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DIT Request for Tender

[Contract Name]

[Contract Number]

|  |  |
| --- | --- |
| **ENQUIRIES** | [insert name](08) [insert phone no] / [insert mobile no][insert email]@sa.gov.auIf the above person is unavailable, the enquiry may be directed to:[insert name](08) [insert phone no] / [insert mobile no][insert email]@sa.gov.au |
|  |  |
| **CALL DATE** | [insert date] |
|  |  |
| **BRIEFING** | [insert date] at [insert time] at [insert location] |
|  |  |
| **CLOSING DATE** | **2.00 pm on [insert date]**Tenders must be submitted electronically at [www.tenders.sa.gov.au](http://www.tenders.sa.gov.au/) |
|  | *It is recommended that tenders are uploaded at least two hours before the closing time. Refer to Conditions of Tendering CT 6.* |

Template Edition: 26 August 2020

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Appendices:

Appendix 1: …………………….

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**INTRODUCTION**

On behalf of [the Minister for Transport, Infrastructure and Local Government / Rail Commissioner / Commissioner of Highways] (**“Principal”**), the Department For Infrastructure and Transport (“the **Department”** or **“DIT”**) invites organisations [prequalified with the Department for ……………………] (**“Tenderers”**) to submit tenders for the project described in this Request for Tender (**“RFT”**).

The Department provides asset, risk and project advice and management to the Government of South Australia. In partnership with the construction industry, the Department strives for excellence in the delivery of its projects to the South Australian community.

[The Department is delivering this project for the Name of Lead Agency.]

[insert project specific introduction]

**CONDITIONS OF TENDERING**

The terms and conditions of tendering applicable to this RFT consist of:

1. the DIT Conditions of Tendering, available at https://dit.sa.gov.au/contractor\_documents/request\_for\_tender\_templates2;
2. the Supplementary Conditions of Tendering set out in this document; and
3. the annexures titled “CT Annexure A Tender Submission” and “CT Annexure B Assessment of Tenders” set out in this document.

**PLEASE NOTE**

The Department has changed its policy regarding departures and alternative tenders.

**AN ALTERNATIVE tender will not be considered**

**unless a conforming tender is offered**

Refer to the Conditions of Tendering for further details.

**SUPPLEMENTARY CONDITIONS OF TENDERING**

1. **TENDER VALIDITY PERIOD**

The Tenderer warrants that it will maintain the validity of its tender for the period given in the DIT Conditions of Tendering.

1. **AUSTRALIAN GOVERNMENT BUILDING AND CONSTRUCTION WHS ACCREDITATION SCHEME**

A successful tenderer must be accredited under the Australian Government Building and Construction WHS Accreditation Scheme (the Scheme) established by the *Fair Work (Building Industry) Act 2012* when entering into contracts for building work covered by the Scheme, and maintain accreditation under that Scheme while the building work is being carried out.\*

A successful tenderer must comply with all conditions of Scheme accreditation.

\* Section 26(1)(f) of the Fair Work (Building Industry - Accreditation Scheme) Regulation 2016 outlines provisions applying to joint venture arrangements that include accredited and unaccredited builders.

Refer to [www.fsc.gov.au](http://www.fsc.gov.au) for further information.

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**CT ANNEXURE A**

**TENDER SUBMISSION**

[Click here](https://www.dpti.sa.gov.au/contractor_documents/request_for_tender_templates2) to go to the list showing CT Annexure A suitable for Building Contracts.

[Click here](https://www.dpti.sa.gov.au/contractor_documents/request_for_tender_templates2) to go to the list showing CT Annexure A suitable for Major Road Construction Contracts.

[Click here](https://www.dpti.sa.gov.au/contractor_documents/request_for_tender_templates2) to go to the list showing CT Annexure A suitable for:
Straightforward Construction Contracts (typically < $1 million); or
general goods / services contracts.

[Click here](https://www.dpti.sa.gov.au/contractor_documents/request_for_tender_templates2) to go to the list showing CT Annexure A suitable for Lead Professional Services Contractor (Buildings).

**SUBMISSION DETAILS:**

The tender form and pricing schedules must be submitted separately to the non-price schedules. Only present price information in the nominated schedule(s).

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**CT ANNEXURE B**

**ASSESSMENT OF TENDERS**

***Example for straightforward contracts***

The tender assessment process will follow the general approach of the "Comparative Price" Methodology, as described in the DIT Tender Evaluation Guidelines, available from: <http://www.dpti.sa.gov.au/contractor_documents/tender_evaluation_guidelines>

The following will be taken into account in the evaluation process:

* Approach to the task (i.e. methodology), which includes the Tenderer's understanding of all aspects of the work involved in the project and the Tenderer’s ability to handle any technical problems likely to arise.
* Resources allocated, including key personnel to be employed, plant availability, backup staff and resources and the capacity to undertake the works in the time specified.
* Adequacy of management systems / plans (i.e. Traffic Management, Quality, Environmental and Safety)
* Any Specific conditions or qualifications included in the tender.
* South Australian Industry Participation Plan

The above is only a summary of the evaluation process and other factors may be taken into account in the selection of the successful Tenderer.

Tenderers’ performance in previous engagements by the Department may be taken into account during the evaluation and scoring process.

[***Click here***](https://www.dpti.sa.gov.au/contractor_documents/request_for_tender_templates2) ***to go to the list showing Annexure B for Building Contracts***

[***Click here***](https://www.dpti.sa.gov.au/contractor_documents/request_for_tender_templates2) ***to go to the list showing Annexure B for Lead Professional Services Contracts (buildings)***

***Example for complex / high risk / high value contracts (e.g. D&C)***

The tender assessment process will follow the general approach of the "Adjusted Comparative Price" Methodology, as described in the DIT Tender Evaluation Guidelines, available from: <http://www.dpti.sa.gov.au/contractor_documents/tender_evaluation_guidelines>

For this Contract, the value of y is 15%.

The weightings for the non-price criteria are:

|  |  |  |
| --- | --- | --- |
| Technical Details of Proposed Design | 45% |  |
| Delivery Strategy & Methodology | 30% |  |
| Tenderer’s Proposed Project Team and Resources | 30% |  |
|  |  |  |

The tendered price under consideration will be adjusted take into account theSouth AustralianIndustry Participation Plan

The above is only a summary of the evaluation process and other factors may be taken into account in the selection of the successful Tenderer.

***Example for services contracts***

The tender assessment process will follow the general approach of the “Matrix" Methodology, as described in the DIT Tender Evaluation Guidelines, available from:

<http://www.dpti.sa.gov.au/contractor_documents/tender_evaluation_guidelines>

Tenders will be evaluated in accordance with the following criteria and weightings:

|  |  |
| --- | --- |
| Demonstrated company knowledge, expertise, experience, and track record | 20% |
| Experience, ability and accessibility of the nominated personnel | 30% |
| Functionality, durability and performance of the goods | 30% |
| Approach to the task and methodology | 10% |
| Industry Participation Plan |  |
| Price | 30% |
|  |  |

Tenderers that do not have satisfactory management systems may be excluded from consideration.

The above is only a summary of the evaluation process and other factors may be taken into account in the selection of the successful Tenderer.

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