Construction/design

tender evaLUation report

developer name

Project name

Version: 0.1

Version: 1.0

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# Introduction

*Provide background to the project including name of developer, accredited contractor, etc, including an outline the proposed works for which the tender evaluation is being prepared.*

# Tender details

|  |
| --- |
| 1. Contract details
 |
| 1. Contract name
 |  |
| 1. Contract no.
 |  |
| 1. Description of works
 |  |
| 1. Preferred contractors/consultants tender amount (incl. Provisionals)
 | *All values should be exclusive of GST* |
| 1. Time for practical completion
 |  |
| 1. Tender type
 |  |
| 1. Contract system
 |  |
| 1. Contact person
 |  |
| 1. Summary of evaluation
 |  |

# Tender evaluation

## Tender submission

1. *Note that tenders must be called using a proprietary e-tendering portal (unless otherwise agreed with Hunter Water in the procurement plan) to ensure probity requirements are being met. Summarise how tendering was conducted and provide evidence in the appendix.*
2. *Provide a list of tenders requested and received.*

## Tender evaluation plan

1. *The tender evaluation plan should outline the requirements for tendering. Provide any necessary details pertinent to the tender request such as invitation method, invitation date, closing date, and tender validity period. Summarise the tender evaluation plan here and provide full copy of the tender request in the appendix.*
2. *Provide details on the choice of contractors based on capability and inclusion in HWC’s approved Contractors register.*

## Evaluation of tenders

1. *The tender evaluation should be completed using the tender evaluation worksheet. Provide copy of summary tables here.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NON-PRICE SCORES** | **Weight** |  |  |  |
| **Ranking** | **%** |  |  |  |
| Capacity, Capability and Experience | 20% |   |   |   |
| Methodology, Program and Understanding of project | 10% |   |   |   |
| **Non-price Score** | 30% |   |   |   |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PRICE SCORES** | **Weight** |  |  |  |
| Ranking | % |  |  |  |
| Price  |  $ |  |  |  |
| Score | 70% |  |  |  |
| Weighted Score |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **TOTAL SCORES** | **Weight** |  |  |  |
| **Ranking** | % |  |  |  |
| **Price**  |  $ |  |  |  |
| **Weighted Non-price Score** | 30% |  |  |  |
| **Weighted Price Score** | 70% |  |  |  |
| **Total Score** | 100% |  |  |  |

## Tender summary

*Provide a list of the tenders received alongside the tender sums. If applicable, provide a list of non-returning tenders with a brief description of the reasons, if known.*

|  |  |  |  |
| --- | --- | --- | --- |
| Tenderer  | Lump sum tender (incl. Provisionals)  | Lump Sum Tender (excl. Provisionals) | Adjusted Lump Sum Tender(excl. Provisionals) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Post tender communication

1. *Provide any necessary details pertinent to tender-related correspondence that occurred after submission.*

## Preferred contractor/consultant

1. *Provide the name of the preferred contractor/consultant with a summary of the criteria used for the selection. Criteria would include, but not be limited to, offer compliance, contractor experience and resources, length of proposed detailed program for works delivery, safety compliance, value for money, etc*

# Pre-construction Infrastructure Contribution estimate (for construction tender evaluation only)

1. *The Pre-construction Infrastructure Contribution estimate (PICE) resets the upper limit for payments on the project under the Funding and Delivery of Growth Standard. Please fill out the table below outlining the following cost items – design and preconstruction project Management (if eligible), tender award (preferred tenderer), provisional sum items, construction management, and other items.*

|  |  |  |
| --- | --- | --- |
| Item | Description of items | Cost (ex GST) |
| 1. Design
 | 1. *Outline design requirements*
 |  |
| 1. Pre-construction items
 | 1. *Other items required to complete the design*
 |  |
| 1. Tender award
 | 1. *Based on preferred tenderer*
 |  |
| 1. Provisional items
 | 1. *List out the Provisional items included in the tender*
 |  |
| 1. Construction management
 | 1. *Clearly identify the rates, time, etc, in determining the total amount*
 |  |
| 1. Other items
 | 1. *List any other items required to support delivery of the construction contract*
 |  |

 *Note that each item presented in the table will set an upper limit for that item and will need to be supported by appropriate invoices in the project completion report to be eligible for final payment.*

# Conclusion

1. *Provide a proper recommendation for HWC to support the engagement of the preferred contractor/consultant based on the assessment provided in this report.*

# Avoiding Conflict of Interest

1. *The persons involved are required to declare any conflict of interest before contract award. The tender specifications and assessment results will be reviewed by Hunter Water Corporation to detect any favouritism to particular tenderers if any conflicts are declared.*
2. This is to confirm that persons involved in preparing the tender documents and assessing tenders
3. \*have / \*have not declared conflict of interest.
4. \* No conflict is declared. / \*The conflicts declared are as follows:
5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. \*The following actions have been taken to manage the conflicts declared:
7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. Signature: \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_
9. Name of Assessment Panel Members: \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_
10. Date: \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_
11. (\* Delete as appropriate)

# Appendices

1. E-tendering portal details
2. Tender evaluation worksheet (including final completed cost data)
3. Tender documentation and addenda
4. Copies of tenders received