TPD Request for Tender

|  |  |
| --- | --- |
| Contract No.: |  |
| Title: | [enter project name] |
| Call date: | [day month year] |
| Briefing: | Date: Location: Time:  *For further details please refer to Supplementary Conditions* |
| Last enquiries date: | 5.00pm on [day month year] |
| Close date: | 2.00pm on [day month year] |
| Lodgement: | Electronically via SA Tenders website [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.* |
| Primary contact: | [enter full name]  Phone: [enter number]  Email: [enter email] |
| Secondary contact: | [enter full name]  Phone: [enter number]  Email: [enter email] |

Any questions or Requests for Information related to this Request for Tender document should be submitted via email to the nominated contact(s) by the last enquiries date.

This document is the Property of the Department for Infrastructure and Transport (the Department) and contains information that is confidential to the Department. It must not be copied or reproduced in any way without the written consent of the Department. This is a controlled document and it will be updated and reissued as approved changes are made.

# Tender documents

## Included in this document:

* Introduction
* Conditions of Tendering including:
  + CT Annexure A: Tender Submission.
  + CT Annexure B: Assessment of Tenders.
* Schedule of Contract Documents

## Refer to Separate File attached for the following:

* Contract Scope
* Functional and Operational Requirements
* Master Specification
* Appendices:

Appendix 1: …………………….

Appendix 2: …………………………

* GC21 Contract, Formal Instrument and Contract Information document
* Tender Form
* Returnable Schedules
* Drawings

\_\_\_\_\_\_\_\_\_\_\_\_

# 

# Introduction

## The opportunity

On behalf of [the Minister for Infrastructure and Transport / Rail Commissioner / Commissioner of Highways] (“Principal”), the Department for Infrastructure and Transport (“the Department”) invites organisations [prequalified with the Department for xxxxxxxx] and have the required State and/or Federal accreditation (“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 contribution of funding for this project is XXX% State Government and/or XXX% Federal Government.

[insert project specific introduction]

To respond to this RFT, companies must meet the minimum requirements, as follows:

**Mandatory Requirements**

* conformance with the Department’s nominated prequalification categories;
* a current South Australian Building Licence with a condition for Civil Construction;
* compliance and agreement with contract terms and conditions;
* Industry Participation Policy requirements
* inclusion of the CITB Levy within tendered price.

**National and State Prequalification Category**

* Financial: FX
* Roadworks: RX
* Bridgeworks: BX

# Conditions of Tendering

The Conditions of Tendering applicable to this RFT consist of:

1. the Department’s Conditions of Tendering, available at [http://www.dpti.sa.gov.au/contractor\_documents/request\_for\_Tender\_templates2](http://www.dpti.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**

**AN ALTERNATIVE Tender will not be considered**

**unless a conforming Tender is offered**

Refer to the Conditions of Tendering (CT 8) for further details.

## Supplementary Conditions of Tendering

1. **Tender Validity**

The Tenderer warrants that it will maintain the validity of its Tender for the period specified in the DIT Conditions of Tendering. Where the Principal seeks an extension of this period, a request in writing will be forwarded to the Tenderer.

1. **Prequalification Requirements**

Where Prequalification categories and levels have been identified as a minimum ‘Mandatory Requirement’, Tenderers must be prequalified in those categories/levels at time of tender close date.

1. **Industry Participation**

Agencies and private parties contracting to the Government of South Australia are required to comply with the South Australian Industry Participation Policy (SAIPP) and the supporting procedural and reporting requirements.

It should be noted under the functions of the *Industry Advocate Act 2017* the Industry Advocate has the discretion to review and assist in the negotiations for Industry Participation Plans to ensure that they comply with the SAIPP prior to the finalisation of contract conditions.

1. **Briefing**

A briefing will be held in accordance with the date and time detailed on the front cover of this document at:

Location:

Tenderers shall advise the name and contact phone number of those attending the briefing via email to the nominated contact persons on the front cover of this document by XX/XX/20XX.

1. **Australian Government Building And Construction WHS Accreditation Scheme**

Where the tendered price is higher than the threshold:

at least $6 million and Australian Government’s contribution represents at least 50% of the total construction value; or

$10 million or more, irrespective of the proportion of Australian Government funding; and

the executed contract sum is greater than $4 million,

then the 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 and provide evidence of such accreditation to the Department.

\* 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.

# CT Annexure A

## Tender submission

1. **Tender Response Requirements**

The Tenderer’s submission must:

* respond to all criteria set out in this Annexure;
* follow the numbering format with headings clearly identifiable;
* supply information related only to that requested in the headings;
* not include additional information of a general nature; and
* only include Attachments or Appendices that are part of the Tenderer’s submission within the applicable Schedule and not located separately.

Any information provided that does not comply with the above will not considered in the evaluation.

1. **Tender Submission Requirements** 
   1. Tender Form
   2. Schedule Checklist
   3. Schedules listed in Table CTA.
2. **Submission Details**

Tenderers contracting to the Government of South Australia are required to comply with SAIPP and the supporting procedural and reporting requirements.

It should be noted under the functions of the *Industry Advocate Act 2017* the Industry Advocate has the discretion to review and assist in the negotiations for Industry Participation Plans to ensure that they comply with the SAIPP prior to the finalisation of contract conditions.

*(15% standard weighting and 20% minimum weighting where the purchase of structural steel and fabrication of structural steelwork is involved.  Where an expanded economic development opportunity exists consideration should be given to increasing the minimum 15% weighting in discussion with the Office of the Industry Advocate.)*

The tenderer must complete an Industry Participation Plan online. When completing the online form, the tenderer is to select **South Australia Regional or Metro** as the region the contract will predominantly be delivered into, and to enter **XXXX** as the project postcode.

**The tenderer must submit a copy of the completed Industry Participation Plan with its tender.**

For assistance with completing the online form, tenderers should contact:

Office of the Industry Advocate

Phone 8226 8956

Email [oia@sa.gov.au](mailto:oia@sa.gov.au)

Failure to comply with a requirement set out in the tender documents relating to the South Australian Industry Participation Policy may result in the tender not being considered.

The Tender Form and Payment Schedules must be submitted separately to the non-price schedules. Only present price information in the nominated schedule(s).

If submission of hardcopies has been nominated, one original (unbound) clearly labelled “Original” plus 4 copies (may be bound or unbound) each clearly labelled with the copy number. In the event of any discrepancies between the copies, the copy marked "Original" will prevail.

1. **Post Tender Submission**

If requested by the Principal, the Post Tender Schedules [82, 83, 84 etc…insert any relevant numbers from Table CTA] shall be submitted as part of any Post Tender Submission within 3 days of written request.

|  | **TABLE CTA** |
| --- | --- |
| **No.** | **SCHEDULE** |
|  | ***Payment Schedules*** |
| 1 | Package Summary |
| 2 | Schedule of Quantities and Prices |
| 3 | Schedule of Quantities and Rates |
| 4 | Schedule of Overheads and Profit |
| 5 | Schedule of Rates for Variations |
| 6 | Schedule of Rates for Daywork |
| 7 | Published List Selling Prices of Bituminous Products. |
| 8 | Rise and Fall Content Factors |
|  | ***Commercial & Contractual Schedules*** |
| 20 | Working Time |
| 21 | Cash Flow |
| 22 | Certificate(s):   * 1. Public Liability Insurance.   2. Professional Indemnity Insurance. \*   3. Return to Work SA Registration.   4. WHS Accreditation |
| 23 | Undertaking of Compliance |
| 24 | Risk Allocation Table |
| 25 | Program of Work, including details of resources allocated to each activity. |
| 26 | Design Program |
| 27 | Parent Company Guarantee |
| 28 | SA Industry Participation Plan |
| 29 | Detailed comprehensive strategy for the engagement of aboriginal and local regional contractors. |
|  | ***Resource Schedules*** |
| 40 | Contractor’s Personnel, including:   * 1. Organisation Chart showing personnel allocated to the Contract.   2. Minimum experience and skills for each position.   3. Qualifications, experience, CVs for Personnel.   4. Backup Personnel. |
| 41 | Subcontractors and Suppliers, including:   * 1. Details of Surveyor,   2. Organisation chart showing relationships and responsibilities of the head contractor and subcontractors. \*   3. Design consultants, including signalling, electrification, urban and landscape and noise mitigation design consultants   4. Proof Engineer. \* |
| 42 | Evidence that the tenderer holds the following licences, registrations or permits:   * 1. South Australian Builders Licence, including applicable Categories and Subcategories for Civil Construction must be classified as either:      1. Any Building Work (preferred): or      2. Civil Construction.   2. [insert licence/registration/permit relevant to works] |
|  | ***Technical Schedules*** |
| 60 | Construction Plan, including:   * 1. Location and usage of compound area.   2. Method for constructing the joint (overtaking lane contracts only).   3. Methodology for locating utility services in advance of work being undertaken.   4. Plant to be used for production of cement stabilised material and the addition of retarder.   5. Mixing plant for unstabilised granular pavement.   6. Programming and co-ordination of adjustment of service top stones and pit lids. |
| 61 | Materials Schedule, including:   * 1. Details of proposed sources and suppliers of pavement materials and imported fill.   2. NATA endorsed laboratory test results, showing gradings and other specified attributes of imported fill material. |
| 62 | Earthworks Plan, including:   * 1. Calculations of earthworks quantities (in cubic metres solid).   2. Assumed Bulking Factors.   3. Table showing the estimated quantities of material excavated from the site, imported and spoiled.   4. Nominated dump site.   5. Details of proposed haulage routes and copy of agreement with Council. |
| 63 | Indicative seal design rates based on nominal aggregate properties. |
| 64 | Preliminary Design \*   * 1. Aesthetics   2. Geometrics   3. Drainage   4. Structures   5. Signalling   6. Electrification   7. Geotechnical   8. Landscape |
| 65 | Contractor’s Construction Specification \*   * 1. List of the Department’s Master Specification Parts proposed to be used.   2. Other specifications (draft) |
|  | ***Management Schedules*** |
| 80 | Traffic Management Plan. |
| 81 | Quality Plan including all referenced procedures and methods. |
| 82 | Contractor’s Environmental Management Plan including details of the proposed Contractor’s Activity Zone. |
| 83 | Work Health and Safety Management Plan. |
| 84 | Workplace Relations Management Plan |
| 85 | Community Involvement Plan, outlining the proposed approach to community and key stakeholder involvement \* |
| 86 | Sustainability Initiative Response |

# 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 Department’s Tender Evaluation Guidelines, available from: [http://www.dpti.sa.gov.au/contractor\_documents/Tender\_evaluation\_guidelines](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.

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

The Tender assessment process will follow the general approach of the "Adjusted Comparative Price" Methodology, as described in the Department’s Tender Evaluation Guidelines, available from: [http://www.dpti.sa.gov.au/contractor\_documents/Tender\_evaluation\_guidelines](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:

|  |  |  |
| --- | --- | --- |
| Corresponding Schedule No | Criteria | Weighting % |
|  | Technical Details of Proposed Design | 45% |
|  | Delivery Strategy and 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 Department’s Tender Evaluation Guidelines, available from:

[http://www.dpti.sa.gov.au/contractor\_documents/Tender\_evaluation\_guidelines](http://www.dpti.sa.gov.au/contractor_documents/tender_evaluation_guidelines)

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

|  |  |
| --- | --- |
| Criteria | Weighting % |
| Demonstrated company knowledge, expertise, experience, and track record | 15% |
| Experience, ability and accessibility of the nominated personnel | 15% |
| Functionality, durability and performance of the goods | 15% |
| Approach to the task and methodology | 10% |
| Standard Industry Participation Plan | 15% |
| 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.

# Schedule of Contract documents

The work shall be executed in accordance with the following documents:

## Formal Instrument of Agreement

## Contract Scope

## Functional and Operational Requirements

## Master Specification

## Contract Information / Special Conditions of Contract

## General Conditions of Contract

## Appendices which include:

##### [enter text]

##### [enter text]

##### [enter text]

##### [enter text]

##### [enter text]

##### [enter text]

## Tender Form

## Schedules

|  |  |
| --- | --- |
| Corresponding Schedule No. | Description |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |