

Department of [*name of Department*]

Request for Tender (RFT) for: [*description of goods or services*]

Reference number: [*RFT number*]

Issue Date: [*date the RFT was issued*]

Place for lodgement: [*details of where to lodge Tenderer’s responses*]

Tenderers are advised to register at the tenders page of the SA Tenders and Contracts website ([www.tenders.sa.gov.au](http://www.tenders.sa.gov.au)) in order to receive any further information such as amendments, addenda, and further conditions that may apply to this RFT.

The Tenderer’s Response (Part D) must be completed in the format specified and submitted [*insert method by which the tender is to be submitted (eg tender box, electronically)*].

**Document Structure**

Part A – Invitation and Bid Rules

Part B – Requirements and Specification

Part C – Contract Terms and Conditions

Part D – Response Schedule

**CONTENTS**

[1. INVITATION 3](#_Toc447539602)

[2. BACKGROUND 3](#_Toc447539603)

[3. SCOPE 3](#_Toc447539604)

[4. CONTACT OFFICER 3](#_Toc447539605)

[5. BRIEFINGS AND SITE VISITS 3](#_Toc447539606)

[6. SUBMISSION FORMAT 4](#_Toc447539607)

[7. SUBMISSION LODGEMENT 4](#_Toc447539608)

[8. LAST QUERIES DATE 5](#_Toc447539609)

[9. DOCUMENT STRUCTURE 5](#_Toc447539610)

[10. EVALUATION PROCESS 6](#_Toc447539611)

[11. EVALUATION CRITERIA 7](#_Toc447539612)

[12. GOVERNMENT POLICIES 7](#_Toc447539613)

[13. WHITE RIBBON CAMPAIGN 7](#_Toc447539614)

[14. COMPLAINTS 8](#_Toc447539615)

[15. SUPPLIER FEEDBACK 8](#_Toc447539616)

*Instruction: Attach Bid Rules following Part A Invitation*

**PART A**

**REQUEST FOR TENDER**

# INVITATION

Interested parties are invited to tender for the provision of insert subject matter (“**Project Requirements**”) to the Insert name of public authority (“**Principal**”) in accordance with the instructions.

# BACKGROUND

Insert a statement about the Principal, background information, a description of the project requirements, the objectives of the project and any other relevant information

# SCOPE

The following information is provided for tenderers’ assistance:

insert information

# CONTACT OFFICER

The only person authorised by the Principal to communicate with tenderers is the Contact Person. Therefore, tenderers cannot rely on communications with any other person. Any communication with the Contact Person should be in writing and addressed to the Contact Person.

The Contact Person is:

Name:

Title:

Address:

Telephone:

Email:

Tenderers must nominate a contact person for the tender at the time of submitting the tender.

# BRIEFINGS AND SITE VISITS

***Instruction*** *– if pre tender briefings/meetings or site visits are offered or required select the relevant clause (DELETE THIS TEXT)*

Tenderers are invited to have a representative attend a pre-tender meeting to be held at insert location on insert date and time.

**OR**

A condition of tender is attendance of insert details briefings, site visits to be held at insert location on insert date and time.

**AND/OR**

A condition of tender is that the Principal representative undertakes a site visit at the premises of tenderers.

# SUBMISSION FORMAT

Tenderers are requested to prepare the tender as stated in the bid rules in addition to the following:

* state any requirements as to form eg, submit a certain number of copies of the tender, on A4 size paper, stapled together, on disk (give details of the compatibility and format);
* insert any other format requirements.

# SUBMISSION LODGEMENT

***Instruction*** *– for the tender lodgement requirements select the relevant clause(s) (DELETE THIS TEXT)*

The tender Closing Time is insert date at insert time.

The tender should be prominently endorsed with the nominated tender number and the nominated closing date, enclosed in a sealed envelope prominently marked “Tender for insert description of tender” and posted or delivered to the tender submission delivery address by the required closing time.

All tender responses must:

be submitted electronically at [www.tenders.sa.gov.au](http://www.tenders.sa.gov.au)

**Or**

be sent in a sealed envelope or package by Registered Post, or delivered by hand to:

“Tender Box”   
Principal’s Address: insert address details

All electronic copies must be virus checked before electronic lodgement.

Where a tender response is received via electronic lodgement, each response to a tender will be regarded as full and complete. If tenderers need to modify any part of a group of documents that constitute a tender response, then the whole tender must be re-submitted.

Tenderers planning to lodge their tender electronically are encouraged to do so at least two hours before the tender closing time.

Where paper copies are lodged, tenderers must include an electronic copy of the tender on CD-ROM, together with an Original and two (2) unbound duplicates of the response. Paper copies must be numbered “Original”, “Copy No. 1”, “Copy No. 2”.

# LAST QUERIES DATE

If there are parts of the document that tenderers do not understand, tenderers should contact the nominated Contact Officer detailed in the bid document prior to the last queries date.

The Last Queries Date is insert date.

# DOCUMENT STRUCTURE

***Instruction*** *– select the relevant response documents to enable an appropriate evaluation of the tender and delete the headings not required (DELETE THIS TEXT)*

This Invitation to Tender (“Invitation”) consists of four parts and insert number schedules:

**Part A Invitation and Bid Rules**

This part contains:

* Invitation - a brief background and general information concerning the invitation to tender process (“the process”).
* Bid Rules

**Part B Requirements and Specification**

**Part C Contract Terms and Conditions**

*I****nstruction –*** *select one of the standard contracts (DELETE THIS TEXT).*

This part contains the contract requirements including a draft copy of the indicative terms of any contract that may ultimately be entered into for the project requirements.

For this tender the (insert one of the options) standard contract will be used.

**Part D Response Schedule**

This part is the response documents that have been identified on the front cover. It is a mandatory requirement of participation that all required response documents are completed.

The response templates are attached to this invitation document

list any other schedules (including the Industry Participation Policy template that applies)

# EVALUATION PROCESS

***Instruction*** *– it is useful to potential tenderers to provide them with information on the evaluation criteria. It is therefore recommended that at a minimum the general criteria below are included in the tender. (DELETE THIS TEXT)*

Tenders will be evaluated for full compliance with any mandatory requirements identified in the Invitation and Bid Rules and Statement of Requirement and/or Specifications.

Tenderers are reminded that any requirements identified as mandatory are considered to be of fundamental importance to the satisfactory delivery of the goods and/or service, and a fully compliant response is required.

* 1. **South Australian Industry Participation Policy**

The South Australian Industry Participation Policy sets out the process and requirements for ensuring appropriate opportunities for local industry participation in Government procurements. The weighting given to these requirements in the evaluation of tenders will be a minimum of 15%.

Tenderers are expected to inform themselves about the specific requirements of the South Australian Industry Participation Policy that apply to their tenders. The Industry Participation Policy is available at: http://www.industryadvocate.sa.gov.au/industry-participation-policy

The Office of the Industry Advocate (OIA) is available to assist tenderers with the IPP requirements that apply to their tenders and where relevant to assist tenderers to prepare IPP Plans.

Contact details for the OIA are:

**Office of the Industry Advocate**  
Level 13, 99 Gawler Place

ADELAIDE  SA  5001

Tel: (08) 8226 8956

Email:  [oia@sa.gov.au](mailto:oia@sa.gov.au)

Aspects of the tender relating to the South Australian Industry Participation Policy may be evaluated with the assistance of the OIA.

* 1. **Tender shortlist process**

The Principal reserves the right to short-list a limited number of tenderers, based on its initial value-for-money assessment, and continue detailed evaluation of this smaller group of tenderers to the exclusion of all others.

If the Principal chooses to include a shortlisting stage in its evaluation process, the Principal is not, at any time required to notify tenderers or any other person or organisation interested in submitting a tender.

* 1. **Secondary evaluation process**

There are occasions when a secondary evaluation process is required. The Principal may request presentations by tenderers, where appropriate, of the bid but need not make the same request of all tenderers. This may occur as a part of the original plan or be necessary to differentiate between short listed submissions.

A secondary process may include, but not be limited to:

* Presentation of the intended project / methodology;
* Clarification of particular aspects of the submission;
* Additional information on some aspect of the tender;
* Responses to additional requirements; or
* Negotiations on personnel, project delivery, milestones and price.

Short listed suppliers will be notified of the secondary process.

# EVALUATION CRITERIA

Tenders will be evaluated against the following general criteria:

* Prior performance
* Demonstrated experience in this requirement
* Level of compliance with specification and statement of requirements
* Management approach, capability and capacity (including quality systems, risk management approach, methodology, customer service, innovation, proposed work plan, availability of resources)
* Price / cost
* Level of agreement with draft contract
* Level of compliance with government policies (environmental, Industry Participation Policy, Work, Health and Safety etc)

Compliance with the Industry Participation Policy will be evaluated as set out in the policy (http://www.industryadvocate.sa.gov.au/industry-participation-policy) applying at the tender Closing Time.

Tenderers shall provide supporting information to enable these criteria to be assessed, by completing every section of the tender response.

# GOVERNMENT POLICIES

South Australian Government policies on industry participation and other matters apply to all South Australian Government procurement and related transactions.

# WHITE RIBBON CAMPAIGN

***Instruction*** *- This is an optional clause to be added if the Principal has a respectful behaviours policy or is working towards being accredited as a White Ribbon Workplace. If applicable, retain the clause below, or if not applicable, delete the clause. DELETE THIS TEXT.*

The Principal requires that all contracts with suppliers of goods and services include a “White Ribbon Campaign” clause that acknowledges the Principal’s commitment to a policy of zero tolerance to violence against women in the workplace and the broader community and requires the Contractor’s personnel to comply with the Principal’s instructions, policies, procedures and guidelines regarding acceptable workplace behaviour.

# COMPLAINTS

If at any time during the tender process, a tenderer considers that it has been unfairly treated, the tenderer must first notify the Principal’s Contact Person in writing. If the matter is not resolved, the tenderer may then contact the Principal’s nominated procurement complaints officer below, and request in writing for the issue to be dealt with in accordance with the Principal’s complaint management process.

***Instruction*** *– this nominated person for handling supplier complaints should be an appropriate, independent officer who is not directly involved in the subject matter of the complaint (DELETE THIS TEXT)*

Name: insert name

Title: insert title

Address: insert address

Email: insert email address

Phone: insert phone number

# SUPPLIER FEEDBACK

If you accessed this tender opportunity via the SA Tenders and Contracts website, in addition to feedback you may wish to provide directly to the issuing agency, you can also provide anonymous feedback using the survey tool on the website: <https://www.tenders.sa.gov.au/tenders/index.do>

A link to the survey tool is also available on the State Procurement Board website: <http://spb.sa.gov.au/>

Your feedback may be provided, either:

* after you have downloaded the tender documentation but decided not to submit a tender; or
* at the end of the process following tender award, debrief or contract execution (as applicable).

If using the survey for the first time, additional information about the Supplier Feedback initiative is included on both websites.

Otherwise, you can gain direct access the survey here: <https://www.surveymonkey.com/s/SPB_Supplier_Feedback>