

Tender Conformity Evaluation – Professional Service Contractor (G1)



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

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

| Issue | Refer to panel | Non-conforming | Opportunity to conform | Price adjustment by Client | Price adjustment by tenderer | Information | Comment |
|--|----------------|----------------|------------------------|----------------------------|------------------------------|-------------|---|
| Addenda not acknowledged | | | ✓ | | | | Tenderer to confirm in writing. |
| Additional disbursements included | | | | ✓ | | | Disbursements to be excluded from tender price before evaluation. |
| Additional information offered | ✓ | | | | | | |
| Additional services outside of specification offered | ✓ | | | | | | |

| Issue | Refer to panel | Non-conforming | Opportunity to conform | Price adjustment by Client | Price adjustment by tenderer | Information | Comment |
|---|----------------|----------------|------------------------|----------------------------|------------------------------|-------------|--|
| Additional services outside of specification offered with additional price identified | | | | ✓ | | | Additional services to be excluded from tender price before evaluation. |
| 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. |
| Alternative(s) offered instead of specified services | | ✓ | | | | | |
| Arithmetic error in price | | | | | ✓ | | Evaluation panel to satisfy itself that the error appropriately rectified. |
| Disbursement costs include some services costs | | | ✓ | | | | Price to be correctly represented to evaluation panel. |
| Disbursements high in cost | ✓ | | | | | | |
| Hourly rate high | ✓ | | | | | | |
| Hourly rate (for additional work) not provided | | | ✓ | | | | |
| Hours and price comparison inconsistent | ✓ | | | | | | E.g. high hours for low cost. |
| Hours not submitted | | | ✓ | | | | |
| Incorrect division of hours into service phases | ✓ | | | | | | |
| Industry Participation Plan not submitted (where required) | | | ✓ | | | | |
| Late tender | | ✓ | | | | | Delegate approval required to consider tender. |
| Lead professional service contractor personnel CVs not submitted | | | ✓ | | | | |
| Non-price criteria not addressed | | ✓ | | | | | |
| Non-price criteria partially addressed | ✓ | | | | | | |
| Percentage (%) time of team members involvement not provided | | | ✓ | | | | |
| Price not submitted | | ✓ | | | | | |

| Issue | Refer to panel | Non-conforming | Opportunity to conform | Price adjustment by Client | Price adjustment by tenderer | Information | Comment |
|--|----------------|----------------|------------------------|----------------------------|------------------------------|-------------|---|
| Price outside fee estimate range | ✓ | | | | | | |
| Price submitted as % rather than \$ | | | ✓ | | | | Request conversion from % to \$. |
| Price submitted is incomplete | | ✓ | | | | | E.g. price for Concept services but no indicative price for later services. |
| Qualified tender - contract conditions amendment proposed | | | ✓ | | | | |
| Qualified tender - public liability or professional indemnity insurance varied from that specified | | | ✓ | | | | |
| Qualified tender - tender documents are ambiguous or incorrect | | | | | ✓ | | |
| Schedule of Rates not submitted | | ✓ | | | | | This is a component of the tender price and no price adjustment is permitted post tender close. |
| Services costs include some disbursement costs | | | ✓ | | | | Price to be correctly represented to evaluation panel. |
| Services specified excluded from tender – major | | ✓ | | | | | |
| Services specified excluded from tender – minor | | | ✓ | | | | No price adjustment permitted. |
| Statutory declaration not submitted or signed | | | ✓ | | | | |
| Subcontractor details not submitted | | | | | | ✓ | |
| Subcontractor is not prequalified as specified | | | ✓ | | | | No price adjustment permitted. |
| Subcontractor services specified not tendered – major | | ✓ | | | | | |
| Subcontractor services specified not tendered – minor | | | ✓ | | | | No price adjustment permitted. |
| Subcontractor significantly varies in services and/or price compared with the tender field | ✓ | | | | | | |
| Subcontractor team member details not provided | | | | | | ✓ | |

| Issue | Refer to panel | Non-conforming | Opportunity to conform | Price adjustment by Client | Price adjustment by tenderer | Information | Comment |
|--|----------------|----------------|------------------------|----------------------------|------------------------------|-------------|---------|
| Tender evaluation criteria ignored – major | | ✓ | | | | | |
| Tender evaluation criteria ignored – minor | ✓ | | | | | | |
| Tender form not signed | | | ✓ | | | | |
| Written text differs from numerical tender price | | | | | | ✓ | |

Contact

For further information contact:

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