

# TENDER CHECKLIST- T022022



The following checklist is to be completed as part of coordinating a Public Tender on behalf of the Shire of Harvey  
(Checklist drafted in accordance with Local Government (Functions and General (F&G)) Regulations 1996 Part 4 Provision of goods and services\* and Shire of Harvey Council Policy 2.2.11 Purchasing Policy)

1. COMPLETION OF TENDER COVERSHEET (Prior to Advertising)		√ X N/A
Tender Checklist (F&G 17 (1), (2),(3)) to be accessed from X:\Procurement\Tenders\1.Documentation & Templates\2020 Final Tender Checklist.docx		<input checked="" type="checkbox"/>
Tender number and Description of Tender		<input checked="" type="checkbox"/>
Complete "Section 1. Description of Tender" in Tender Register (F&G 14)		<input checked="" type="checkbox"/>
Complete "Section 2. Authorisation to Tender" in Tender Register (Delegation 2.2.11)		
a) Allocation within the budget amount and Account number		<input checked="" type="checkbox"/>
b) Tender specification approval and date (correct details of item(s)/service(s) sought (F&G14 (4) (b)))		<input checked="" type="checkbox"/>
c) Selection Criteria approval and date, providing details for evaluation of the tender (F&G14 (4) (c))		<input checked="" type="checkbox"/>
Complete "Section 3. Advertising Details and Dates" in Tender Coversheet (F&G 13, 14 and 17)		<input checked="" type="checkbox"/>
a) Include copies of advertisements in Tender Coversheet		<input checked="" type="checkbox"/>
b) Indicate if tenders are sought via:		<input checked="" type="checkbox"/>
i. Public Tender,		<input checked="" type="checkbox"/>
ii. EQuotes WALGA		<input type="checkbox"/>
Complete "Closing date and time" in Tender Coversheet (F&G 15)		<input checked="" type="checkbox"/>
2. TENDER ADVERTISEMENT		
Tender number is included		<input checked="" type="checkbox"/>
Brief description of the goods or services sought (i.e. the description of the service required, location of the service) (F&G 14 (3) (a))		<input checked="" type="checkbox"/>
Particulars identifying a person from whom additional tender information may be obtained (F&G 14 (3)(b))		<input checked="" type="checkbox"/>
Include information as to where and how tenders may be submitted (i.e. Instructions to be given that tender must be lodged via Tenderlink by the closing date (F&G 14 (3) (c)) and that details of the Tender and Specifications are available by registering with Tenderlink at www.tenderlink.com/ShireofHarvey		<input checked="" type="checkbox"/>
Include an endorsement that postal, emailed or facsimile submissions will not be accepted		
State wide public notice given on all tenders (F&G 14(1))		<input checked="" type="checkbox"/>
Advertisements <b>MUST</b> be placed in the West Australian newspaper		
Include a date and time after which tender cannot be submitted, closing time and date (F&G 14 (3) (d)) (The time after which tender cannot be submitted (closing date) has to be at least fourteen (14) days after the notice is first published in the West Australian (F&G 15(1)) Closing day should be a Thursday. (Additional advertisements can be placed in the local media)		<input checked="" type="checkbox"/>
Include: Canvassing of Councillors will automatically disqualify a tenderer.		
Advertising is not to occur until the Tender Specification is signed by the CEO, inclusive of the selection criteria and weightings to apply		<input checked="" type="checkbox"/>
Inform Marketing and Communications Officer of project and advertising period for placement on Shire website.		<input checked="" type="checkbox"/>
Download Tender via Tenderlink.		<input checked="" type="checkbox"/>
3. POST ADVERTISING		
Downloading of submitted tenders from Tenderlink on Tender Closing Date and closing time (F&G 16, 17)		<input checked="" type="checkbox"/>
Complete "Section 4. Tenders Received" in Tender Coversheet (F&G 16, 17), (Name and Address of Tenderer, Date and time of tender opening and initials of officers present). Include Details of Tenderers in Attendance at the Opening of Tenders (Name of representative and company name), (F&G 16)		<input checked="" type="checkbox"/>
Complete "Certification" in Tender Coversheet (F&G 16). (Tender opening date and time – two officials to complete this section – One Senior Staff member <b>MUST</b> be present)		<input checked="" type="checkbox"/>
Remove advertisement from website		<input checked="" type="checkbox"/>
Review tender documents received from service providers		<input checked="" type="checkbox"/>

4. SELECTION PROCESS	
Establish Selection Panel	<input checked="" type="checkbox"/>
Complete audit of compliance criteria	<input checked="" type="checkbox"/>
Determine Meeting date with Selection Panel to finalise scoring of Selection Criteria according to matrix	<input checked="" type="checkbox"/>
Finalise recommendation by selection panel	<input checked="" type="checkbox"/>
SELECTION PROCESS (cont)	
Prepare Council Item for recommendation of preferred bidder/service provider	<input checked="" type="checkbox"/>
Obtain Council resolution to accept quotation of preferred tenderer/service provider	<input checked="" type="checkbox"/>
Council authorisation to CEO and Shire President to sign and seal General Conditions of Contract between Shire and successful service provider	<input checked="" type="checkbox"/>
Complete "Section 5. Council resolution and details of successful tender" (Resolution Number, meeting date, successful tenderer) in Tender Coversheet and attach a copy of the extract from the Council Meeting minutes (F&G 18 (4))	<input checked="" type="checkbox"/>
5. APPOINTMENT OF SERVICE PROVIDER	
Notification in writing by the CEO to the successful tenderer, unsuccessful tenderers containing particulars of the successful tender, or advising that no tender was accepted (F&G 19 and 18(5))	<input checked="" type="checkbox"/>
Obtain acceptance of offer by successful service provider	<input checked="" type="checkbox"/>
Prepare Contract Agreement to be signed by both parties	<input checked="" type="checkbox"/>
Complete Tender Coversheet (Section 5. Of Tender Coversheet, column – 'Detail of successful Tender') Note: 'The Tender Coversheet is to include <b>Only</b> the amount for the successful tenderer after Tender has been accepted by the service provider (Do not include amount submitted by other tenderers), (F&G17(3))	<input checked="" type="checkbox"/>
Tender Process Completed, Recording of Tender documents and filing of all required information placed in Tender File	<input checked="" type="checkbox"/>
DOCUMENTS TO BE INCLUDED IN THE TENDER FILE	
a. Printed advertisement of "Notice for request for Tender" sent to newspaper publisher or publishing	<input checked="" type="checkbox"/>
b. Newspaper clipping to be scanned and included in the Tender Coversheet.	<input checked="" type="checkbox"/>
c. Full page extract of the newspaper (s) (name, page and date), to reflect published advertisement	<input checked="" type="checkbox"/>
d. Extract of Council Minutes with Resolution	<input checked="" type="checkbox"/>
e. Completed Tender Coversheet	<input checked="" type="checkbox"/>
f. Completed Tender Checklist	<input checked="" type="checkbox"/>
g. Copy of the Tender document	<input checked="" type="checkbox"/>
h. Copy of Specifications (if applicable)	<input checked="" type="checkbox"/>
i. Copy of Tender Register showing Tender (to include hyperlinks to Tender Coversheet, Council Item Minutes, Request for Tender Document (Brief) and Tender received from successful Tenderer).	<input checked="" type="checkbox"/>

\* "Tenders have to be publically invited according to the requirements before a local government enters into a contract for another person to supply goods and services if the consideration under the contract is, or is expected to be, more, or worth more, than \$150 000 unless subregulation (2) states otherwise"  
- Functions and General 11(1) Regulations 1996.

### Declaration

The Tender Checklist and Tender Coversheet as outlined in the above have been completed and the Tender Procedure has been adhered to:

Signed (Official or Senior Manager)  Date 8 Feb. 2023  
Signed (CGR)  Date 8/2/23