

» conditions of tender

Provides guidelines on Council's process for tendering

REVISED APRIL 2023



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 compliance, experience, delivery time and reliability and availability of after sales service.
3. Canvassing of Councillors and / or Staff by any tenderer shall invalidate that tender.
4. The tenderer shall state a price, whether variations will apply throughout the tender period, and the basis for calculating the variations.
5. Pricing must exclude 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. Tenders must be received by Council before the deadline. In all instances, it is the tenderers responsibility to ensure that the tender is delivered to Council before the closing time. Council will not consider late tenders.
9. The preferred method of tender submission is via Council's e-tendering portal <https://ballina.etenderbox.com.au/>
10. Tenders forwarded by post or courier 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:**

Procurement Officers Ph 1300 864 444.

