

Policy Name	Tendering Process
Policy Type	Finance
Policy Number	FIN21
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Approval Date	January 2019
Renewal Date	January 2022



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Policy Name **Tendering Process**

SUMMARY

When the value of the goods and services is expected to exceed \$100,000 public tenders must be called through public notices in local newspapers, ie: NT News and a further notice placed on Council's website.

A Tender refers to a detailed quotation by a supplier of goods or services in response to a general advertisement by Council. A tender includes details of the goods and services to be offered, pricing conditions, delivery terms and quality of the items. Public tenders must be kept in a locked tender box and opened only under specific conditions after the published conclusion date and time has passed.

POLICY STATEMENT

Notices for a call for public tender through the local newspaper and Council's website must include:

- A description of the goods or services required including a scope of works;
- How a prospective tenderer can source specific details of the goods or services required included contact details of the employee handling the tender process;
- How tenders should be lodged; and
- The tender closing date and time.

All tender applications shall be kept confidential until their official opening and marked accordingly. All tenders delivered, mailed or emailed to specified addresses should be received in sealed envelopes (or sealed in the case of e-mails) and placed in the locked tender box at the Council office in Darwin.

Darwin Office

Unit 1/70 Cavenagh Street, Darwin NT 0800 | GPO Box 3775, Darwin NT 0801 | Ph: 08 7922 6403

Email info@westdaly.nt.gov.au | www.westdaly.nt.gov.au | ABN: 25 966 579 574

Following the advertised closing date and time of the public tender, any tenders received in response to a public advertisement shall be opened either before Council itself, a Council Committee established for that purpose or a panel of three (3) members of Council staff comprising one executive member and a person from Council's finance area.

Any member of a tender evaluation committee should declare any conflict of interest to an Executive Manager or the CEO and, if possible, should not take any further involvement, particularly with tender assessment.

The tender period may only be extended if there is a late or complex addendum to the specifications or if the original period specified is insufficient for contractors to obtain prices from suppliers or subcontractors. Where there is a late addendum, tenderers should note on their tenders that they have taken this addendum into account.

If, following tender evaluation, no tender is acceptable in its presented form, negotiations will be conducted with any/all of the tenderers with preference being given to the highest assessed tenderer.

The report prepared for Council following the opening of the tenders, especially when the proposed expenditure is outside the Chief Executive Officer's delegation, will outline:

- the tenders received;
- a comparison of prices and performance reports;
- results of any interviews and reference checks;
- financial considerations and recommendation.

Once a tender called for is accepted, Council should advise the outcome in writing to all tenderers and on Council's website.

Quotations or tenders are not required for the purchase of land, a consultancy or other professional service, travel and accommodation or in any instance where the Minister dispenses with the requirements under the *Local Government (Accounting) Regulations*.

Similarly, quotations are not required to be sought if the supplies or services are to be obtained from a supplier or contractor who has a similar contract with:

- The Northern Territory Government;
- The Commonwealth Government;
- A State or another Territory;

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- Another Council*;
- A Local Government Subsidiary*;
- Local Government Association of NT (LGANT)*.

**subject to conditions of the Local Government (Accounting) Regulations*

Local Buy is a part of the National Procurement Network to which LGANT is a member. Therefore, if Council purchases through Local Buy, it is not obligated to apply public tender requirements.

Under no circumstances are orders to be split so that the total value of the order falls under the amount of the individual's delegated authority or reduce the value of the purchase to a level where written quotations are not mandatory. This would be considered as violating Council's Fraud and Corruption Policy and could result in deferment of the purchase until investigation can be completed.

Council employees are particularly instructed to always consider local traders and businesses and those suppliers who, while not resident within the boundaries of the West Daly Region, provide services to regional communities within it.

TERMINOLOGY AND REFERENCES

REFERENCES

Local Government Act

FURTHER INFORMATION:

Chief Executive Officer

Darwin Office

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