshold	Procurement Method
\$0 to \$100	<ul style="list-style-type: none">• No quotes required
\$101 to \$5,000	<ul style="list-style-type: none">• 1 verbal quote
\$5,001 to \$50,000	<ul style="list-style-type: none">• 3 written quotes sought
\$50,001 to \$150,000 (Goods or Services); or \$50,001 to \$200,000 (Works)	<ul style="list-style-type: none">• 3 written quotes sought; and• Project brief
\$150,000+ (Goods or Services); or \$200,000+ (Works)	<ul style="list-style-type: none">• Public Tender

- Council may undertake an Expression of Interest process prior to issuing a tender which may result in a select tender process
- Public Tenders may be one-stage, multi-stage, and/or one part or multi-part
- Thresholds also look at what the cumulative spend for Council will be over a 3 year period

Single contract or Panel of Suppliers?

Single supplier

Panel of suppliers

What are we seeking to achieve?

Will they be able to meet demand

Vast area to cover, what are the travel costs?

What level of work do we have?

Meet operational and emergency requirements

- Where it is deemed appropriate, Council may seek an individual contractor via the tender process or may seek to appoint multiple contractors to ensure broader coverage
- Where multiple suppliers are appointed, this is known as a panel of suppliers
- At the end of the day each responsible officer will determine the most suitable contract appointment of supplier(s)

Lump Sum or Schedule of Rates? What does this mean?



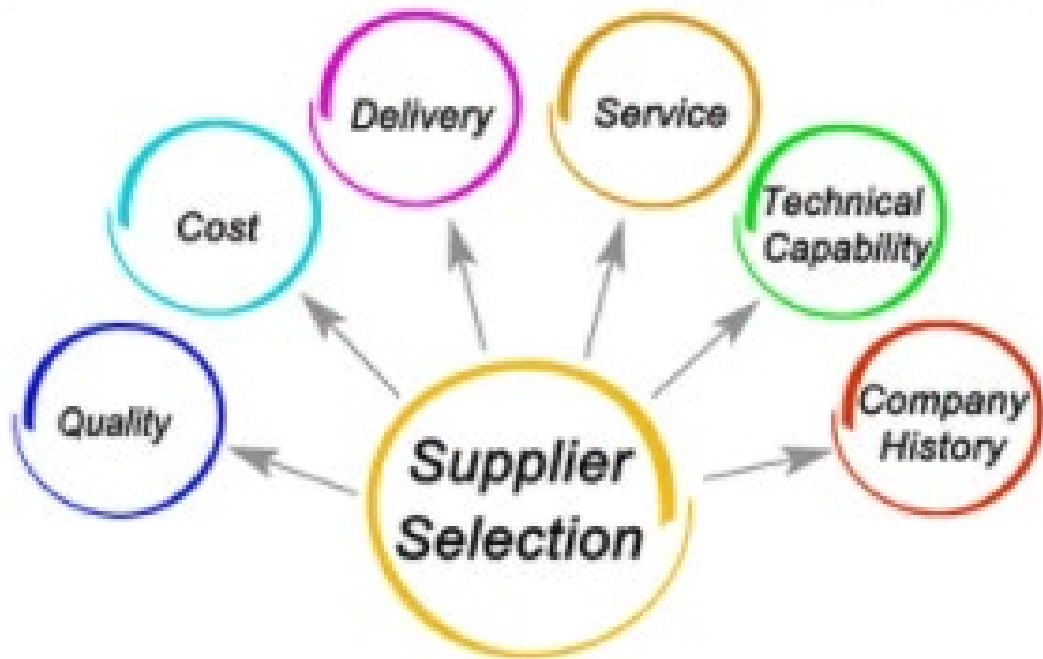
The Price?
GOOD QUESTION!

- Depending on the project, goods, services or works will depend on whether Council will seek a Lump Sum cost for the procurement process or a schedule of rates
- A Lump sum contract will not be subject to fall and rise and it will be expected the appointed supplier will deliver required milestones for the price quoted within their submission
- A schedule of rates contract will require different rates for different services or may be sought in addition to the lump sum cost so that officers can understand what the additional costs for 'unplanned' works/services may be

Should I submit a tender response?



How is my tender submission going to be evaluated?



- Tenders will be evaluated on both
 - Mandatory criteria; and
 - Scored weighted evaluation criteria
- Mandatory Criteria may be
 - OHS Compliance
 - Insurance
 - Licences
- Scored weighted criteria may be
 - Price (5% reduction during evaluation for Local)
 - Capacity, Company History, within timeframes
 - Experience, ability to deliver, quality

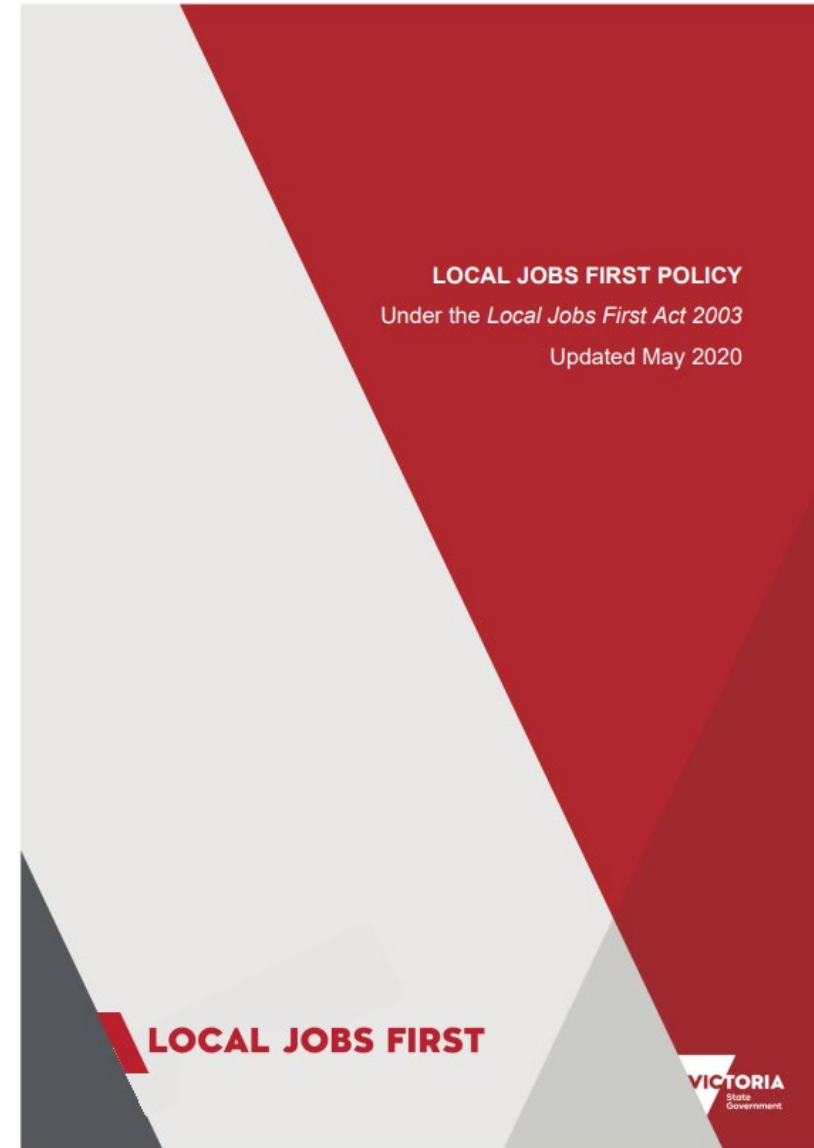
Supporting Local through Evaluations



- Council for many years has had provisions within their Procurement Policy to support Local Business
- We do this through local price preference of 5% during evaluations
- This provides every reasonable effort to support local whilst complying with competition principles
- Moving forward further initiatives are being considered where a Supplier employs local or sub contracts to local business

State Funding Local Jobs First

- State Government initiative that applies to certain projects that have State Funding that meet certain criteria
- The initiative aims to promote employment and business growth by creating opportunities for each local area
- Council will declare within their tender documentation if this framework applies to the contract
- This is measured and evaluated through a specific tender response schedule



Part 1 of a Tender Invitation to Tender

- Invitation to Tender
 - Overview of what we are seeking
 - Type of contract
 - Details of any briefings or site inspections
 - Complaints Procedure



Part 2 of a Tender Conditions of Tender

- Who enquiries can be directed to
- When the tender will close, what if you miss the close date/time
- How to submit a tender
- Clauses to help potential suppliers to know how to ensure what they are responding to and what to do if they require further information
- Confidentiality, canvassing, probity, anti competitive conduct, improper assistance, conflict of interest, variations
- Requirement to complete response schedules
- How long will tender remain valid once submitted

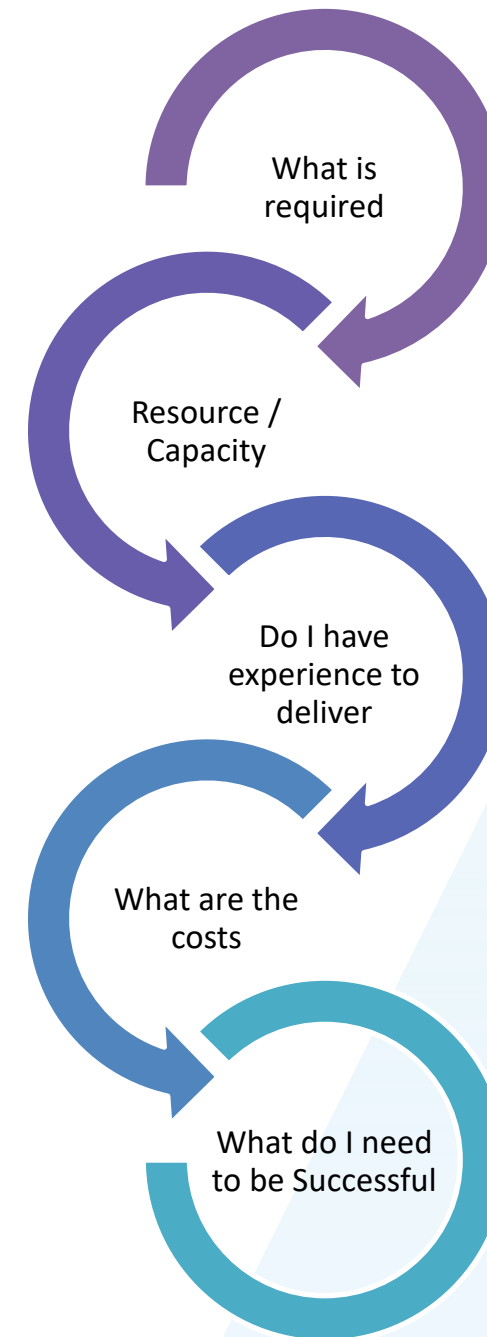


Schedule A – Tender Information

- Summary of opportunity to inspect and attend briefing if it is to occur
- Mandatory Criteria
- Scored Evaluation Criteria and associated weighting

Part 3 of a Tender Contract Specification

- An overview of Moorabool Shire
- Scope of Work
- Key Performance Indicators, service levels or milestones
- Maintenance Management System (if it applies)
- Required skills, experience and qualifications
- Reference to other documents
- Timeframe for goods, service or works
- Confidentiality and Intellectual Property



Part 4 of a Tender General Conditions



- The type of conditions will depend upon the type of tender:
 - Purchase of Equipment (Plant)
 - Consultancy
 - General Conditions
 - Road Related
 - Australian Standard
- Ultimately the conditions set the framework for which will apply for the life of the contract

Part 5 of Tender Tender Response Schedules



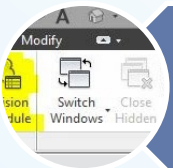
Review and Consider



Prepare Response



Complete Response Schedules



Revise Schedules



Submit

- There to ensure that Council understands who they are engaging to undertake required goods, service or works
- Ensure that risk is minimised by Supplier having compliant business processes, licences and insurances
- Ensuring Council meet their compliance – legislative, policy, auditing and transparency
- All schedules must be completed in their entirety

Importance of Tender response



- All information relevant to your response to each of the selection criteria must be contained with your tender response for both mandatory and scored criteria
- Suppliers are to assume that the Evaluation panel has no previous knowledge of them, their business or their experience
- Suppliers who do not satisfy mandatory criteria will be deemed non-compliant and excluded from further evaluation

Tender Addenda



- On occasion, Council may need to issue additional information or clarify information within the initial documentation
- This will be issued in the form of an Addenda and needs to be considered through a Supplier's tender response
- Addenda must be acknowledged within relevant Tender Response schedule

Tender Checklist



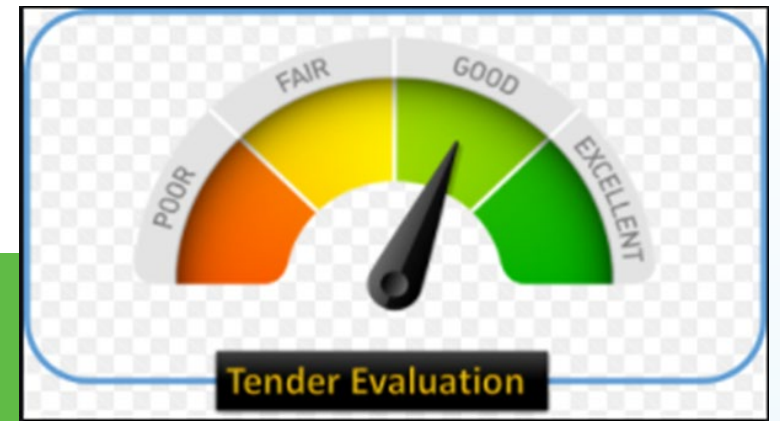
- Registered to enable submission via Tenderlink
- Have I read the tender specification and association conditions – can I deliver and comply?
- Have I addressed the mandatory criteria?
- Have I accurately responded to the scored selection criteria?
- Have all response schedules been completed and signed as required?
- Have I reviewed and addressed any addenda's issued during the open period?
- Have I contacted my referees to verify that they are happy to verify
- Allowed time to submit by required date

What happens once the tender closes?

- Once the tender closes, nominated evaluation panel members will:
 - Sign a Conflict of Interest Declaration Form
 - Read each submission
 - Make sure it meets any mandatory criteria; and
 - Determine if any clarifications are required
 - Tender Clarifications
 - If an evaluation panel member requires clarification of any part of the suppliers submission this will be collated and written clarification sought from the nominated representative
 - The supplier will need to respond to the request for clarification within the period specified
 - Tender Interviews
 - For some tenders, the evaluation panel may deem it necessary to interview suppliers to gain a further understanding of the suppliers approach and methodology



The Tender Evaluation



- Each tender evaluation panel member will score each supplier submission based on the Scored Evaluation criteria
- A score between 0 and 10 is applied to each criteria and then multiplied by the weighting defined for that criteria
- Once each panel member has completed scoring, the score is averaged and each submission is ranked

Score	Matrix
0	Fails required standard
2	Below standard
4	Acceptable
6	Average
8	Good
10	Excellent



Evaluation Recommendation

- Once the evaluation is complete, each of the panel members have to sign off on a recommendation report
- The report is then presented to the relevant General Manager for recommendation approval
- Depending on the value of the contract for the life of the contract (including any extensions) will depend on the path of approval



What happens if I am unsuccessful?

- After the contract is approved by the CEO or Council, the Responsible Officer will:
 - Issue a letter to the successful supplier
 - Issue letters to unsuccessful suppliers
 - Commence preparation of contract documentation
- Can I obtain feedback on where I could improve my submission?
 - Yes
 - Where your submission scored lower than others
 - If the tender was lost due to price we can give you an indication of how far over priced in comparison to others but cannot give you exact information



Where to go for further information?



Specific to an advertised Tender

- Contact the nominated Council Representative

General information regarding doing business with Council

- www.moorabool.vic.gov.au

Social Media

- Facebook – mooraboolshire

Procurement Team

- Email: procurement@moorabool.vic.gov.au
- Phone: 03 5366 7100

Thank you

ANY QUESTIONS?

