

» conditions of tender

Provides guidelines on Council's process for tendering

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1. Council shall not be bound to accept the lowest or any tender, or part thereof.
2. Council shall assess all tenders on the principle of best value for public money. This does not automatically mean acceptance of the 'lowest price' but may include whole of life costing and non-price factors such as quality, WHS compliant, experience, delivery time and reliability and availability of after sales service.
3. Canvassing of Councillors and / or Staff by any supplier/prospective supplier shall invalidate that tender.
4. The supplier shall state a price, whether variations will apply throughout the tender period, and the basis for calculating the variations.
5. Pricing must include GST.
6. Tenders received will be opened in public immediately after closing time, and the names of those submitting tenders will be announced. Suppliers and members of the public are invited to be in attendance.
7. The supplier shall detail any special conditions, not otherwise covered by this specification that shall apply.
8. Submission of tenders by facsimile or electronic means is subject to the following conditions:
9. The tender by facsimile or E-Tendering means must be received by Council before the deadline.
 - The tender must be complete and MUST ALSO contain delivery details of the formal tender documents satisfying Council that they were posted or lodged at a Post Office or recognised delivery agency before the deadline.
 - Council may decline to consider such a tender if the formal documents are not received within a reasonable time after closing of tenders.
 - Tenders must be addressed to the General Manager, Ballina Shire Council and transmitted to:
 - FACSIMILE: (02) 6686 7035. Email Not Accepted.
10. In all instances it is the supplier's responsibility to ensure that the tender is delivered to Council **before** the closing time. Council will not consider late tenders. It should be noted that Australia Post's Express Delivery Service is not an overnight service to Ballina and normally takes 2 days.
11. Tenders forwarded by post are to be submitted in sealed envelopes and addressed to:
The General Manager | Ballina Shire Council | PO Box 450, (40 Cherry Street) | Ballina 2478

» **Further Information:**

Chris Allison, Coordinator Contracts Ph 1300 864 444.

