

# Tender Conformity Evaluation – General Building Contractor (G8)



The following matrix provides guidance on the approach to be taken by the tender evaluation panel when issues of conformity with the tender documents arise in the tenders submitted.

Where the evaluation panel is unsure, the matter should be referred to the Manager, Building Projects Procurement or the Director, Building Projects.

## Tender Conformity Resolution Matrix

### Definitions

<b>Refer to panel</b>	No discussion with tenderer – the tender as submitted is evaluated by the tender evaluation panel.
<b>Non-conforming</b>	No discussion with the tenderer – the tender is not considered further.
<b>Opportunity to conform</b>	The tenderer is given an opportunity to clarify the tender/withdraw any tender qualifications, provided the tendered price is unchanged.
<b>Price adjustment by Principal</b>	The Principal adjusts the price used in tender evaluation.
<b>Price adjustment by Tenderer</b>	The tenderer is given an opportunity to correct the tendered price.
<b>Information</b>	The tenderer is requested to provide missing information or clarify information.

Issue	Refer to panel	Non-conforming	Opportunity to conform	Price Adjustment by Principal	Price adjustment by Tenderer	Information	Comment
Addenda not acknowledged			✓				Tenderer to confirm in writing.
Additional services/information not specified submitted	✓						
Additional services not specified submitted with additional price identified				✓			Additional services to be excluded from tender price before evaluation.

Issue	Refer to panel	Non-conforming	Opportunity to conform	Price Adjustment by Principal	Price adjustment by Tenderer	Information	Comment
Alternative(s) offered instead of specified services		✓					
Alternative(s) offered as well as specified services	✓			✓			All alternatives submitted assessed and price adjustments made (if applicable) in accordance with policy before further evaluation of tenders.
Arithmetic error in price					✓		Evaluation panel to satisfy itself that the error appropriately rectified.
Contractor personnel CVs not submitted (where requested)			✓				
Industry Participation Plan not submitted (where required)			✓				
Late tender		✓					Delegate approval required to consider tender.
Nominated subcontractors specified not submitted			✓				No price adjustment permitted.
Non-price criteria not addressed or only partially addressed	✓						
Preliminaries price includes unspecified items (MC/ECI only)				✓			Additional preliminaries to be excluded from tender price before evaluation.
Preliminaries price not provided (MC/ECI only, where required)		✓					
Preliminaries rates high (MC/ECI only)	✓						
Prequalified subcontractor(s) not included as specified			✓				No price adjustment permitted.
Price error - written text differs from numerical					✓		Evaluation panel to satisfy itself that the error appropriately rectified.
Price not submitted		✓					
Price outside fee estimate range	✓						
Qualified tender - contract conditions amendment proposed			✓				
Qualified tender - insurance varied from that specified			✓				

Issue	Refer to panel	Non-conforming	Opportunity to conform	Price Adjustment by Principal	Price adjustment by Tenderer	Information	Comment
Qualified tender - tender documents are ambiguous or incomplete					✓		Principal to clarify requirements in writing and invite tender field (or part of tender field) to re-price.
Schedule of Rates not submitted		✓					This is a component of the tender price and no price adjustment is permitted post tender close.
Schedule of Separate Items (included in tender price) not submitted			✓				
Schedule of Separate Items (excluded from tender price) not submitted	✓						
Specified services/works excluded from tender – major		✓					
Specified services/works excluded from tender – minor			✓				No price adjustment permitted.
Statutory declaration not submitted or signed			✓				
Subcontractor details not submitted			✓				
Tender form not signed			✓				

## Contact

For further information contact:

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