

Tender Evaluation Policy

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Directorate:	City Performance
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1. Purpose

The purpose of this policy is to provide a Tender evaluation process that ensures Council receives the best value for money for each Tender by selecting the most advantageous Tender in a consistent and transparent manner that meets legislative requirements and maintains a high level of probity and governance.

2. Statement & Definitions

- a) This Policy covers all Tenders prepared and evaluated by staff and appointed external persons/bodies for Shoalhaven City Council.
- b) This Policy shall be read in conjunction with Council's Tender Evaluation Guidelines.
- c) Definitions:
 - Tender means a Tender required under Clause 55 of the Local Government Act (1993) or other Tender as determined by Council
 - Project Manager is the person responsible for the delivery of the project or service that is the subject of the Tender.

3. References and Associated Documents

- Local Government Act 1993.
- Local Government (General) Regulation 2005.
- Shoalhaven City Council Tender Evaluation Guidelines CS/032.
- NSW Department of Local Government Tendering Guidelines for NSW Local Government 2010/2009.
- Code of Conduct.
- Statement of Business Ethics.
- Procurement Policy.
- Procurement Procedures.
- Local Preference Policy.
- Acceptance of Tenders Policy.

4. Provision

- a) A Tender/EOI/Quotation Registration Form is to be completed by the relevant Council officer with appropriate purchase order authorisation for the estimated value of the tender including any contingency.
- b) The relevant Section Manager shall ensure a suitable experienced Project Manager is appointed for each Tender to be called.
- c) The Project Manager shall prepare a Tender Evaluation Plan (based on an approved template, which includes evaluation criteria and weightings) before calling Tenders for the project or service.
- d) Authorisation of the Tender Evaluation Plan (and thus the Tender Panel) by the relevant Section Manager, will constitute authorisation for the calling of tenders to proceed.
- e) Evaluation criteria shall be included in the Tender Documents for prospective tenderers to see. Weightings to be included at the discretion of the Project Manager.
- f) Tenders shall be evaluated by the Panel against the evaluation criteria established in the Tender Evaluation Plan.

- g) A Tender Evaluation Report shall be prepared by the Project Manager and the completed Tender Evaluation Report shall remain confidential.
- h) The Tender Evaluation Report shall be attached to the appropriate report for approval, as per Councils delegation to either the:
 - a. Council
 - b. CEO under delegated authority to determine and accept any tenders with a value less than \$1M (including GST) except those tenders required by law to be determined by full Council; and
 - c. CEO under delegated authority to determine and accept any tenders initiated by the Illawarra Shoalhaven Joint Organisation (ISJO) on behalf of all or a majority of member councils.
- i) Council staff or Councillors will not disclose any information regarding the specific details of a tender evaluation process, including a recommendation of the Tender Evaluation Report before the outcome of the Tender has been determined by a resolution of Council or by the Chief Executive Officer under delegation.

5. Implementation

This Policy shall have application for all Groups managing Tenders and for all Tenders.

6. Review

This policy will be reviewed not less than three (3) years from the date of issue by the Director City Performance, the Director City Services and the Executive Manager Shoalhaven Water, or their respective representatives.

7. Application of ESD Principles

The Policy provides that the principles of ESD are considered in the Tender Evaluation Process.