



# HUNTER REGION PROCUREMENT TOOLKIT



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## WHY DEVELOP THIS TOOLKIT?

As a result of recent significant job losses in the Hunter Region, NSW Department of Industry's Newcastle office has established an industry and stakeholder round table forum to monitor the Hunter economy and to look at measures to assist Hunter regional companies to diversify and grow. It was identified that regional procurement is a very important strategy that can assist businesses to identify opportunities and increase capability to secure contracts with government and non-government organisations in the Region.

The Hunter Strategic Procurement Initiative is a pilot program that seeks to encourage a greater percentage of funds being spent with local suppliers, thereby supporting regional jobs, economic prosperity and social benefits. Workshops on supply chain opportunities and tender development as well as a masterclass in regional procurement have formed part of this project.

This toolkit has been developed to assist Hunter businesses to identify supply opportunities and increase their knowledge of requirements to tender. A survey was conducted to ascertain the requirements of individual companies and public sector organisations for their procurement processes. A matrix has been developed to summarise survey responses and provide an easy guide for Hunter companies to determine their suitability to engage in the tender/supply process. A tender terminology guide is also included.

## PARTNERS IN THIS PROJECT



The Australian Industry Group (AiGroup) is a peak industry association which represents the interests of more than 60,000 businesses in an expanding range of sectors including, but not limited to, manufacturing; engineering; construction; automotive; ICT; labour hire; defence; mining equipment; and other industries. AiGroup provides practical information and assistance to help its members run their businesses more effectively. It also ensures that members have a voice at all levels of government, by representing and promoting their interests on current and emerging issues. In the Hunter Region our staff provide services in workplace relations; safety and workers compensation; and product standards. Our member interest groups include regional industry strategy, safety, workplace relations, industry skills, lean manufacturing and innovation.

T: 02 4925 8300 W: [www.aigroup.com.au](http://www.aigroup.com.au) E: [adrian@aigroup.com.au](mailto:adrian@aigroup.com.au)



The Department of Industry and Science's Single Business Service is available to all Australian businesses and is made up of a consolidated on-line presence, a contact centre, and a face-to-face business facilitation network, to link businesses with relevant programmes and services. Practical support for businesses includes information, tailored advice when they choose to access it, direct links to services provided in the Entrepreneurs' Programme, and connections with other Australian Government programmes or services like the R&D Tax Incentive and the Industry Skills Fund.

T: 13 28 46 W: [www.business.gov.au/advice-and-support](http://www.business.gov.au/advice-and-support) E: [ainsw@industry.gov.au](mailto:ainsw@industry.gov.au)



The NSW Department of Industry, Skills and Regional Development (known as the NSW Department of Industry) was established on July 1st 2015 and brings together the ministries of Industry, Resources and Energy; Regional Development; Skills; Small Business; Primary Industries; and Lands and Water. One of the department's key roles is to support economic growth in regional areas through the conduct of activities that support businesses and job creation across a range of industry sectors.

T: 02 4908 7333 W: [www.industry.nsw.gov.au](http://www.industry.nsw.gov.au)  
E: [newcastlesrd.office@industry.nsw.gov.au](mailto:newcastlesrd.office@industry.nsw.gov.au)



The NSWBuy suite of services helps government buyers and small to medium enterprises to do business more readily with each other. NSWBuy includes new and improved supply pathways such as the NSW Government online catalogues and tendering systems, as well as service platforms that allow suppliers to register for NSW Government business opportunities and receive requests for quotes or notification of upcoming tenders online. Training is also available to help suppliers respond to business opportunities.

W: [www.procurepoint.nsw.gov.au/supplying/nswbuy-suppliers](http://www.procurepoint.nsw.gov.au/supplying/nswbuy-suppliers)



With more than 1,800 members, the Hunter Business Chamber is the largest regional business chamber in Australia and represents the collective interests of a diverse range of sectors across the Region. The Chamber provides members with a range of services from advocacy and business advice to information and networking opportunities. Business support is vital in today's economic climate and our primary goal is to assist and represent the needs of businesses in our community. The Chamber is committed to partnering with all industries in ensuring the ongoing growth and sustainability of the Hunter Region.

T: 02 4969 9600 W: [www.nswbusinesschamber.com.au/hunter](http://www.nswbusinesschamber.com.au/hunter)  
E: [info@hunterbusinesschamber.com.au](mailto:info@hunterbusinesschamber.com.au)



HunterNet is a network of manufacturing, engineering and specialist services companies located in the Hunter and Central Coast Regions of NSW. Formed as a non-trading, not for profit Co-operative, it involves over 200 companies, active in national and international infrastructure and asset management, energy and resources, defence, and advanced manufacturing supply chains. HunterNet provides member companies with the opportunity to take part in activities previously out of reach of smaller enterprises including training and development, networking, joint marketing initiatives, management of apprentices and trainees, joint project bids, focused task forces, trade missions and tendering.

T: 02 4908 7380 W: [www.hunternet.com.au](http://www.hunternet.com.au) E: [info@hunternet.com.au](mailto:info@hunternet.com.au)



RDA Hunter is the Region's economic development organisation. We manage a range of projects for the Hunter Region and work with federal, state and local governments to promote regional planning and economic development activities. RDA Hunter also provides advice to governments on issues affecting, and opportunities for, the Hunter. Our agenda is strategic and future focused. It aims to advance innovation, attract investment and improve infrastructure to ensure the region's ongoing international competitiveness. Initiatives such as our Hunter Innovation Scorecard, Australia's only measure of regional innovation; ME Program that links school students and industry for a skilled future workforce; and the Hunter Investment Prospectus are examples of the work we undertake to develop and promote the region.

T: 02 4908 7300 W: [www.rdahunter.org.au](http://www.rdahunter.org.au) E: [admin@rdahunter.org.au](mailto:admin@rdahunter.org.au)

# TENDER REQUIREMENTS - QUICK REFERENCE TABLE

ORGANISATION NAME	PRINCIPAL INDUSTRY	PRE-QUALIFICATION PROGRAM	ON-LINE TENDERING SYSTEM	PROFESSIONAL INDEMNITY INSURANCE	PUBLIC LIABILITY INSURANCE	PRODUCTS LIABILITY INSURANCE	QUALITY ASSURANCE SYSTEM	WH&S SYSTEM	ABN / ACN	POST-TENDER DE-BRIEF AVAILABLE
1. AGL Energy Ltd	Electricity & Gas Services	Yes	Yes	Required	Required	Required	Required	Required	Required	Yes
2. Australian Rail Track Corporation (ARTC)	Transport	No	No	Required	Required	Required	Required	Required	Required	Yes
3. Aurizon	Transport	Yes	No	Required	Required	Required	Required	Required	Required	Yes
4. BHP Billiton - Mt Arthur Coal Mine	Mining	Yes	No	Required	Required	Required	Required	Required	Required	Yes
5. Cessnock City Council	Local Government	No	Yes	Required	Required	Required	Required	Required	Required	Yes
6. City of Newcastle	Local Government	No	Yes	Required	Required	Required	Required	Required	Required	Yes
7. Coal & Allied	Mining	Yes	Yes	Required	Required	Required	Required	Required	Required	Discretionary
8. Delta Electricity	Electricity Services	No	Yes	Required	Required	Required	Required	Required	Required	No
9. Fire & Rescue NSW	Public Administration & Safety	No	Yes	Required	Required	Required	Required	Required	Required	Yes
10. Great Lakes Council	Local Government	No	Yes	Required	Required	Required	Required	Required	Required	Yes
11. Hansen Yuncken Pty Ltd	Construction	Yes	Yes	Required	Required	Required	Required	Required	Required	Yes
12. Hatch	Mining	Yes	Yes	Required	Required	Required	Required	Required	Required	Yes
13. Hunter TAFE	Education & Training	Yes	Yes	Required	Required	Required	Required	Required	Required	Yes
14. Hunter Water Corporation	Water Services	Yes	Yes	Required	Required	Required	Required	Required	Required	Yes
15. Jemena	Gas Services	No	Yes	Required	Required	Required	Required	Required	Required	Yes
16. Lake Macquarie City Council	Local Government	No	Yes	Required	Required	Required	Required	Required	Required	Yes
17. Local Government Procurement	Local Government	Yes	Yes	Required	Required	Required	Required	Required	Required	Yes
18. Maitland City Council	Local Government	No	Yes	Required	Required	Required	Required	Required	Required	Yes
19. Midal Cables International Pty Limited	Manufacturing	Yes	Yes	Required	Required	Required	Required	Required	Required	Yes
20. NSW Department of Education – Asset Management Unit	Education & Training	No	Yes	Required	Required	Required	Required	Required	Required	Yes
21. NSW Department of Education	Education & Training	No	Yes	Required	Required	Required	Required	Required	Required	Yes
22. Pegasus Management Pty Ltd	Education & Training	Yes	Yes	Required	Required	Required	Required	Required	Required	Yes
23. Port of Newcastle	Transport	No	Yes	Required	Required	Required	Required	Required	Required	
24. Port Stephens Council	Local Government	Yes	Yes	Required	Required	Required	Required	Required	Required	Yes
25. Regional Procurement (a Division of Hunter Councils Inc.)	Public Administration	Yes	Yes	Required	Required	Required	Required	Required	Required	Yes
26. University of Newcastle	Education & Training	No	Yes	Required	Required	Required	Required	Required	Required	Yes
27. Upper Hunter Shire Council	Local Government	No	Yes	Required	Required	Required	Required	Required	Required	Yes
28. Veolia Australia and New Zealand	Water & Waste Services	Yes	No	Required	Required	Required	Required	Required	Required	Yes
29. WorkCover Authority of NSW	Public Administration & Safety	No	Yes	Required	Required		Required	Required	Required	Yes

## ICON KEY

-  **Company Website**
-  **Tender Website**
-  **Pre Qualification**
-  **Post Tender Feedback**

### 1. AGL Energy Ltd


 [www.agl.com.au/about-agl](http://www.agl.com.au/about-agl)

#### Contract / Purchase Ranges:

<\$2,000 - Corporate Card - used for business related purchases which are not defined as prohibited/restricted and are commercial goods or services.

Up to \$50,000 - Minimum two quotes required, although if risk assessment shows 'high' risk then a contract must be raised >\$50,000 - Requires a contract to be put in place.

**Sourcing strategy** - internal stakeholder's sign off required

 AGL currently uses ISN for upstream gas pre-qualification and CM3 for merchant operations pre-qualification. A supplier development program is currently being reviewed.

 Under development

 Meeting with questions requested in advance

### 2. Australian Rail Track Corporation (ARTC)

 [www.artc.com.au](http://www.artc.com.au)

#### Contract / Purchase Ranges:


<\$2,000 - Purchase Card low risk items

**Purchase Orders** - quotes only, low risk i.e non-rail work (no defined Value)

**Contracts** - any on / around rail work, panel agreements and tenders both open and selective pending scope

 Not for small purchases however tenders yes

 [www.artc.com.au/Content.aspx?p=288](http://www.artc.com.au/Content.aspx?p=288)

 Large contracts - meetings, Small contracts - generally by phone.

### 3. Aurizon

 [www.aurizon.com.au](http://www.aurizon.com.au)

#### Contract / Purchase Ranges:

<\$1,000 (with less than \$5,000 in annual purchases) - Credit Card

<\$5,000 - Purchase from pre-approved/registered suppliers or select from e-catalogue


>\$5,000-\$100,000 - Minimum 1 written quote or select from e-catalogue/supplier panel

>\$100,000-\$1 million - Minimum 3 written quotes or select from e-catalogue/supplier panel

>\$1 million - Competitive selection process v. Enterprise Procurement team led initiative or select from supplier panel

 This is category-specific

 [www.aurizon.com.au/aboutus/procurement/suppliers](http://www.aurizon.com.au/aboutus/procurement/suppliers)

 Letter. Meetings for incumbent suppliers, or for complex products / services where we wish to develop the supplier for future use.

### 4. BHP Billiton - Mt Arthur Coal Mine

 [www.bhpbilliton.com](http://www.bhpbilliton.com)


#### Contract / Purchase Ranges:

<US\$50,000 - Obtain one quote


US\$50,000-US\$500,000 - Obtain one supply-function endorsed written quote

US\$500,000-US\$2,000,000 - Obtain two supply-function endorsed written quotes

>US\$2,000,000 - Utilise a contract (tender)

 Suppliers will need to complete a pre-qualification process prior to being accepted to participate in a sourcing activity.

 [www.bhpbilliton.com/home/info/suppliers/Pages/default.aspx#010\\_SupplyingtoBHPBilliton](http://www.bhpbilliton.com/home/info/suppliers/Pages/default.aspx#010_SupplyingtoBHPBilliton)

 Meeting to provide guidance on where they did not perform at the required level.

### 5. Cessnock City Council

 [www.cessnock.nsw.gov.au](http://www.cessnock.nsw.gov.au)

#### Contract / Purchase Ranges:

<\$8,000 - One written or verbal quote


\$8,000-\$20,000 - Two written quotes

\$20,000-\$150,000 - at least 3 written quotes or call for open quotes via Tenderlink

>\$150,000 - Formal Public Tender process, advertised in papers, on website and on Tenderlink or use of existing tenders by prescribed agencies

 No

 [www.tenderlink.com/cessnock/](http://www.tenderlink.com/cessnock/)

 Letter with contact person's details for further feedback.

### 6. City of Newcastle

 [www.newcastle.nsw.gov.au](http://www.newcastle.nsw.gov.au)

#### Contract / Purchase Ranges:

<\$10,000 - One informal (email/fax) quote


\$10,000-\$25,000 - Two informal (email/fax) quotes

\$25,000-\$150,000 - Minimum three formal written quotes (usually issued through TenderLink)

>\$150,000 - Formal Public Tender process, advertised in media, website, Tenderlink

 No

 [www.tenderlink.com/newcastle](http://www.tenderlink.com/newcastle)

 For tenders over \$150,000 - the unsuccessful tenderers are sent a letter that notifies them who the tender was awarded to and the letter also offers them the opportunity to contact (telephone) the relevant Council Officer to get feedback if they wish.

### 7. Coal & Allied

 [www.riotinto.com/copperandcoal/rio-tinto-coal-australia-4713.aspx](http://www.riotinto.com/copperandcoal/rio-tinto-coal-australia-4713.aspx)


#### Contract / Purchase Ranges:


<\$25,000 - At least one written quote using approved / pre-qualified supplier or REF Procurement

\$25,000-\$250,000 - More than one written quote against scope or specifications

\$250,000-\$3,000,000 - At least two quotes and or competitive assessment by Procurement

>\$3,000,000 -Full competitive testing by Procurement

 Currently only by invitation and usually once you reach the short list of a competitive process. If your company is selected to bid in a competitive process you will be asked to submit a self-evaluation based on our document. Then if you are successful you will be audited against your self-evaluation.

 All tenderers receive written confirmation if they are unsuccessful once the event is completed. However, we reserve the right to provide a feedback briefing as required.

### 8. Delta Electricity

 [www.de.com.au](http://www.de.com.au)

#### Contract / Purchase Ranges:

<\$5,000 - Minimum of one written quotation sought from a selected tenderer

\$5,001-\$30,000 - Minimum of two written quotations sought on specification from selected tenderers

\$30,001-\$100,000 - Minimum of three written quotations sought on specification from selected tenderers

>\$100,000 - Formal public tender, advertised in the media and included on Delta Electricity website

 No. However, contractors who carry out work/services on Delta's Power Station site do have their WHS and Environmental Plans approved covering on-going works.

 [www.de.com.au/Tenders-and-Quotations/Tenders-and-Quotations/default.aspx](http://www.de.com.au/Tenders-and-Quotations/Tenders-and-Quotations/default.aspx)

 Meeting may be arranged at our discretion.

### 9. Fire & Rescue NSW

 [www.fire.nsw.gov.au](http://www.fire.nsw.gov.au)

#### Contract / Purchase Ranges:

<\$3,000 - Direct purchase from appropriate suppliers

\$3,000-\$30,000 - One written quotation

\$30,000-\$250,000 - Three written quotations

>\$250,000 - Request for tender

 Fire & Rescue NSW uses the NSW Procurement Pre-Qualification Scheme

 [www.tenders.nsw.gov.au/](http://www.tenders.nsw.gov.au/)

 Meeting, or by telephone for smaller contracts.

## 10. Great Lakes Council

 [www.greatlakes.nsw.gov.au](http://www.greatlakes.nsw.gov.au)

### Contract / Purchase Ranges:

- <\$2,000 - At least one quote
- \$2,000-\$5,000 - At least verbal or written two quotes
- \$5,000-\$20,000 - At least two written quotes
- \$20,000-\$150,000 - At least three written quotes
- >\$150,000 - Formal tender process

-  No
-  [www.tenderlink.com/greatlakes](http://www.tenderlink.com/greatlakes)
-  Letter, further communication is welcomed.

## 11. Hansen Yuncken Pty Ltd

 [www.hansenyuncken.com.au](http://www.hansenyuncken.com.au)

### Contract / Purchase Ranges:

Direct purchase permitted  
Request written quotes from 2 -3 tenderers  
Request for tender invitation, advertised in media and through tendering organisations



-  By invitation
-  [www.aconex.com](http://www.aconex.com) | [www.estimateone.com](http://www.estimateone.com)
-  Telephone.

## 12. Hatch

 [www.hatch.com.au](http://www.hatch.com.au)

### Contract / Purchase Ranges:

**Direct Purchase** - Expense (Internal) Project- Informal tender process or clients' standard supply agreements  
**Request for Tender**- Formal request issued to 3-5 pre-qualified suppliers/contractors

-  Overall pre-qualification program used for most projects and adjusted to be client/project specific.
-  Informal discussion or meeting.


## 13. Hunter TAFE

 [www.hunter.tafensw.edu.au](http://www.hunter.tafensw.edu.au)

### Contract / Purchase Ranges:

- <\$1,000 - Direct purchase permitted. Formal process in place for audit of purchase prior to approval
- \$1,000-\$30,000 - Three quotes required including from approved suppliers. Formal process in place for audit of purchase prior to approval
- \$30,000-\$150,000 - Business Case must include three quotes required including from approved suppliers. Formal process in place for audit of purchase prior to approval
- >\$150,000 - Formal Tender process including advertising and invitation

 SME's who wish to register with NSW Procurement must seek acceptance onto the prequalification scheme by registering their business on the NSW Government eTenders website. SME's are welcome to contact the Purchasing Officer for Hunter TAFE on 49237158 or email [hunter.financeap@tafe.nsw.edu.au](mailto:hunter.financeap@tafe.nsw.edu.au)

 For Whole of Government contracts visit: <https://tenders.nsw.gov.au/?event=public.registereduser.new> To become a registered supplier to NSW Government eligible customers visit: <https://www.procurepoint.nsw.gov.au/supplying/nswbuy-suppliers/supply2gov>


 Meeting if requested, email, phone.

## 14. Hunter Water Corporation

 [www.hunterwater.com.au](http://www.hunterwater.com.au)

### Contract / Purchase Ranges:

- <\$2,000 - Direct purchase permitted, no formal process required
- \$2,000-\$15,000 - Request written quotes from single or multiple suppliers
- \$15,000-\$50,000 - Request written quotes from minimum of 2 suppliers
- \$50,000-\$200,000 - Request written quotes from minimum of 3 suppliers
- >\$200,000 - Formal Public Tender process via an online-tender

 Currently compiling a pre-qualified supplier list. Responses were sought via an open EOI process

-  [www.tenderlink.com/hunterwater/](http://www.tenderlink.com/hunterwater/)
-  Telephone.

## 15. Jemena

 [www.jemena.com.au](http://www.jemena.com.au)

### Contract / Purchase Ranges:

- <\$10,000 - One written quote
- \$10,000-\$250,000 - Obtain three or more written quotes
- >\$250,000 - Tender

-  No
-  [www.tenderlink.com/jemena](http://www.tenderlink.com/jemena)
-  Depends on tender. Upon request we will commonly cater for feedback / de-brief.

## 16. Lake Macquarie City Council

 [www.lakemac.com.au](http://www.lakemac.com.au)

### Contract / Purchase Ranges:

- <\$3,000 - One quote required
- \$3,000-\$50,000 - Three quotes required
- >\$50,000.01-\$149,999 - Three written quotes required plus Product Specification and Risk Assessment required on relevant categories
- >\$150,000 - Formal Public Tender process, advertised in media, website, online-tender

-  No
-  [www.tenderlink.com/lakemac](http://www.tenderlink.com/lakemac)
-  On some occasions

## 17. Local Government Procurement

 [www.lgp.org.au](http://www.lgp.org.au)

### Contract / Purchase Ranges:

\$0 to >\$150,000 - All levels of spending; Formal Public Tender process, advertised in media, website, online-tender

-  Via a full tender process
-  [www.vendorpanel.com.au/](http://www.vendorpanel.com.au/)
-  If requested

## 18. Maitland City Council

 [www.maitland.nsw.gov.au](http://www.maitland.nsw.gov.au)

### Contract / Purchase Ranges:

- <\$5,000 - Direct purchase permitted
  - \$5,000-\$50,000 - Two written quotes
  - \$50,000-\$150,000 - Three written quotes
  - >\$150,000 - Formal Public Tender process, advertised in media, website, online-tender.
- Some tenders are via Regional Procurement




-  No
-  [www.tenderlink.com/maitland](http://www.tenderlink.com/maitland)
-  Telephone or meeting.

## 19. Midal Cables International Pty Limited

 [www.midalcable.com](http://www.midalcable.com)

### Contract / Purchase Ranges:

Our company is just in the process of transitioning from project phase into full operations. Our procurement systems are being developed but generally involve 3 quotes and multiple suppliers for critical process items.

-  Currently informal
-  No
-  E-mail or meeting, depending on tender.

## 20. NSW Department of Education – Asset Management Unit

 [www.dec.nsw.gov.au](http://www.dec.nsw.gov.au)

### Contract / Purchase Ranges:

<\$2,000 - Direct purchase permitted - Yes  
\$2,000-\$150,000 - Yes - Variation on this - Using e-tenders, selected tender system, open tenders etc  
>\$150,000 - Formal public tender process - Yes using NSW E-tenders up to a value of \$500,000

 This is managed by NSW Procurement

 [www.tenders.nsw.gov.au/doi/](http://www.tenders.nsw.gov.au/doi/)

 Letter. Further communication is welcomed.

## 21. NSW Department of Education

 [www.dec.nsw.gov.au](http://www.dec.nsw.gov.au)

### Contract / Purchase Ranges:

**DOE Online Catalogue** - Able to purchase directly from the DOE Online Catalogue for catalogued items.

<\$5,000 - LSLD: Local Schools Local Decisions. Schools only (not TAFE, Corporate or Communities) are permitted to purchase directly from suppliers for purchases

<\$5,000 - and not in the excluded categories. See website for more information:

<\$30,000 - Minimum 1 written quote. Must use state or DOE contract where they exist unless using a registered small business. Must always ensure value for money.


>\$30,000-\$150,000 - Minimum 1 written quote, however recommend at least 2-3 quotes if on a DOE or State Panel Contract or Scheme to ensure value for money. Minimum 3 written quotes if not on a DOE or State Panel Contract or Scheme - Must use RFQ template and Medium Value Quote Evaluation Plan and Report

>\$150,000 - Refer to Procurement Solutions Directorate (PSD). - PSD to assess and approve the procurement method

<\$150,000 - 1 quote required up to a value of \$150,000 from an eligible Disability or Aboriginal Enterprise **All contracts over \$150,000** - must be disclosed as per GIPA act. Advertised on NSW Government eTendering website (access varies upon market approach type). State Panel or Pre-qualification Scheme: RFQ under that panel or scheme. No State Panel or Pre-qualification Scheme: Open/public market approach.

 DOE uses NSW Procurement's Whole of Government Contracts and Pre-qualification Schemes where appropriate

 [www.tenders.nsw.gov.au/doi/](http://www.tenders.nsw.gov.au/doi/)

 All respondents entitled to a meeting to discuss the strengths, weaknesses, and opportunities of their tender.

## 22. Pegasus Management Pty Ltd

 <http://pegasus.net.au>

### Contract / Purchase Ranges:

<\$5,000 - Direct purchase permitted, formal process; purchase order approval, credit card limit approval

\$5,000-\$100,000 - Request written quotes, formal process; purchase order approval (set DOA)

>\$100,000 - Formal process (set DOA - CFO, CEO limits)

 Supplier's pre-qualifications are described in form

 TBA - Procurement team manage this

 Most tenders are normally an on-going piece of work, and feedback is given to ensure we maintain

that relationship for potential future business.

## 23. Port of Newcastle

 [www.portofnewcastle.com.au](http://www.portofnewcastle.com.au)

### Contract / Purchase Ranges:

<\$30,000 - Direct purchase permitted

\$30,000-\$150,000 - Request three written quotes

>\$150,000 - Open tender

 No

 [www.tenderlink.com/portofnewcastle](http://www.tenderlink.com/portofnewcastle)

## 24. Port Stephens Council

 [www.portstephens.nsw.gov.au](http://www.portstephens.nsw.gov.au)

### Contract / Purchase Ranges:


<\$2,000 - Direct purchase permitted, no formal purchase required

\$2,001-\$50,000 - Two written quotes from preferred suppliers list

\$50,001-\$100,000 - Request for Quote - Three written quotes from preferred suppliers list

\$100,001-\$149,999 - Advertised Request for Quote - Three written quotes

>\$150,000 - Advertised tender

 There are pre-requisites in CIMS and sitepass - Council officers assist contractors through this process

 [www.tenderlink.com/portstephens](http://www.tenderlink.com/portstephens)


 Council does provide feedback to unsuccessful Tenderers.

## 25. Regional Procurement (a Division of Hunter Councils Inc.)

 [www.regionalprocurement.com.au](http://www.regionalprocurement.com.au)


### Contract / Purchase Ranges:

Public tender process in accordance with Local Government (General) Regulation - Part 7 Tendering

 • Level 1 - 'Endorsed' Industry Partners that respond to a formal request for tender process and subsequently accepted by a council for expenditure exceeding \$150,000.

• Level 2 - Industry Partners are those that are accepted for expenditure below \$150,000

 [www.tenderlink.com/regionalprocurement](http://www.tenderlink.com/regionalprocurement)

 Full written debrief is provided to all tenderers outlining the evaluation process, methodology, criteria, weighting and other pertinent information.

## 26. University of Newcastle

 [www.newcastle.edu.au](http://www.newcastle.edu.au)

### Contract / Purchase Ranges:

<\$10,000 - Two verbal quotes


\$10,000-\$20,000 - Three written quotes

\$20,000-\$150,000 - Minimum of three written quotes / formal quotation process

>\$150,000 - Formal tender process

 No

 [www.newcastle.edu.au/about-uon/our-environments/do-business-with-uon/tenders](http://www.newcastle.edu.au/about-uon/our-environments/do-business-with-uon/tenders)

 Written comments provided by evaluation panels on strengths, opportunities, weaknesses, and threats, with the proposal.

## 27. Upper Hunter Shire Council

 <http://upperhunter.nsw.gov.au>

### Contract / Purchase Ranges:

<\$5,000 - Direct Purchase

\$5,000-\$20,000 - Three written quotations

\$20,000-\$150,000 - Public quotations

>\$150,000 - Formal tender

 No

 [www.tenderlink.com/upperhunter](http://www.tenderlink.com/upperhunter)

 On some occasions.

## 28. Veolia Australia and New Zealand

 [www.veolia.com.au](http://www.veolia.com.au)

### Contract / Purchase Ranges:

<\$300 - Direct purchase

\$300-\$50,000 - Request for quotation

\$50,001-\$500,000 - Request for proposal

>\$500,000 - Request for tender

 Supplier's are pre-qualified by invitation only

 e-Procurement system launching soon

 Meeting or via teleconference.

## 29. WorkCover Authority of NSW

 [www.workcover.nsw.gov.au](http://www.workcover.nsw.gov.au)


### Contract / Purchase Ranges:

<\$3,000 - No written quotes required

\$3,001-\$30,000 - Minimum of one written quote required

\$30,001-\$250,000 - Minimum of three written quotes required

>\$250,000 - Publicly advertised tenders

 We utilise whole-of-government contracts and pre-qualification schemes administered by NSW Procurement

 [www.workcover.nsw.gov.au/aboutus/Tendersandinvoicing/Pages/Tendersandinvoicing.aspx](http://www.workcover.nsw.gov.au/aboutus/Tendersandinvoicing/Pages/Tendersandinvoicing.aspx)

 Initially in writing. Debriefing usually occurs via meeting.

## ONLINE TENDERING LINKS

ORGANISATION	INDUSTRY SECTOR	ONLINE TENDERING/PRE-QUALIFICATION LINKS
AGL Macquarie	Electricity generation	<a href="http://www.macgen.com.au/etender/site.php?url=MC4wLjAuMA">www.macgen.com.au/etender/site.php?url=MC4wLjAuMA</a>
Anglican Care	Health	<a href="http://www.tenderlink.com/anglicancare/">www.tenderlink.com/anglicancare/</a>
Ausgrid	Electricity distribution	<a href="http://www.tenderlink.com/ausgrid/">www.tenderlink.com/ausgrid/</a>
Australian Government Departments	Australian Government	<a href="http://www.tenders.gov.au/">www.tenders.gov.au/</a>
Daracon	Engineering	<a href="http://www.daracon.com.au/DealingWithDaracon/">www.daracon.com.au/DealingWithDaracon/</a>
Department of Defence	Australian Government	<a href="http://www.defence.gov.au/dmo/DoingBusiness/">www.defence.gov.au/dmo/DoingBusiness/</a>
Downer Group	Rail & Engineering	<a href="http://www.downergroup.com/Contact-Us/Suppliers/Supplier-registration.aspx">www.downergroup.com/Contact-Us/Suppliers/Supplier-registration.aspx</a>
Dungog Council	Local Government	<a href="http://www.dungog.nsw.gov.au/council/council-advertisements-dungog">www.dungog.nsw.gov.au/council/council-advertisements-dungog</a>
Eraring	Electricity generation	<a href="http://www.tenderlink.com/originenergy/">www.tenderlink.com/originenergy/</a>
Essential Energy	Electricity distribution	<a href="http://www.tenderlink.com/essentialenergy/">www.tenderlink.com/essentialenergy/</a>
Glencore	Mining	<a href="http://www.tenderlink.com/glencorecoal/">www.tenderlink.com/glencorecoal/</a>
Gloucester Council	Local Government	<a href="http://www.gloucester.nsw.gov.au/Your-Council/Tenders--Quotations-and-Expressions-of-Interest/Tenders--Quotations---Expressions-of-Interest">www.gloucester.nsw.gov.au/Your-Council/Tenders--Quotations-and-Expressions-of-Interest/Tenders--Quotations---Expressions-of-Interest</a>
GPT	Retail	<a href="http://www.cm3.com.au/index.html">www.cm3.com.au/index.html</a>
Hunter New England Health Service	Health	<a href="http://www.tenders.nsw.gov.au/">www.tenders.nsw.gov.au/</a>
Hunter Valley Care	Health	<a href="http://www.tenderlink.com/hvc/">www.tenderlink.com/hvc/</a>
Industry Capability Network	Procurement Services	<a href="http://www.gateway.icn.org.au/">www.gateway.icn.org.au/</a>
Kingston Building Australia	Construction	<a href="http://www.tenderlink.com/kingston/">www.tenderlink.com/kingston/</a>
Leighton Contractors	Construction	<a href="http://www.tenderlink.com/leicon/">www.tenderlink.com/leicon/</a>
Muswellbrook Council	Local Government	<a href="http://www.tenderlink.com/Muswellbrook/">www.tenderlink.com/Muswellbrook/</a>
Networks NSW	Electricity distribution	<a href="http://www.tenderlink.com/networksnsw/">www.tenderlink.com/networksnsw/</a>
Newcastle Airport	Transport	<a href="http://www.tenderlink.com/newcastleairport/">www.tenderlink.com/newcastleairport/</a>
Newcastle Coal Infrastructure Group	Logistics	<a href="http://www.ncig.com.au/WorkingwithNCIG/BusinesswithNCIG/tabid/111/Default.aspx">www.ncig.com.au/WorkingwithNCIG/BusinesswithNCIG/tabid/111/Default.aspx</a>
NSW Environment & Heritage	NSW Government	<a href="http://www.environment.nsw.gov.au/commercial/tenders.htm">www.environment.nsw.gov.au/commercial/tenders.htm</a>
NSW ProcurePoint	NSW Government	<a href="http://www.procurepoint.nsw.gov.au">www.procurepoint.nsw.gov.au</a>
NSW Police Force	NSW Government	<a href="http://www.tenders.nsw.gov.au/">www.tenders.nsw.gov.au/</a>
NSW Rural Fire Service	NSW Government	<a href="http://www.rfs.nsw.gov.au/about-us/doing-business-with-the-rfs/tenders-and-contracts">www.rfs.nsw.gov.au/about-us/doing-business-with-the-rfs/tenders-and-contracts</a>
Port Waratah Coal Services	Logistics	<a href="http://www.pwcs.com.au/pages/contract_management/index.php">www.pwcs.com.au/pages/contract_management/index.php</a>
Roads & Maritime Services	NSW Government	<a href="http://www.tenders.nsw.gov.au/rms/">www.tenders.nsw.gov.au/rms/</a>
Service NSW	NSW Government	<a href="http://www.tenders.nsw.gov.au/">www.tenders.nsw.gov.au/</a>
Singleton Council	Local Government	<a href="http://www.singleton.nsw.gov.au/bids.aspx">www.singleton.nsw.gov.au/bids.aspx</a>
Stockland	Retail	<a href="http://www.cm3.com.au/index.html">www.cm3.com.au/index.html</a>
Sydney Trains	NSW Government	<a href="http://www.transport.nsw.gov.au/projects/project-toolkit">www.transport.nsw.gov.au/projects/project-toolkit</a>
Thiess Services	Engineering	<a href="http://www.thiess.com.au/suppliers/register-your-interest">www.thiess.com.au/suppliers/register-your-interest</a>
Tomago Aluminium	Metal Production	<a href="http://www.tomago.com.au/contractor-management">www.tomago.com.au/contractor-management</a>
Transfield Services	Facilities Management	<a href="http://www.tenderlink.com/transfieldservices/">www.tenderlink.com/transfieldservices/</a>
Transgrid	Electricity distribution	<a href="http://www.tenders.nsw.gov.au/">www.tenders.nsw.gov.au/</a>
Transport for NSW	NSW Government	<a href="http://www.tenders.nsw.gov.au/">www.tenders.nsw.gov.au/</a>
UnitingCare Health	Health	<a href="http://www.unitingcarehealth.com.au/about-us/support-services/procurement">www.unitingcarehealth.com.au/about-us/support-services/procurement</a>

# TENDER TERMINOLOGY GUIDE

## **Best and Final Offer (BAFO):**

A process to improve the quality of tenders that are potentially acceptable but have some deficiencies. Short listed tenderers are asked to revise their proposals in specific areas, which then become their best and final offer and the basis for further evaluation.

## **Conditions for Participation:**

The minimum conditions you must meet to participate in a procurement process or for your submission to be considered.

## **Conflict of interest:**

A situation where an individual's private interests may benefit from their public actions. Conflicts of interest, either at a personal or organisational level, can arise where there is a reasonable expectation of direct or indirect benefit or loss for an individual employee (or agent of the organisation) with a particular personal interest that could be influenced, or appear to be influenced, in favour of that interest, in the performance of their duties. The benefit or loss may be financial or non-financial.

## **Contract Management Plan:**

A plan containing all the pertinent information about how the contract is to be managed and which identifies and addresses all relevant issues through the life of the contract.

## **Contract Variation:**

An addition or alteration to the terms of contract that is mutually agreed to by both parties to the contract.

## **Debrief:**

The process of advising unsuccessful respondents on a "no commitment" basis, of potential improvements to their bids which, if made, may help to make them more competitive for future tenders.

## **Direct Purchase:**

The procurement of goods and/or services by placing an order with the supplier of choice, without seeking other bids.

## **Due Diligence:**

The process of reviewing and analysing in detail the capacity of a bidding organisation to meet contract performance requirements. This may include a detailed assessment of the organisation's financial stability, legal risks, technical capacity and infrastructure.

## **EPCM:**

Engineering, Procurement and Construction Management

## **Evaluation Criteria:**

The criteria used to evaluate the compliance and/or relative ranking of tender responses.

## **Expression of Interest (EOI):**

The process of seeking the interest of suppliers capable of undertaking specific works or services to provide information on that capability or a detailed proposal to undertake work. It is usually the first stage of a tender process and can be used to assess market capability and seek market input into the preparation of subsequent specifications in tender documents. An EOI may be used to:

- Identify the best potential tenderers in a particular market
- Restrict the number of potential tenderers to those that meet certain pre-requisites
- Address security/confidentiality issues by limiting risks with respondents without providing sensitive information.

## **GIPA:**

Government Information (Public Access) Act 2009 (GIPA Act). The objective of the GIPA Act is to make government information more accessible to the public. Public access to the government information system is overseen by the Information and Privacy Commission. See: <http://www.service.nsw.gov.au/gipa>

## **Intellectual Property (IP):**

Inventions, original designs, and practical applications of ideas protected by law through copyright, patents, registered designs, and trademarks. Also includes trade secrets, proprietary know-how and other confidential information protected against unlawful disclosure by law and through additional contractual obligations, such as confidentiality agreements, contracts and conditions of tendering.

## **PCard:**

Procurement card.

## **Pre-Qualification Scheme:**

A panel of suppliers that have been pre-qualified following a registration and assessment process. The process validates that the suppliers meet certain criteria and agree to comply with business policies or procedures. Suppliers engaged under a scheme are not contracted and would need to agree to the criteria and terms specific to each individual engagement.

## **Procurement:**

Process involving all activities following the decision to acquire or dispose of goods or services. Distinct from "purchasing", procurement involves the activities related to establishing fundamental requirements, sourcing activities such as market research and vendor evaluation, and the negotiation of contracts. It can also include the purchasing activities required to order and receive goods.

## **Purchasing:**

Is the process of ordering and receiving goods and services and is a sub-set of the wider procurement process. Purchasing refers to the process involved in ordering goods such as request, approval, creation of a Purchase Order, and the receipting of goods.

## **Request for Proposal (RFP):**

This is a form of Expression of Interest to obtain preliminary proposals that may be used as a basis for short-listing tenderers. Tenderers are initially invited on their proposals against the relevant evaluation criteria, and a number of those that best meet the criteria may then be short listed and then invited to provide detailed proposals.

RFPs may be used to:

- Test the competitiveness of possible new suppliers
- Obtain detailed information on costs and cost drivers
- Identify lower cost alternatives
- Build a database of suppliers and their capabilities

## **Request for Quotation (RFQ):**

A Request for Quotation invites suppliers into a bidding process to bid on specific products and/or services. RFQ's often include the specifications of the items/services to ensure that all the suppliers' bids are directly comparable.

## **Request for Tender (RFT):**

A published notice inviting businesses, who satisfy the conditions for participation, to submit a detailed tender to provide goods / services in accordance with requirements of the RFT.

## **Technical Specification:**

A detailed description setting the functional, performance, material and other specific technical requirements for a proposed good or service.

## **Tender:**

Includes a price, bid, offer, quotation, consultant proposal or expression of interest lodged in response to an invitation or Request For Tender.

## **Written Quotation:**

A process of inviting bids in writing to supply goods and/or services involving simple documentation and a limited number of potential suppliers.

## **Sources / Links:**

NSW Department of Education and Communities Procurement: [http://www.decpurchase.nsw.com.au/wp-content/uploads/Simple\\_Procurement\\_Guide.pdf](http://www.decpurchase.nsw.com.au/wp-content/uploads/Simple_Procurement_Guide.pdf)

Department of Finance – Government of Western Australia: [http://www.finance.wa.gov.au/cms/Government\\_Procurement/About\\_us/Procurement\\_Glossary.aspx](http://www.finance.wa.gov.au/cms/Government_Procurement/About_us/Procurement_Glossary.aspx)

Department of Finance, Australian Government – Selling to the Australian Government: <http://www.finance.gov.au/procurement/procurement-policy-and-guidance/selling/glossary.html>

Information in this brochure current as of 1 August 2015.

For business assistance visit:

[www.industry.nsw.gov.au](http://www.industry.nsw.gov.au) | [www.aigroup.com.au](http://www.aigroup.com.au) | [www.rdahunter.org.au](http://www.rdahunter.org.au) | [www.business.gov.au](http://www.business.gov.au)  
[www.hunterbusinesschamber.com.au](http://www.hunterbusinesschamber.com.au) | [www.hunternet.com.au](http://www.hunternet.com.au)