



**GUIDE TO SUBMITTING TENDERS
AND
EXPRESSIONS OF INTEREST**

View Advertisements for Public/Open Tenders and Expressions of Interest (EOI)

- All public/open tenders and EOIs are advertised in Sydney Morning Herald newspaper on Tuesdays and in the Macarthur Chronicle on Wednesdays.
- Electronic advertisement can be viewed and downloaded from e-Tendering.
- E-Tenders send an automatic notification via email when invitations to Tender, Quote or EOI have been made by Council.

Obtain a Copy of the Request for Tender or Expression of Interest (EOI) document

Documents can be downloaded from <https://tenders.nsw.gov.au> free of charge.

Familiarise yourself with the following:

- All sections of the Request for Tender or EOI document
- Council's Conditions of Tendering requirements
- Tender Selection Criteria
- All Specifications and Conditions of the relevant Contract.
- Confirm that you are able to provide the product/service in accordance with Council's Terms and Conditions.

Understanding the terms and conditions of tender documents

- You will need to ensure that you understand all the Terms and Conditions of the specific Tender or Expression of Interest.
- If you are unsure about Council's proposed contract, you should contact Council's nominated Officer in the relevant Request or arrange for a review by your legal representative.
- Please note that you must have an Australian Business Number (ABN), which needs to be included in your application, and be registered for GST.

Completing Your Tender or EOI Submission

- Submissions should include all completed schedules and associated annexure and attachments from the Request for Tender or EOI document.
- Applicants should:
 - Answer each of the criteria
 - Supply all related information
 - Acknowledge all addendums and notifications

Lodging Your Tender/EOI Submission

In accordance with instructions in the relevant Request for Tender or EOI, Camden Council only accept hard copy or electronic submissions through e-tendering. Emailed or faxed submissions will not be considered.

- Lodge your submission via <https://tenders.nsw.gov.au> or lodge by hand at the Administration Centre 70 Central Ave Oran Park 2570

Important: Closing Time and Date

The closing time and date nominated in the Request for Tender and EOI is the latest time by which Tender or EOI applications must be lodged. Late submissions will not be considered.

Make sure that your submission is compliant by answering yes to the following questions:

- Have I read the Tender/EOI Terms and Conditions in full?
- Have I read and understood the specifications?
- Have I completed every schedule in the Request for Tender/EOI document?
- Have I attached the required supporting documentation?
- Have I covered the selection criteria for Tender/EOI?
- Have I signed all relevant Tender/EOI schedules?

Tender Period and Clarification period

The Tender Period is open to receive submissions for a minimum of 21 days.

- Council may issue clarifications and addendums relating to the Tender or EOI to all those who have downloaded documents. This will be conducted via the e-Tendering portal for full documentation of the process.
- During the Tender Period, via quotes@camden.nsw.gov.au you may seek further information or clarification from the nominated Council Officer. Response to your questions and clarifications will be conducted via the e-Tendering portal by the nominated officer.
- Council may hold a Tender briefing to provide further information and to respond to questions raised. The minutes of this meeting will be distributed to those who attend the meeting, or who have registered their interest in the Tender or EOI with Council via the e-Tendering portal
- Amendments, addendums and any additional information will be communicated to all applicants via e-Tenders

Tender and EOI Opening

Council's Governance section will open and list in alphabetical order all submissions received by the due date and time and this will be published on the Council's website and displayed in Councils Administration Office foyer.

Evaluation of Tender or EOI.

Every submission will be reviewed by an Evaluation Panel. All Council Request for Tender or EOI's include a section which relates to the criteria upon which responses and ultimate selections are to be scored. Applicants are advised to ensure that all information relating to the Tender/ EOI selection criteria is provided. Applicant's responses to the selection criteria are scored and weighted. The highest total score will determine ultimate selection.

The Evaluation Panel will examine all submissions for statutory compliance, results of the reference calls, WHS and financial checks in accordance with the conditions of the request.

Post-Tender Interview (optional). The Evaluation Panel may invite you to a post-tender interview to demonstrate and seek further details of your capacity to carry out the required works/services.

Recommendations

Where required by the Local Government Act, a Tender Report will be prepared and considered by the Council. All Council resolutions for Tenders and EOI's will be published on the Council's website. In all circumstances you will be advised in writing whether your submission was successful or not following the Council resolution.
