

# HOW TO SUBMIT A TENDER, QUOTATION OR EXPRESSION OF INTEREST

## A STEP BY STEP GUIDE

### **STEP 1: View Advertisement for public Tenders, Quotations and Expression of Interest (EOI)**

All tenders and EOIs are advertised in Council's website.

All open public tenders, EOIs and quotations are also advertised and can be accessed and downloaded through Tenderlink, our external e-tendering portal.

<https://www.tenderlink.com/thehills>

If you register with Tenderlink you will receive an email when relevant offers are made by Council.

### **STEP 2: Obtain a Copy of the request for Tender, Quotation or Expression of Interest (EOI) document**

These documents can be downloaded from the <https://www.tenderlink.com/thehills> at no cost.

Alternatively a hard copy is available for a non-refundable fee through Council's Customer Service Unit. Please contact Council on (02) 9843 0555 and quote the relevant Tender, Quotation or EOI number.

### **STEP 3: Register**

Familiarise yourself with the following:

- All sections of the Request for Tender, Quotation or EOI document
- Council's Conditions of Tender/Quotation requirements
- Selection Criteria
- All Specifications and Conditions of the relevant Contract
- Confirm that you are able to provide the product/service in accordance with Council's Terms and Conditions.

### **STEP 4: Understanding the Terms and Conditions of the Tender**

You will need to ensure that you understand all the Terms and Conditions of the specific Tender, Quotation or EOI.

If you are unsure about Council's proposed contract, you should contact Council's Officer as nominated in the relevant Request for Tender, Quotation or EOI document and/or arrange for a review by your legal representative.

*Please note that you must have an Australian Business Number, which needs to be included in your application. You can apply for an ABN via the Australian Business Register website.*

### **STEP 5: Completing your Tender, Quotation or EOI submission**

All submissions should include all completed schedules and associated annexure or attachments from the Request for Tender, Quotation or EOI document.

Applicants should:

- Answer each of the criteria
- Supply all related information.

Your submission is then ready to lodge.

Submissions received are treated in confidence during the evaluation and reporting stages (See Steps 9 to 10), and subsequently retained on Council's confidential Tender, Quotation or EOI file.

### **STEP 6: Tender Period and Clarification**

Council will issue clarifications relating to the Tender, Quotation or EOI to all those who respond to the invitation.

In general, the Tender Period is open to receive submissions for 21 days (period may vary for Quotations).

During the Tender Period, you may wish to seek further information or clarification from the nominated Council Officer.

Response to your clarification will be forwarded in writing to you and all other applicants through the Tenderlink site. Council will maintain a written record of all advice given.

Council may hold a Pre-Tender Meeting to provide further information and to respond to questions raised. The minutes of this meeting will be distributed to those who attend the meeting, or who have registered their interest in the Tender, Quotation or EOI with Council.

During the tender period amendments, addendums and additional will be communicated to all applicants through the Tenderlink portal <https://www.tenderlink.com/thehills>.

Applicants are advised to check <https://www.tenderlink.com/thehills> for any additional information that may be posted as announcements.

## THE HILLS SHIRE COUNCIL

3 Columbia Court, Norwest NSW 2153  
PO Box 7064, Norwest 2153

Phone 02 9843 0555 Email [council@thehills.nsw.gov.au](mailto:council@thehills.nsw.gov.au)  
Facsimile 02 9843 0409 [www.thehills.nsw.gov.au](http://www.thehills.nsw.gov.au)

### **STEP 7: Lodging your Tender/ Quotation /EOI submission**

In accordance with instructions in the relevant Request for Tender, Quotation or EOI document:

**Hard Copy submissions** are to be hand delivered to the Council's Administration Building at 3 Columbia Court, Norwest 2153

Public access to Council's Customer Service Unit is limited to business hours Monday to Friday 8.30 am to 4:30 pm.

**Soft copy or Electronic submissions** will be considered, but only if they are lodged via <https://www.tenderlink.com/thehills>

#### **Important Notice : Closing Time and date**

The closing time and date nominated in the Request for Tender, Quotation and EOI is the latest time by which Tender, Quotation or EOI applications must be lodged.

Tender, Quotation and EOI submissions received by Council after the nominated time and date will be rejected and deemed late.

#### **Tips in submitting a fully compliant tender**

Save your organisation's effort in making sure that your submission is compliant by answering the following questions:

- Have I read the Tender/Quotation/EOI Terms and Conditions in full?
- Have I read and understood the specifications?
- Have I completed every schedule in the Response Schedule document?
- Have I attached the required supporting documentation?
- Have I covered the selection criteria for Tender/Quotation/EOI?

### **STEP 8: Tender, Quotation or EOI opening**

Council's Tender Opening Panel will open all submissions received by the due date and time.

The listing of applicants will be displayed on the Notice Board on The Hills Shire Council's website - [www.thehills.nsw.gov.au](http://www.thehills.nsw.gov.au).

### **STEP 9: Evaluation of Tender, Quotation or EOI**

Every submission will be reviewed by an Evaluation Panel.

All Requests for Tender, Quotation or EOI include a section which relates to the criteria upon which responses and ultimate selections are to be scored. Applicants are advised to ensure that all information relating to the Tender/Quotation/ EOI selection criteria is provided.

The following are examples of commonly used criteria in an evaluation assessment:

- Company resources;
- Financial capacity to undertake the supply of required goods and services;
- Workplace Health and Safety standards;
- Environmental considerations;
- Overall technical experience;
- Suitability of price offered; and
- Reference checks.

The Evaluation Panel will examine all submissions for compliance with the conditions of tendering, EOI or quotation outlined in the request including completion of all the relevant Request for Tender, Quotation or EOI schedules.

Applicant's responses to the selection criteria are scored and weighted. The highest total score will determine ultimate selection.

#### **Post-Tender Interviews (optional)**

The Evaluation Panel may invite you to a post-tender interview to demonstrate and seek further details of your capacity to carry out the required works/services.

Following the post-tender interview the Evaluation Panel may review the scores and ranking of Applicants.

### **STEP 10: Recommendations**

Where required by the Local Government Act, a Tender Report will be prepared and considered by the Council in a confidential session. All Council resolutions will be published on The Hills Shire Council's website - [www.thehills.nsw.gov.au](http://www.thehills.nsw.gov.au)

In all other circumstances you will be advised in writing that your submission was received and whether your submission was successful or not, once Council has considered the responses.

## **THE HILLS SHIRE COUNCIL**

3 Columbia Court, Norwest NSW 2153

PO Box 7064, Norwest 2153

Phone 02 9843 0555 Email [council@thehills.nsw.gov.au](mailto:council@thehills.nsw.gov.au)

Facsimile 02 9843 0409 [www.thehills.nsw.gov.au](http://www.thehills.nsw.gov.au)