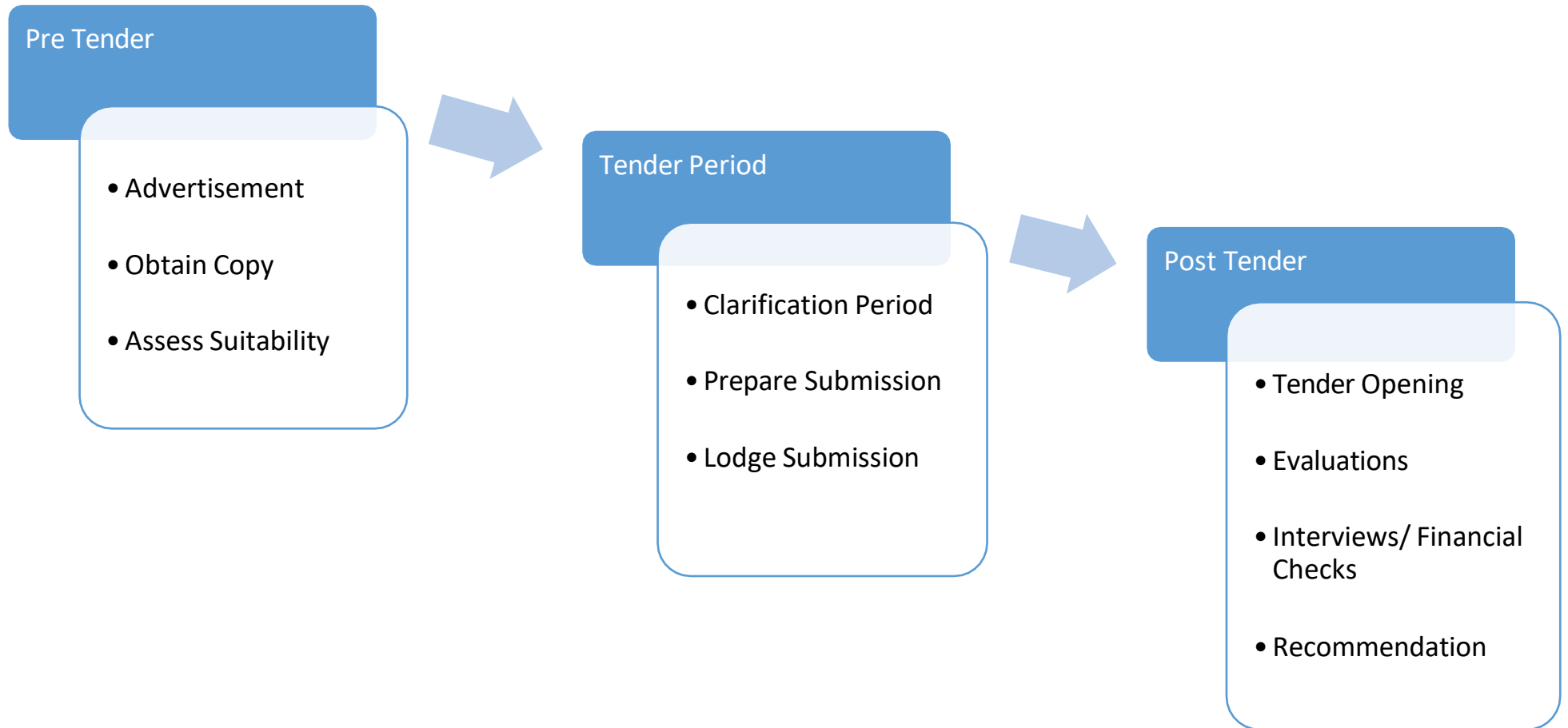


Doing Business with Council - Quotations/Tenders/Expressions of Interest



Doing Business with Council - Quotations/Tenders/ Expressions of Interest

Register for Quotations, Tenders & Expressions of Interest.

Council uses an online eProcurement tool called eProcure to simplify the way we connect with potential suppliers for new procurement opportunities, for goods and services that are not covered by existing contracts.

We encourage all organisations to complete the free registration and create a profile. Once your business is registered, you will be notified of all Council tenders. For quotations, when opportunities come up that fit with your business category, Council staff can view your details and may contact you to provide Council with quotes.

Getting started

Use the following link to access our new Portal and remember to save the link in your favourites for easy access. Registration to the site is simple and takes only a few minutes to sign up.

<https://www.eprocure.com.au/cumberland/>

You will be required to click on the blue register button to complete the registration form in order to create a user name and password.

If you experience any technical difficulties, please do not hesitate to contact eProcure directly on 1800 377 628 or via web chat.

Why and when does Council call for Quotations, Tenders and Expression of Interest (EOI)

Council procures goods and services in accordance with [section 55 of the Local Government Act 1993 \(NSW\)](#), the tender provisions within the [Local Government \(General\) Regulation 2021 \(NSW\)](#) and in accordance with the Council's adopted policies and associated procedures.

Our processes promote fairness, efficiency and effectiveness, a fair and competitive environment that:

- Deals appropriately with conflicts of interest,
- Provides Council with best value options,
- Ensures accountability and;
- Encourage monitoring and evaluation of performance.

Doing Business with Council - Quotations/Tenders/ Expressions of Interest

There are 10 principles of ethical behaviour underlying our procurement/tender process that must be adhered to by all parties, at all times and at all levels:

- Parties must conduct the procurement/tendering process with honesty and fairness at all levels.
- Parties must conform to all legal obligations.
- Parties must not seek quotations/tenders without a firm intention to proceed.
- Parties must not engage in any practice, including improper inducements, which give one party an improper advantage over another.
- Respondents must be prepared to attest to their probity, and not engage in any form of collusive practice.
- Conditions of tendering/procurement must be the same for each party on any particular submission.
- All requirements must be clearly specified in the tender/quotation documents and criteria for evaluation must be clearly indicated.
- Evaluation of tenders/quotations must be based on the conditions of tendering/procurement and selection criteria defined in the tender/quotation documents unless otherwise allowed by law.
- Parties must not disclose confidential or proprietary information.
- Any party with a conflict of interest must declare that interest as soon as the conflict is known to that party - see [Council's Code of Conduct](#).

Below steps show how suppliers can make a RFQ/RFT/EOI submission

1. Advertisement

All open RFQ's, RFT's and EOI's are advertised according to the Regulations.

Advertisements for open RFT's are published in the following locations:

- Cumberland Council Website
- eProcure website.

2. Obtain Copy

Suppliers can view and download documentation by logging into [eProcure](#).

3. Determine Suitability

Determine suitability of the project by considering scope of works/specifications, selection criteria's, Councils terms and conditions and tendering requirements.

Doing Business with Council - Quotations/Tenders/ Expressions of Interest

4. Prepare Submission

Submissions to Council should include all completed schedules and associated annexures or attachments as per the RFQ/RFT/EOI ensuring to address all criteria's, supply all related information, and conform to the Conditions of RFX.

Submissions received by Council are in confidence during the evaluation and reporting stages.

5. Clarification Period

Generally, the tender period is 21 calendar days from the advertisement's first publication. Further information or clarification can be sought during this tender period via <https://www.eprocure.com.au/cumberland/>.

A response to the query is written and posted on the eProcure portal as an addendum so that all other applicants who registered and obtained a copy of the request have the same information. Council maintains all correspondence in its records management system

To ensure all potential respondents are given the same information, a pre-tender briefing may be held, where Council would give show site and detail tender requirements. Where mandatory, tenderers must attend in order to comply with the Conditions of RFX.

During the tender period any amendments, addenda and additional information released by Council will be communicated to all registered applicants.

Applicants are advised to check the [eProcure](#) site during the tender period for any additional information that may be posted.

6. Lodge Submission

Submissions must be lodged electronically via the eProcure portal. A submission must be received in its entirety, and not merely dispatched, prior to the system being shut down. Electronic submissions not received in their entirety will not be considered by the Council.

7. Opening

RFQ/RFT/EOI's are opened via the portal and all submissions received via an open RFT are listed and posted on the Council website.

8. Evaluation

Submissions are reviewed by an Evaluation Panel in line with the assessment criterion set out in the RFQ/RFT/EOI documentation.

Responses to each of the selection criteria are evaluated against a predetermined scoring methodology that ensures fairness and equity in the evaluation process. The successful submission will be that which the evaluation process determines will deliver the most advantageous outcome to Council.

9. Interviews/Financial Checks

The Evaluation Panel may in some instances interview to seek further details for capacity to carry out the required works or services or call for presentation post tender evaluation.

Doing Business with Council - Quotations/Tenders/ Expressions of Interest

10. Recommendation

After the evaluation process, the panel makes a recommendation to the appropriately delegated officer for approval.

For RFTs, the recommendation may be made directly to the General Manager (GM) for tenders under \$500,000, and to an Ordinary Meeting of Council for those tenders over the GM's delegation. The Council report will include the names of tenderers, the price submitted and the details that have contributed to the panel's recommendation.