



GLENORCHY
CITY COUNCIL

2020
2024

**CODE FOR TENDERS
AND CONTRACTS**

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Title	Code for Tenders and Contracts
Minutes Reference	Council Meeting, 28 September 2020, Item 13
Responsible Directorate	Corporate Governance
Due for Review	Four (4) years from Council Meeting Date
Strategic Plan Reference	4.1 Govern in the best interest of our community 4.1.1 Manage Council for maximum efficiency, accountability and transparency. 4.2 Prioritise resources to achieve our communities’ goals 4.2.1 Deploy the Council’s resources to effectively deliver value
ECM	Council Policy

Introduction

Purpose

The Code for Tenders and Contracts (“**Code**”) provides a statement of the principles, process and ethics that underline best practices for Procurement at Glenorchy City Council.

Scope and Application of Code

The Code applies to:

- Council and its employees
- Third parties, such as consultants
- Bidders for Council contracts
- Service Providers

The Code applies to all transactions which result in the acquisition of Commodities.

In so far as is reasonably possible, Service Providers engaged by Council should apply the principles and ethics in the Code when seeking offers from subcontractors and suppliers.

Definitions

Defined terms and expressions have the meanings given to them in the body of the Code, otherwise, the following definitions apply:

Bidder means any Person that lodges an Offer to provide Council with Commodities, and where the context so permits includes a reference to “tenderer”.

Business Day means any day on which authorised deposit-taking institutions, as defined in the Banking Act 1959 (Cth), are open for business in the City of Glenorchy.

Council Buyer means any Council officer, official, office bearer or agent that participates in Procurement.

Commodities means any type of goods, consultant and non-consultant services, including building, construction and civic and civil works.

Cover Bid means the act of submitting an artificially high price on the assumption that the Offer will not be accepted, to benefit another Bidder or disadvantage Council.

Direct Sourcing means where Council engages after receiving an Offer from one prospective Service Provider, including by negotiations.

Electronic Tender Box means the electronic facility for the lodgement of Offers, which is located on, and is accessible through, the Electronic Tendering System.

Electronic Tendering System means either Council’s TenderLink.com e-tendering portal website or the Vendor Panel e-tendering portal website as applicable to a Procurement and notified to potential Bidders in the tender advertisement or by notice.

Expression of Interest means the 1st stage of a Multiple Stage Tender process.

Legislative Requirements includes any Acts, Regulations, local laws and by-laws, Codes of Practice and any other instruments made under any Act or subordinate legislation, whether State or Federal.

Offer means a tender or quotation in response to an invitation issued by Council.

Open Tender, Multiple Stage Tender and Multiple-use Register have the meanings given to them in the Local Government (General) Regulations (**Regulations**), under Regulations 24, 25 and 26.

Procurement means any process whereby Council seeks to acquire goods or services, building, construction and civic and civil works.

Public Tender means a Procurement where Council invites tender offers without restriction on the potential tenderers by placing a public advertisement.

RFQ means Request for Quotation, being the documents comprising an invitation to a limited number, group or category of potential Bidders inviting them to compete for Council's requirements.

RFT means Request for Tender, being the documents issued by Council and on which prospective tenderers are to base their tender offers.

Service Provider means businesses engaged to provide Council with Commodities.

Tender Evaluation and Probity Plan means the planning and control document for a Procurement and in conducting the evaluation of tenders received in response to an RFT.

Legislative Requirements

Acts	In accordance with Part 16, Division 2A, Section 333A and 333B of the Local Government Act 1993 (Tas) (the "Act"), Council must comply with this Code when acquiring goods and/or services.
Regulations	The information contained in the Code is consistent with the requirements of the Local Government (General) Regulations 2015 (Tas) (the "Regulations"), regulations 23 through 29 (inclusive).

Policy and procedure

Policies	Council may, from time to time, make or approve policies that amend or supplement the Code. Where this is the case, they will be issued as addenda to the Code and provided on Council's website and e-tendering system portal.
Procurement Instructions	In addition to the requirements and procedures in the Code, the General Manager issues Procurement Instructions. These are internal instructions to Council buyers on the systems and activities to implement the requirements and procedures in the Code. A list is included at the end of the Code.

Council's Procurement approach

Council Procurement is largely devolved. This means Procurement responsibilities and accountabilities are shared between individual Council departments and Council's Procurement Section.

Routine and low complexity Procurements valued less than \$100,000 (excluding GST) are usually managed by the department which requires the Commodities.

Procurements valued at \$100,000 or higher (excluding GST) are managed by Council's Procurement Section.

Procurements valued at less than \$100,000 may be managed by Council's Procurement Section if warranted due to high complexity or risks involved.

For devolved Procurements (i.e. Procurements which are not managed by Council's Procurement Section), the department purchasing the commodities is responsible for ensuring processes are in place to comply with the Code.

Procurement Principles

Council purchasing must be conducted legally and by encouraging fair and open competition between Service Providers seeking to do business with Council. The core objective of any Council Procurement process is to achieve the required outcomes and obtain value for money. Council Procurement must promote the principles of:

- Open and effective competition (page 7).

- Value for money (page 8).
- Enhancement of the capabilities of local business and industry (page 9).
- Ethical behaviour and fair dealing (page 10).

Enquiries and feedback

Enquiries about Council Procurement and from Service Providers with an interest in competing for Council business should be directed to Council's Procurement Section by email Procurement.Enquiries@gcc.tas.gov.au.

Procurement complaints

If a Bidder or Service Provider is concerned the Code may not have been followed, they can make a complaint. Procurement complaints should be made in writing and sent to gccmail@gcc.tas.gov.au. A complaint should include all of the relevant details and identify the why the complainant believes the Code was not met.

The complaints process in Council's Customer Service Charter will be followed. The Customer Service Charter can be downloaded from the Customer Services page of Council's website. Complaints are referred to either Council's Manager Corporate Governance, or Director Corporate Services for investigation.

Open and effective competition

Through open and effective competition, Council ensures that purchasing decisions are impartial, open and transparent and encourage competitive Offers. For Council Buyers this means:

- Using well documented, transparent, open purchasing procedures, so Service Providers and the public can have confidence in Council Procurement;
- Providing a diversity of Service Providers with the opportunity to compete for Council business, including not making repeated purchases from the same Service Providers without testing the market, compliant with Procurement thresholds;
- Avoiding use of biased specifications and wherever possible not exclusively purchasing or specifying a brand or product; and
- Adopting transparent, open purchasing procedures and treating Service Providers consistently and equitably by:
 - ensuring Bidders are provided with the same information about Council's requirements including circulating any amendments and clarifications to all Bidders;
 - allocating a common deadline date and time for submission of Offers, applying it equally to all Bidders and not opening Offers until the deadline has lapsed;
 - ensuring the same amount of time (including any additional time) is provided to all Bidders;
 - evaluating all offers against the same predetermined evaluation criteria and ensuring the same criteria (including any applicable weightings) are disclosed to potential Bidders;
 - giving all Bidders the same opportunity to clarify or correct, or not to clarify or correct, unintentional errors in their Offers; and
 - if requested, de-briefing unsuccessful Bidders.

For Service Providers, promoting open and effective competition means not engaging in uncompetitive behaviour, or other practices, which are intended to deny legitimate access to, or discourage other Service Providers from, competing for Council business.

Cost to Bidders

Council acknowledges that the cost of competing for Council business can be a barrier to open and effective competition. Therefore, Council will not call for Bids unless there is a firm intention to proceed with the purchase (or project) and funds are available. Additionally, Council will avoid the requirement for Bidders to price multiple rounds of the same Procurement or multiple options.

Value for Money

The objective of Council Procurement is to acquire Commodities that are fit for purpose and which best satisfy Council's requirements at the most competitive price available. Achieving value for money does not always mean buying the required commodities at the lowest price.

Excluding low value, routine purchases of Commodities (valued at less than \$25,000 (excluding GST)), Council Buyers are required to weigh up the quality and other relevant non-price factors against the purchase price to ensure value for money.

The relevant value for money considerations should be considered when planning the purchase and before testing the market. These include:

- Reasons for the purchase. For example, why Council needs the commodities, who will use them and how often, what community and other benefits does the purchase generate or support.
- Potential to enhance the capabilities of Tasmanian businesses and industry.
- Possibility of meeting the need by sharing services with another council or councils.
- Potential to achieve efficiency and productivity improvements.
- Residual or disposal value.
- Financial sustainability and risk. For example, price or cost escalation, the cost of maintaining and/or using the commodities, interest payments or licensing costs and royalties.
- Fitness for purpose, quality and performance requirements.
- Warranty and support services, upgrades and the related ongoing costs.
- Useable life of a product before market re-testing is required.
- Required Service Provider capacity and capability requirements. For example, management, technical capability and physical/ human resources.
- Contribution to achieving Council's policy and strategic objectives.
- Impact on the environment and opportunities to achieve environmental benefits. For example:
 - reduced carbon emissions; and/or energy conservation;
 - improved waste management through the purchase of reusable, compostable and recyclable products; and
 - promoting reduction in the demand for products that have a direct negative impact on the environment, carbon emissions.
- Potential for social benefits. For example, acquiring the Commodities from an organisation that primarily exists to provide the services of people with a disability.

Enhancing the Capabilities of Local Business and Industry

Where local capacity exists, Council will actively seek to engage with Tasmanian businesses and encourage their participation in Council Procurements.

Considering the benefits of sourcing Commodities from within Tasmania (where it is appropriate) contributes to achieving value for money, Council's economic policy and strategic objectives and potentially generates other social benefits for our communities. Therefore, where applicable, local businesses should be considered before and when testing the market. This includes incorporating the following into evaluation criteria where appropriate:

- The importance of local knowledge in understanding Council's requirements and delivering the required outcomes.
- Benefits of buying close to the source for improved responsiveness and timeliness of backup, maintenance and servicing.
- Increasing or improving Tasmanian business capability in terms of product availability, delivery lead times, availability of spare parts, materials, equipment and key personnel.
- Reducing or controlling transportation, delivery and collection costs.
- Limiting travel and out-of-pocket expenses.
- Ensuring that discretionary elements of specifications do not prevent Tasmanian businesses from competing.

To further support enhancement of Tasmanian business capability:

- Where the expected value is less than \$100,000 (excluding GST) Council Buyers:
 - should maximise the Tasmanian businesses invited to Bid; and
 - if sufficient Tasmanian business capability exists to satisfy the Procurement threshold requirements, may limit the selection of Bidders to Tasmanian businesses.

Where the expected value is equal to or over \$100,000 (excluding GST) and Council considers that there is an opportunity for Tasmanian job creation or increasing or improving Tasmanian business capability, then RFTs and RFQs should include:

- evaluation criteria relating to a service provider's status as a Tasmanian business;
- consideration of the contribution made by the Service Provider to the Tasmanian economy and community; and
- the weighting of the criteria should be between 20% and a maximum of 40%.

Bidders should consider the positive impacts of using Tasmanian businesses in their supply chain and subcontracting for Council contracts. This means potential service providers may be required to respond to questions about whether they:

- Are a Tasmanian Business;
- Have a suitable Tasmanian workforce or will access the required workforce through Tasmanian small to medium enterprises by partnering or subcontracting with them;
- Will acquire the required goods and/or services from Tasmanian businesses or Tasmanian small to medium enterprises;
- Invest in the Tasmanian community by undertaking or supporting social initiatives and community organisations; and/or

- Invest in the development and growth of Tasmanian industry by supporting or engaging in training or employment initiatives and the employment of trainees or apprentices.

Ethical behaviour and fair dealing

Council will not engage in or seek to benefit from practices that may be dishonest, unethical or illegal. Council has established ethical standards and procedures which apply to Council Buyers. Council has also established minimum standards of ethics which apply to Service Providers.

Council Buyers

Council Buyers must adopt the following ethical standards of behaviour:

- Complying with Legislative Requirements.
- Making decisions in the best interest of Council and the public, and not based on self-interest or for convenience.
- Acting in good faith in dealings with Bidders and Service Providers and not engaging in harsh or oppressive behaviour, beyond hard commercial bargaining.
- Ensuring Service Providers are given time to fully understand all the terms of the contract or transaction which they are agreeing to. This includes notifying Bidders of applicable terms and conditions of contract, where applicable.
- Complying with Council's Gifts and Benefits Policy and not seeking or accepting any payments, gifts, gratuities, entertainment, hospitality and other benefits offered by a Service Provider for the discharge of official duties.
- Avoiding any situation which is, or which may become, or which may be perceived as being a conflict of interest with the officer's duties in respect of the Procurement.
- Avoiding any relationship with a service provider, financial or otherwise, which could be perceived as unfair or as exerting improper influence on their decision-making.
- Not behaving illegally or to expose Council to sustainable allegations of impropriety, unwarranted preference or unfair dealings.
- Not attempting to inappropriately intervene in or exert self-interest or other inappropriate influence over the outcomes of a Procurement process.
- Ensuring that Council meets its obligations and discharges its liabilities under its contract with a Service Provider.
- Being honest and reasonable when applying contract terms and conditions.

Service Providers

Bidders and Service Providers must observe the following:

- Complying with Legislative Requirements.
- Not engaging in unconscionable behaviour in their dealings with Council, subcontractors or suppliers.
- Ensuring they are acquainted with Council's requirements, matters relating to the RFT or RFQ and the proposed contract.
- Not submitting an Offer unless they have a genuine interest in providing Council with the specified Commodities, including not submitting or assisting in the submission of any form of Cover Bid.

- Not engaging in any uncompetitive behaviour practices, which deny or reduce legitimate business opportunities to other potential Bidders or Council.
- Not colluding with other Bidders, Service Providers or Council Buyers to influence the outcomes of a Procurement process by illegal, illegitimate or dishonest agreements or other means.
- Complying with the provisions of awards and workplace arrangements, which have been certified, registered or approved under relevant industrial relations legislation.
- Not offering, soliciting or accepting gifts, gratuities, entertainment, hospitality and other benefits to a Council Buyers for the discharge of their official duties.
- Notifying Council of any breach by a Council Buyer of the ethical standards.

Bidders may be required to attest to the probity of their Offers, either when lodging their Bids or before being awarded a contract.

Conflicts of Interest

Council Buyers

Council Buyers must comply with Council policy and procedures in relation to Conflicts of Interest and declare any Conflicts of Interest.

Council Buyers with a role in evaluating Offers and selecting the successful Service Provider must declare they are not aware of any matter or current or past dealings with a Bidder which could be perceived as inappropriately influencing their decision making.

Any actual or potential Conflicts of Interest (pecuniary and/or non-pecuniary), which arise during a Procurement process, or during the course of a contract, must be declared and appropriately managed.

Bidders

When submitting Offers, Bidders must notify Council of any matter which is, may lead to, or could be perceived as being a Conflict of Interest in the Bidder submitting an Offer or being awarded a contract.

Service Providers

Service Providers must immediately notify Council if any matter arises which is, may lead to, or could be perceived as, a Conflict of Interest in the continued performance of a Council contract. When notifying Council of a Conflict of Interest, the Service Provider must also advise Council of the strategies and other measures the Service Provider intends to implement in order to manage the Conflict of Interest.

Protection of commercial in confidence information

Council Buyers must protect commercially sensitive or valuable and proprietary information which is included in Offers.

Council Buyers must ensure that Offers are treated as confidential until a contract is awarded. This means that Council Buyers must not provide or disclose any information in an Offer to another Bidder or Service Provider and must only use the information included in an Offer for legitimate purposes, which are related to the Procurement process, including evaluation of Offers and selection of the successful Service Provider.

Once a contract is awarded, the terms of the contract, including the final or estimated contract sum, but excluding detailed prices or pricing, are no longer confidential and may be published as required for Council to meet and comply with any Legislative Requirements, in annual reports, Council reports, on the internet and elsewhere.

Council may, on a confidential basis, disclose the contents of an Offer or a contract, including commercially sensitive or valuable and proprietary information, to professional advisers in order to obtain advice about the Offer, including its evaluation, the Bidder, contract or Service Provider.

The prices and other information in an Offer must not be disclosed to another Bidder or Service Provider for the purpose of playing one off against another to obtain lower prices.

Where an Offer includes commercially sensitive, valuable or proprietary information, Council may, on a case by case basis, consider any request by a Service Provider for the information to be treated as confidential after the award of a contract. Council will make commitments to maintain confidentiality only when they are appropriate and do not prevent Council from meeting any of its reporting, disclosure and transparency obligations.

Breaches of ethical requirements

Council will take all reasonable steps to ensure compliance with the standards of ethics in the Code. However, Council will not be liable in any way to a Bidder, Service Provider or any other person for any breach of the Code.

If any employee of the Council, or a body controlled by the Council, breaches the ethical standards, Council may, in its absolute discretion, apply its normal human resources policy and procedures in respect of performance management and disciplinary action.

If a Bidder or Service Provider commits a breach of the ethical standards, Council may, in its absolute discretion, act against that Service Provider. Such action may include:

- Giving a warning to the Bidder or Service Provider;
- A reduction in future opportunities for that Bidder or Service Provider to compete for Council business;
- Reporting of the breach to a statutory, professional or other relevant body; and/or
- Legal action against the Bidder or Service Provider.

Procedures applicable to all Procurements

Procurement Thresholds

Council has established the following Procurement Thresholds to set out the minimum Procurement methods, and number of Offers which must be sought, at certain purchase values.

	EXPECTED VALUE (EXCLUDING GST)		
	Less than \$25,000	\$25,000 and less than \$50,000	\$50,000 and less than \$250,000
Market test	Direct Sourcing	Informal RFQ	Formal RFQ
Minimum number of Offers	One	Two	Three
	All Offers must be sought from service providers that have the capability and capacity to fulfil Council's requirements.		
Guidance for Council Buyers	<p>Purchase orders</p> <p>Where the value exceeds \$2,000 (excluding GST), a purchase order is required.</p> <p>Where the value exceeds \$5,000 (excluding GST), the offer is sought and made in writing and the accepted offer is attached to the purchase order in Council's finance system.</p> <p>Purchases valued at \$25,000 and less than \$50,000</p> <p>A Council purchase order is required for goods and services. A purchase order is acceptable for very low risk works only. A minor works contract is required or all other works.</p> <p>Offers are sought and received in writing. The invitation accepted offer and any contract terms and conditions are attached to the purchase order in Council's finance system.</p> <p>Purchases valued at \$50,000 and less than \$250,000</p> <p>Council's precedent Deliverables Agreement, suitable construction or design and construct conditions are required.</p> <p>The RFQ should include details of the conditions for participation and commercial terms. A contract file in Council's records management system is required. Detailed records must be kept.</p>		

The above Procurement thresholds are minimum and not default requirements. Council Buyers may invite more than the number of Bids required by the thresholds at their discretion.

In respect to purchases valued at or over \$250,000 (excluding GST), Council will undertake a Public Tender by adopting one of the methods provided for under Part 3 Division 1 of the Regulations, being:

- Open Tender
- Multiple Stage Tender
- Multiple-use Register

Valuing Procurements

Transaction splitting

Transaction splitting to avoid adopting the Procurement thresholds is not allowed.

Council Buyers must not divide a purchase into smaller or multiple contracts, transactions or purchase orders, nor underestimate the expected value for the purpose of avoiding the requirement to seek an appropriate number of Bids or call for Public Tenders.

Valuation

The expected value of a Procurement must be estimated before a decision is made on whether a purchase should proceed, and the Procurement method adopted.

The expected value must be the maximum value (excluding GST) allowing for all transactions, options, extensions, renewals or other mechanisms that may be executed over the life of the contract.

The expected value must include all forms of remuneration and the total (actual or estimated) GST exclusive value of the commodities being procured.

When a Procurement is to be conducted in multiple parts or requires multiple transactions, contracts or purchase orders, with one or more Service Providers, the expected value must be the maximum value of all the parts, transactions, contracts or purchase orders.

When the duration of the contract or maximum value of a Procurement over its entire duration cannot be estimated, the Commodities must be acquired as a result of a call for Public Tenders.

Time for lodgement of Offers

Bidders should be provided with adequate time between issuing the request to the market and the closing time for submission of bids. Unless Council's operational needs require otherwise, the following minimum amounts of time for bid preparation and lodgement apply.

	Expected value (excluding GST)			
	Less than \$25,000	\$25,000 and less than \$100,000	\$100,000 and less than \$250,000	Over \$250,000
Minimum Time	No less than 24 hours	No less than 7 Business Days	No less than 10 Business Days	At least 14 Business Days

The counting of days excludes the day on which the RFT is issued and begins on the first Business Day immediately following the date the RFT is issued to the market.

The closing date and time may be added to prior to Council receiving any Offers. If additional time is provided for one potential Bidder all other Bidders must also be provided with the same amount of additional time. This will be achieved by issuing a notice to all prospective Bidders, which are known to Council as having been issued with or obtained the RFT or RFQ by legitimate means.

Procurements valued at \$100,000 or more (excluding GST)

Use of an Electronic Tendering System is required for Procurements which are valued at \$100,000 or more (excluding GST).

If the Procurement method is Public Tender, the website address where the RFT can be obtained must be included in the advertisement.

An Electronic Tender Box must be provided for the lodgement of Offers. The website address where the Electronic Tender Box is located and instructions for the electronic submission of Offers must be notified to prospective or invited Bidders in the RFT or RFQ.

- The Electronic Tender System must prevent the opening or viewing of Offers before the specified closing date and time.
- At least two Council officers must open the Electronic Tender Box.
- A record of the Offers that were received in the Electronic Tender Box is generated by the Electronic Tender System.
- The Offers received plus any accompanying Bid information must be recorded and retained in accordance with Council's record keeping procedures.

Procurements valued at less than \$100,000 (excluding GST)

The use of an Electronic Tendering System and Electronic Tender Box is not always required for Procurements valued at less than \$100,000 (excluding GST).

The department undertaking the Procurement must:

- Allocate and enforce a common date and time by which all Bidders must have lodged their Offers (the closing date and time must be specified when Offers are invited).
- Provide a facility for lodgement and storage of the Offers received and the supporting Bid information.
- Comply with Council's record keeping procedures and ensure that the Offers received and Bid information are recorded and stored accordingly.

Rejection of Offers

In respect of any Procurement process:

- Council is not obliged to accept the lowest or any other Offer.
- Council may reject all Offers at its discretion.

On the conclusion of a Procurement process:

- If a decision was made to award a contract as a result of the Procurement process, all the Bidders who submitted unsuccessful Offers will be notified of the outcome, including the name of the successful Service Provider. The price or prices in the successful Offer will not be advised to the unsuccessful Bidders.
- If a decision was made not to accept any Offer, all Bidders who submitted Offers will be notified of the decision and the reasons for Council not accepting any Offers or awarding a contract as result of the Procurement process.

The information included in an Offer will not be used as the basis for any re-call of Bids in a future RFT or RFQ.

Amending or clarifying the RFT or RFQ after it is issued

Before the specified closing date and time has elapsed, Council may amend or clarify an RFT or RFQ by issuing an addendum or a notice to all prospective Bidders that are known to have been issued with or obtained the RFT or RFQ by legitimate means.

Late Offers

The closing date and time must be specified in the RFT or RFQ and applied to all Bidders.

An offer which is received after the specified closing time must not be accepted unless the Bidder submitting the offer can:

- show that the lateness was due to mishandling on the part of Council or a failure in the e-tendering system specified for use in the lodgement of offers; and

- accepting the late Offer will not provide an unfair advantage to the Bidder lodging it.

Non-conforming Offers

Council may reject any Offer which:

- is not submitted in accordance with the mandatory requirements and conditions for participation or tendering specified in the RFT or RFQ documentation; or
- requires Council's agreement to any terms, conditions or requirements not allowed or required by the RFT or RFQ documentation.

Offers which contains qualifications, exclusions, incorrect assumptions or clarifications may be rejected.

Alternative Offers

An alternative Offer is a response to an RFT or RFQ that proposes a different approach to meeting the Council's requirements than specified. Where possible, Council will enable submission of alternative Offers.

The RFT or RFQ documentation will specify the conditions and requirements for, and any limitations placed on, submission of alternative Offers.

Where a Bidder submits an alternative Offer, Council Buyers will not seek comparable prices for the alternative from other Bidders and will not use the alternative as the basis for any recall of Offers without first obtaining the written consent of the Bidder which submitted the alternative.

Evaluating Offers

The systematic and consistent evaluation of Bids is essential to ensure the fair and equal consideration of all Offers. Therefore, the evaluation criteria and method which will be used to evaluate offers and select the successful Service Provider must be advised to potential Bidders and must be applied equally to all the Offers received.

The evaluation method which is most appropriate to the value, complexity and risk involved in the Procurement process should be applied. Appropriate evaluation and selection methods are as follows:

Least cost

The least cost method is suitable for Direct Selection and simple, low value (e.g. less than \$50,000) purchases. Selecting the successful Service Provider involves choosing the lowest price Offer that meets all of the essential conditions and requirements.

Numerical (unweighted) scoring

This methodology is suitable for evaluating moderately complex purchases where each of the non-cost evaluation criteria are of equal importance and is most often applicable to goods and services Procurements.

A numerical rating is allocated against each non-cost evaluation criterion depending on each Bidder's level of compliance with the specified requirements and non-price criteria.

The scores are totalled and a value for money assessment is then made by comparing the total scores, whole-of-life costs and associated risks.

Numerical (weighted) scoring

This methodology is useful for evaluating purchases where the evaluation criteria are of differing importance. It is suitable when achieving value for money, or the required outcomes relies heavily on the selected Service Provider's capabilities. It is most often applied to Procurements for works and technical consultancies.

Before inviting Bids or calling for Public Tenders, suitable non-price evaluation criteria are identified, and weightings are allocated to each non-price criterion, as well as the price.

Upon receipt of submissions and after screening out non-compliant Offers, each Bidder is allocated a score between 0 and 10 points for each non-price criterion.

The score is weighted by multiplying the predetermined weighting factor by the score. The weighted scores are then totalled, allowing for comparison between Offers.

This method also involves normalising the non-price criteria and the price before applying the weightings, to allow for the true effect and advantage of the weighting system.

Negotiations

Before an RFT or RFQ can be awarded, it may be necessary for Council Buyers to enter into negotiations with a preferred Bidder to finalise the commercial and other terms of a contract. However, Council Buyers will not enter into negotiations before the evaluation process is complete and a preferred Bidder has been identified.

Negotiations will commence only after the General Manager (or delegated Council officer) has approved the preferred Bidder and the negotiations.

In negotiations, Council Buyers:

- must not attempt to trade off different Bidders' prices against each other in order to seek lower prices; and
- must exhaust negotiations with the original preferred Bidder before negotiating with an alternative Bidder.

If none of the Offers received are acceptable, negotiations for an amended Offer may be conducted.

Debriefing unsuccessful Bidders

Debriefings are offered to promote improvement of submissions provided to Council by prospective Service Providers. This is achieved by offering unsuccessful Bidders advice regarding their performance relative to the Council's requirements and by identifying opportunities for improvement in future Bids. All Bidders are entitled to a debrief.

The debriefing process is not to be seen or used as a means of contesting the outcomes of a Procurement process or to explore the merits of other Bidder's submissions with an unsuccessful Bidder.

Additional Requirements and Procedures for Public Tenders

The following apply in addition to the preceding requirements of the Code.

Calls for Public Tenders

At least one advertisement is placed in the daily newspaper for southern Tasmania. Tender advertisements are normally placed on the Saturday preceding release to the market. Placements in additional publications and multiple placements can be made. Tender advertisements must include the following minimum information:

Identification details allocated to the contract	The Council contract number allocated for the RFT and the contract or project title.
Description	A description of the Commodities required under the RFT.
RFT documentation	Where and how to obtain the documents comprising the RFT.

Place for Lodgement	The website address of the Electronic Tendering System for lodgement of tender Offers.
Enquiries	How clarification or additional information about the RFT can be obtained.
Closing time	The closing time is the deadline for receipt of submissions. It defines the period (date and hour) within which Tenders, applications or Expressions of Interest must be lodged.

Rules for setting the closing time

At least 14 Business Days must be provided for Tender preparation and lodgement. The counting of days must commence from the first Business Day following the advertisement.

The closing time should be on Tuesday, Wednesday or Thursday.

Tender lodgement must not be required before 2.00pm and must not fall on a day immediately following a statutory public holiday in southern Tasmania or the 24th December.

If the RFT is building and construction industry related, the closing time must not be during or less than 6 Business Days after the recognised construction industry Christmas shutdown period in Tasmania.

Tenderer's obligations

A prospective Service Provider making a tender Offer in response to an RFT must:

- do so in writing;
- specify the Commodities tendered for;
- lodge the tender Offer within the period specified in the notice;
- provide any mandatory information required by the RFT; and
- lodge the tender Offer in accordance with any specified mandatory conditions of tendering or conditions of participation.

Tender methods

Open Tenders

Council calls for tender Offers by public advertisement without limiting the potential number of Bidders who can respond to the RFT.

Council normally requires Bidders to prove they have the required resources, competence, and capabilities by using compliance and weighted evaluation criteria.

The compliance and evaluation criteria are tailored to the contractor or project requirements and are specified in the RFT documents.

Council will avoid the requirement for tenderers to price multiple rounds of the same RFT or multiple tender options.

In addition to the information above, advertisements for open tenders must include a description of the nature of the required Commodities.

The RFT documents will, at a minimum, include the following:

Conditions of Tendering

These provide terms and conditions under which Council will receive and evaluate tender Offers. The Conditions of Tendering must:

- Include a reference to the Code.
- Specify any mandatory conditions for participation and compliance criteria.
- Specify any conditions for submission and consideration of alternative proposals.
- Specify any general or Procurement specific conditions regarding late tender Offers as well as the treatment of tender Offers which do not fully satisfy the requirements of the RFT.
- Specify the evaluation criteria and weightings (if weightings are applicable) and methodology for evaluating tenders Offers against the criteria.
- Identify the place, method and time for lodgement of tender Offers.
- Identify the contact person for enquiries about the RFT, their contact details and method for lodging requests for information.
- Include the procedures for:
 - extending the closing time;
 - responding to requests for information from prospective tenderers;
 - electronic lodgement of tender Offers; and
 - how to obtain assistance with problems encountered with electronic lodgement.

Conditions of Contract

The RFT documentation will include or specify the terms and conditions of the contract that the successful tenderer(s) will be required to sign, including the time for delivery, completion or duration of the contract and the commercial risk allocation.

Specification

The Specification will include reasonable details of the required Commodities, so tenderers do not have to undertake unreasonable unpaid design or excessively costly pre-tender preparatory work.

Multiple-stage Tenders

Council invites Expressions of Interest from potential Service Providers for prequalification to tender on a specific contract, project or projects. Expressions of Interest are evaluated and the prospective Service Providers, which meet the required criteria, are invited to submit tender Offers.

Prospective tenderers should not be required to price multiple rounds of the same tender process. Therefore, Council will not seek prices in the Expression of Interest stage of a Multiple-stage Tender.

Prospective tenderers' intellectual property contained in Expressions of Interest must be protected. Therefore, the content of an Expression of Interest must not:

- be disclosed to any other prospective tenderers;
- be used to obtain information for use in the RFT under a subsequent stage of the Multiple-stage Tender; or
- be used to obtain information for use in any other Procurement process.

Under normal circumstances a contract will not be awarded as a result of an Expression of Interest. However, if only one Expression of Interest is received, or if only one prospective Service Provider meets the criteria for invitation to tender, Council may enter into a contract:

- after a tender from the prospective Service Provider; or
- a decision by absolute majority of the Council to enter into a contract with the prospective Service Provider.

In addition to the information above, advertisements for Multiple-stage Tenders must include a description of the nature of the required Commodities.

The RFT documents for Multiple-stage Tenders will, at a minimum, include the following:

Conditions for Participation

These are the terms and conditions under which Council will receive and evaluate expressions of interest. They must include:

- A reference to the Code.
- The criteria for evaluating Expressions of Interest;
- the method of evaluating Expressions of Interest against the criteria and selecting the prospective Service Providers which are invited to make tender Offers.
- Details of any further stages in the Multiple-stage Tender process.

Consistency of the criteria used at each stage of a Multiple-stage Tender must be maintained. Therefore, the Conditions for Participation will also include:

- the method for shortlisting prospective Service Providers to arrive at those who are invited to participate in a subsequent stage; and
- method, criteria and, if applicable, weightings that will be used to evaluate tender Offers received in a subsequent stage of the Multiple-stage Tender.

Description of Council's Requirements

The expression of interest documentation must provide details of the required Commodities and should include a precise description of any essential and desirable quality, functional and performance requirements.

Ongoing supply arrangements

Standing Offers

Council may establish Standing Offers, where single or multiple Service Providers are contracted to provide Council with specific Commodities for a fixed duration, as specified in the contract terms.

Where there are multiple contractors engaged under a Standing Offer to provide the same specified Commodities it is called a "Panel Contract". Service Providers listed on a Panel Contract will be selected as and when the need arises following an evaluation process.

If the total value of transactions under the standing offer will equal or exceed the prescribed amount of \$250,000 (excluding GST) or if the value cannot be accurately estimated, a call for Public Tenders is required to establish a Standing Offer.

When a suitable Standing Offer is in place, Service Providers do not have to repeatedly respond to bid requests, and Council Buyers can purchase directly from a contracted Service Provider or providers without being required to repeatedly seek multiple prices. This is because the Standing Offer has already been the subject of an open and competitive Procurement process.

The minimum advertising and documentation requirements for Standing Offers are the same as those applicable to Open Tenders.

In addition to establishing its own Standing Offers, Council may use (without having to call for public tenders) standing contracts from organisations such as the Local Government Association of Tasmania, Local Government Associations in other states (through the National Procurement Network) and the Tasmanian Government. This is because the Act and Regulations provide for councils to acquire goods and services obtained as a result of a tender process [i.e. a Public Tender] conducted by the above.

Multiple-use Registers

Council may advertise for applications from potential Service Providers interested in being pre-approved by Council to provide it with a specific types or categories of Commodities.

A Multiple-use Register is not in itself a Procurement, and no prices, are obtained. The purpose of calling for applications is to establish a list of pre-approved Service Providers with the required capability and ability. Pre-approved service providers are invited to submit Offers on an appropriate rotational basis.

A Multiple-use Register must be reviewed and re-advertised to invite new applicants at least once every two years. Council may specify more frequent review and re-advertising.

A Multiple-use Register remains continuously open to the acceptance of applications from new Service Providers. However, a Service Provider may be denied pre-approval if it has made an application within the previous twelve months and the application was not accepted.

The General Manager (or delegate) is required to advise each applicant whether their application is accepted or rejected and, if the application is rejected, provide the reasons.

In addition to the information above, advertisements for RFTs in relation to Multiple-use Registers must include details of the required categories (and sub-categories and types) of Commodities covered.

At least three Offers are required from Service Providers pre-approved to supply the required Commodities when the purchase value is equal to or exceeds \$100,000 (excluding GST). Council may specify a lower value. If this is the case the applicable threshold value where three Offers are required will be specified in the RFT documents for the Multiple-use Register.

The RFT documents for Multiple-use Registers will, at a minimum, include the following:

Conditions of Application

The terms and conditions under which Council will receive and evaluate applications, and rank or classify pre-approved Service Providers according to capability and ability.

Conditions of Pre-approval

The terms, conditions and requirements Service Providers must meet for pre-approval to be granted and maintained.

Category Descriptions

Descriptions and other relevant details of the categories or types of Commodities which are covered by the Multiple-use Register

Contract extensions

Council may extend a contract entered into under the following conditions:

Extensions under the terms of the original contract

If the terms of the original contract include a clause that provides for extension options(s), and if the extension options in the contract have not already been exercised, it can be extended without the need for a Council resolution.

Extensions under the terms of the original contract must be approved at the Director level or higher.

Before exercising a contract extension:

- The supplier's performance should be reviewed to ensure it is satisfactory.
- Consideration must be given to whether:
 - the contract is fit for purpose and reflects the true nature of Council's requirements
 - there has been any substantial change in the market or the nature of the Commodities since the previous Procurement process;
 - there has been any change in Legislative Requirements, duty of care obligations or compliance requirements, which are not addressed by the contract; and
 - the contract still achieves value for money.
- The underlying principles of open and effective competition and transparency in Council purchasing should also be taken into consideration.

Extensions pursuant to Council resolution

If a contract does not include a clause which provides for it to be extended, or if the extensions provided for under the contract are exhausted the department proposing extension of the contract must prepare a report to Council recommending that the contract is extended and giving the reasons why the extension is justified.

Extensions by Council resolution should only enable a short-term solution due to unforeseen exceptional circumstances.

Tenderer process review

Before an RFT is issued to the market, the Council Buyer must complete a Tender Evaluation and Probity Plan. The Tender Evaluation and Probity Plan must be submitted to the responsible Director or General Manager for authorisation to undertake the tender process.

For all Procurements valued at \$250,000 and above (excluding GST), the General Manager has established a management committee to review each Procurement process and evaluation before any indication as to the successful Bidder is given, negotiations are commenced with a preferred Bidder, or a contract is awarded. The purpose of the review is to confirm:

- a fair and equitable process has been followed;
- the process was carried out legally and in compliance with the Legislative Requirements;
- the process was in accordance with this Code;
- there was compliance with best practice guidance material in the Procurement Instructions;
- submissions were evaluated against the criteria set out in the tender documentation;
- the evaluation report and supporting documentation includes sufficient information to justify the decisions made;

- the outcome is reasonable based on the evaluation report and supporting information; and
- checks were undertaken to ensure that the recommended supplier is a legal entity, financially viable, and has the experience/ability required.

The management committee will also review all proposals for non-application of tender processes before a recommendation is put to the Council.

Excluded Purchases and Exceptional Circumstances

The following transaction types are not covered by the Code

Contracts and transactions for the:

- acquisition, sale or leasing of real property;
- the disposal or sale of surplus or obsolete plant, equipment, materials or goods, other than sale by way of trade-in or part exchange;
- grants; and
- donations,

are not covered by the Code.

By virtue of Section 333(1)(3) of the Act, and under Regulation 27(j) of the Regulations, the requirement to invite tenders does not apply to contracts of employment with a person as an employee of the Council.

Non-application of the Public Tender process

Exemptions by the General Manager's emergency powers

The General Manager may authorise non-application of the tender process by exercising the powers given to the position by virtue of Section 333(1)(3) of the Act, and under Regulation 27(a) of the Regulations, being an emergency situation, if, in the opinion of the General Manager, there is insufficient time to invite tenders for the goods or services required in that emergency.

Statutory exemptions

The following contracts are exempt from the requirement to call for Public Tenders by virtue of Section 333(1)(3) of the Act, and under regulations 27(b) to 27(h) inclusive of the Regulations. That is when the contract is a contract for goods or services:

- supplied or provided by, or obtained through, an agency of a State or of the Commonwealth;
- supplied or provided by another council, a single authority, a joint authority or the Local Government Association of Tasmania;
- obtained as a result of a tender process conducted by:
 - another council; or
 - a single authority or a joint authority; or
 - the Local Government Association of Tasmania; or
 - any other local government association in this State [i.e. in Tasmania] or in another State or a Territory; or
 - any organisation, or entity, established by any other local government association in this State [i.e. in Tasmania] or in another State or a Territory;

- a contract for goods or services in respect of which a council is exempted under another Act from the requirement to invite a tender;
- a contract for goods or services that is entered into at public auction;
- a contract for insurance entered into through a broker; or
- a contract arising when a council is directed to acquire goods or services due to a claim made under a contract of insurance.

Exemptions by Council resolution

By virtue of Section 333(1)(3) of the Act, and under regulation 27(i), under exceptional circumstances, contracts may be exempted from the requirement to call for Public Tender if the Council resolves by absolute majority and states the reasons for the decision, being that a satisfactory result would not be achieved by inviting tenders because of:

- extenuating circumstances; or
- the remoteness of the locality; or
- the unavailability of competitive or reliable tenderers.

Exemptions by Council resolution under the provisions of the Act and Regulations must only be sought when all other available Procurement methods have been thoroughly considered and there are justifiable reasons that a satisfactory result would not be achieved by inviting tenders.

The most open and effective competitive Procurement process should be adopted. Unless the goods or services can only be supplied by a particular Service Provider, competition by inviting Offers, through a Formal RFQ process, must be adopted in preference to Direct Selection.

Before committing Council to a contract or purchase on the grounds of extenuating circumstances, Council Buyers must obtain a resolution of the Council by absolute majority. Therefore, a recommendation to the Council, which is progressed through Council's standard operating procedures for requesting decisions of the Council, must be made. The report must, at a minimum, include the following:

- The justification for inviting a limited number of suppliers to quote, or for sourcing from a single supplier instead of calling for public tenders.
- The expected purchase value and value for money considerations.
- The market research completed to verify the absence of sufficient competition to undertake Public Tender and that another competitive Procurement process would not result in a satisfactory outcome.
- The name, Australian Business Number and business address of the proposed Service Providers.
- The due diligence reviews and checks undertaken to establish that the proposed Service Providers have the necessary financial capacity, technical, resource and management capabilities to properly perform Council's requirements.
- Disclosure of any dealings or relationship between any of the Service Providers and the Council Buyer seeking the resolution, which did could be perceived as having, a bearing on the Council Buyer recommending a Formal RFQ or Direct Selection rather than undertaking the normally required Public Tender process.
- A declaration by the Council Buyer that they do not have any known actual or perceived Conflicts of Interest in any relationship with any of the Service Providers which may benefit from the non-application of the Public Tender process.

Purchases valued at less than the prescribed amount

Where the value is less than \$250,000 (excluding GST), the normally required competitive Procurement process must be completed unless one or more of the following exceptional circumstances apply:

- The required number of Offers were sought and:
 - no responses were submitted;
 - no responses were submitted that conformed to the essential requirements specified in the Procurement documentation; or
 - no Service Providers satisfied the essential requirements.
- The Commodities can be supplied only by a particular Service Provider and no reasonable alternative or substitute exists:
 - because the requirement is for works of art;
 - the Commodities are of a specialised nature, which a limited number of suppliers are capable of supplying or carrying out;
 - for the protection of patents, copyrights, or other exclusive rights, or proprietary information; or
 - due to an absence of competition for technical reasons.
- The purchase is for additional supplies by the original Service Provider, or its authorised representative, which were not included in the initial Procurement and where a change of Service Providers:
 - cannot be made for technical reasons, such as requirements of interchangeability or interoperability with existing software, services or installations procured under the initial Procurement, or due to conditions under original licensing requirements or supplier warranties; and
 - would cause significant disruption to business continuity or substantial duplication of costs for Council.
- In so far as is strictly necessary where, for reasons of urgency brought about by unforeseeable events, the Commodities could not be obtained in time using normal competitive market test.

Approval for Direct Sourcing or to seek fewer than the required number of Offers, must be approved at the Director level or higher before committing Council to the purchase.

The Council Buyer proposing to seek fewer than the required number of Offers must make and maintain auditable documents and records regarding the approval. The documents and records must:

- specify the applicable exceptional circumstances and the reasons they apply;
- advise the market research completed, the purchase value and value for money considerations;
- provide sufficient information to justify the use Direct Sourcing or seeking fewer than the required number of Offers
- state the name, Australian Business Number and business address of the proposed Service Provider or Providers;
- disclose any dealings or relationship between the supplier and the Council officer seeking the exemption, which have, or which could be perceived to have, an influence on the recommendation; and

- include the Council Buyer's declaration that they do not have any actual, or perceived, Conflict of Interest or close personal relationship with the Service Provider.

Annexures

Annex A	Procurement Reporting Requirements
Annex B	List of Procurement Instructions - Guidance for Council Buyers
Annex C	Relevant Delegations for Awarding Tenders and Contracts – Summary Guidance for Council Buyers

Annex A - Procurement Reporting Requirements

GENERAL MANAGER'S REPORTING
<i>Local Government (General) Regulations 2015, regulation 28 sub regulation (j)</i>
<p>The General Manager is required to report to the Council any purchases in circumstances where a normally required public tender or quotation process is not used. Instances of non-application of the normally required quotation or public tender process will be reported at ordinary Council meetings as soon as possible after a contract is executed or a purchase order is issued. The information reported for each contract or purchase order will include:</p> <ul style="list-style-type: none"> • the contract or purchase order value (excluding GST); • the circumstances for engaging the contractor or supplier without seeking the required number of quotes; • the date approval was given to engage the contractor or supplier; • the date of the contract or purchase order; and • if the contract or purchase order was as a result of a prescribed situation or prescribed contract under regulation 27 of the Local Government (General) Regulations, the sub regulation relied on for not calling for public tenders.
ANNUAL REPORTING
<i>Local Government Act 1993, Section 72(1)(e) and Local Government (General) Regulations 2015, regulation 29, sub regulation (1)</i>
<p>For goods or services contracts valued at, or exceeding, \$250 000 (excluding GST) entered into or extended by Council resolution, Council's Annual Report will include:</p> <ul style="list-style-type: none"> • a description of the contract; • the period of the contract; • the periods of any options for extending the contract; • the value of any tender awarded or, if a tender was not required, the value of the contract (excluding GST); • the business name of the successful contractor; and • the business address of the successful contractor.

***Local Government Act 1993, Section 72(1)(e) and Local Government (General) Regulations 2015,
regulation 29, sub regulation (2)***

Council's Annual Report will include all instances where regulation 27(a) and (i) were applied, with the following details:

- a brief description of the reason for not inviting public tenders;
- a description of the goods or services acquired;
- the value of the goods or services acquired; and
- the name of the service provider.

***Local Government Act 1993, Section 72(1)(e) and Local Government (General) Regulations 2015,
regulation 29, sub regulation (3)***

For goods or services contracts valued at or exceeding \$100 000 (excluding GST) but less than \$250 000, that was entered into or extended, Council's Annual Report will include:

- a description of the contract;
- the period of the contract;
- the periods of any options for extending the contract;
- the value of the contract (excluding GST);
- the business name of the successful contractor; and
- the business address of the successful contractor.

Annex B- List of Procurement Instructions– Guidance for Council Buyers

The Procurement Instructions are internal documents.

Instruction No.	Title	Content
<u>0001A</u>	Source to Pay Diagram	Provides an overview of Council's Procurement process.
<u>001</u>	Pre-Procurement plan and authorisation for purchases \$250 000 or higher (excluding GST)	Provides the procedure for obtaining pre-Procurement approval and the Tender Evaluation and Probity Plan for Procurements with a value of \$250 000 or higher excluding GST).
<u>002</u>	Pre-Procurement plan for purchases less than \$250 000	Provides the procedure and forms for obtaining pre-Procurement approval for purchases with a value less than \$250 000 (excluding GST).
<u>003</u>	Purchasing Thresholds	Sets out in detail the thresholds and required market approaches and engagement methods when purchasing goods and/or services.
<u>004</u>	Undertaking an Open Tender	Open Tenders.
<u>005</u>	Undertaking Multiple-stage Tender processes	Sets out the internal workflow to initiate and progress calls for Expressions of Interest.
<u>006</u>	Establishing Multiple-use Registers	Sets out the internal workflow to initiate and progress establishment of Multiple-use Registers.
<u>007</u>	Using Multiple-use Registers	Sets out the business rules that apply when making purchases from Multiple-use Registers.
<u>008</u>	Managing Clarifications and Additional Information Given to Prospective Tenderers	Provides the procedures to ensure that all potential suppliers are provided with the same information relating to the requirements of a tender or quotation.
<u>009</u>	Records Keeping for Procurements	Provides the procedures to ensure that adequate records are made for goods and/or services purchases.
<u>010</u>	Monthly Procurement Reporting Requirements / Quotation exemption Requests	Provides the procedures for recording of purchases valued at \$100,000 and over (excluding GST and for recording and reporting approvals to seek less than the normally required number of offers.
<u>010A</u>	Issuing and receiving Tenders and Quotations	Provides the internal process and procedures to receive and record tenders and quotations on receipt.

Instruction No.	Title	Content
<u>011</u>	Evaluating Tenders and Quotations	Provides guidance to Council Buyers, which can be applied when evaluating offers.
<u>012</u>	Awarding Tenders and Quotations	the procedures for obtaining authorisation to award a tender or quotation for contract formation (after authorisation to award a tender or quotation has been obtained).
<u>013</u>	Notifying Unsuccessful Bidders	Provides the procedures for advising unsuccessful bidders; debriefing bidders; and Procurement complaints handling.
<u>013A</u>	Purchase Completion	Provides the procedures for finalising Procurement processes and for reviewing the Procurement.

Annex C- Relevant Delegations for Awarding Tenders and Contracts - Summary Guidance for Council Buyers

VALUE EXCLUDING GST	
Up to \$50,000	
Authorising officer	In accordance with the expenditure limits contained in Council's Delegations Register
Conditions	<p>The required competitive market test must have been carried out in accordance with the Code. Standard operating procedures for requisitioning and ordering must be followed.</p> <p>The receiving documentation or progress certificate, invoice and purchase order must all match. If there are discrepancies, or if a positive purchase order match cannot be made, Accounts Payable refers the invoice to Corporate Governance (Procurement) for investigation.</p>

VALUE EXCLUDING GST		
	\$50,000 and less than \$100,000	\$100,000 and less than \$250,000
Authorising officer	Manager/Supervisor	Director or higher
Conditions	<p>The required competitive market test must have been carried out in accordance with the Code. Standard operating procedures for requisitioning and ordering must be followed.</p> <p>The receiving documentation or progress certificate, invoice and purchase order must all match. If there are discrepancies, or if a positive purchase order match cannot be made, Accounts Payable refers the invoice to Corporate Governance (Procurement) for investigation.</p>	

	VALUE EXCLUDING GST	
	\$250,000 to \$500,000 and less than \$1,000,000	Over \$500,000 to \$1,000,000 and over
Authorising officer	General Manager	Council
Conditions	<p>The General Manager is delegated to expend the funds of Council for the purpose of exercising Council's functions or powers under the Local Government Act 1993 or any other Act within the following limits:</p> <ul style="list-style-type: none"> (a) a maximum amount of \$500,000, or (b) a maximum amount of \$1,000,000 where all of the following apply: <ul style="list-style-type: none"> (i) a contract is to be awarded after the completion of a public tender process, (ii) the lowest tender is being accepted, and (iii) both the veracity of the tender process and the recommended tenderer have been reviewed and endorsed by Council's Tender Review Committee, to a maximum amount of \$1,000,000, (c) an unlimited amount where the payment is any of the following: <ul style="list-style-type: none"> (i) made under a contract or agreement approved by Council where the payments fall within the approved contractual framework (until the total approved value has been reached); (ii) government levies, taxes and contributions; or (iii) expenditure specifically authorised by a resolution of Council. 	NOT USED

