



Australian Government

Defence

## GUIDANCE

### GENERAL TENDERING GUIDANCE

#### UNDER THE DEFENCE INFRASTRUCTURE PANEL – MAJOR CONSTRUCTION (DIP-MC)

#### Introduction

This guidance document applies to general tendering procurement activities and engagements under the DIP-MC.

#### Issuing and Receiving via Email

##### 1) Issuing the Tender Documents to the Panel Contractors

When sending your Tender Documents via email you should apply the following:

- The email must be sent to the email address provided on Defence Website under the area of '*Companies and Contacts*' found on the '*Who to engage and Scope of works*' page.
- You should consider the volume of documents planned to be released via email by Defence and whether that could create difficulties for either Defence in sending it, or the relevant company (Respondent) in receiving it.
- In the subject line of the email, include the following (as applicable): "DIP-MC Request for Tender – (*Your project number and title*)".
- Within the body of the email you must ask the Respondent to acknowledge receipt of the email within 24 hours. If an acknowledgement is not provided, the project officer must follow up with the nominated Panel Manager. If you find out the Panel Manager no longer being the point of contact please notify the Defence Panel Management team.
- When considering the use of email to receive Tender submissions of the Request for Tender (RFT), you will need to consider the size of potential responses and whether it will still be practical to receive them via email.
- You may also request that Respondents limit the file size of their Tender submissions to ensure that their Tender submissions can get through the Defence Firewall. Generally file size 5MB and under are suitable for receipt via email. Large files can be broken down into smaller files.

##### 2) Receiving the Tender Submission

**Please Note** - PMCA's or a consultant who may be managing a Commonwealth procurement cannot receive Tender submissions via their company emails.

- The receiver may be a member of the Evaluation Board but there must be a process to ensure price is not opened and viewed by that member during that process. However this approach is not endorsed as it presents a potential probity issue in relation to the Tender Evaluation process.
- You should carefully consider which email address you nominate to receive Tender submissions as the receiver will need to be available to confirm the receipt of Tender submissions.
- At a reasonable time (recommended 2 to 4 days) before the Closing Time and Date, check that there are no scheduled network outages that will preclude Respondents from submitting their Tender submissions on the closing date. If there are planned outages, immediately notify Respondents of an extension to the closing time and/or date.

- When the Tender submissions are lodged electronically, you must acknowledge receipt of the Tender submissions and confirm if it was received on time, via return email to the Respondents. This must then be written into the Tender Evaluation Board Report for the procurement. When acknowledging receipt of Tender submissions, the following wording is suggested:

*'The Commonwealth acknowledges that (Company Name) Tender submission for (project number and title) has been received at (time and date).'*

- If the Tender submissions are received early, they are not to be promulgated to Board members until after the nominated close date and time and all Tender submissions have been received.
- If a Tender submission is received as being late and as a result representing a non-conformance then you **must** apply the conformance rules as stated within the RFT. This is a mandatory requirement from the Commonwealth Procurement Rules in respect to late tenders. In these instances probity advice should be sought before excluding any submission from consideration.

## Issuing and Receiving via AusTender

### 1) Loading/Publishing Approach to Market (ATM) on AusTender

- Choose **Limited – No Public View** from the dropdown options for ATM Access.
- Click **Generate Passcode** and a passcode will be generated.
- Click **Print Restricted Passcode** and save this as **PDF** in a secure area accessible only by the project team.

The screenshot shows the configuration page for an ATM. The 'ATM Type' dropdown is set to 'Request for Tender'. The 'ATM Access' dropdown is set to 'Limited - No Public View'. The 'Multi-stage' section has 'Yes' and 'No' radio buttons, with 'No' selected. A 'Generate Passcode' button is highlighted in yellow. A pop-up window on the right displays the message: 'Your passcode for this tender is: Js7tuTCHM'. Below this, it says 'Please take a note of this passcode and provide it to your prospective tenderers for access to the ATM.' and a 'Print Restricted Passcode' button is highlighted in yellow.

- Input the ATM ID and Passcode in the **Annexure A – Limited Tender Instruction template**. Please refer to the example below.

ADDENDA ISSUANCE		
Please refer to the Terms and Conditions in the tender documentation regarding addenda issuance.		
You must follow the same Login and Limited – No Public View ATM access process to collect any addenda that may be issued for this ATM. These files are provided separately to the original tender pack, but are accessed from the same page.		
<b>THIS ATM</b>	<b>ATM ID</b>	<b>TEST1</b>
	<b>Access Passcode</b>	<b>QBdVdXpXxg</b>

- You can extract Annexure A with the ATM ID and Access Passcode from this guidance and save it as Word document.
- Once the ATM is published, the email with Annexure A should be sent only to the email address for the Contractor Panel Manager provided on the Defence Website under the area of 'Companies and Contacts' on the 'Who to engage and Scope of works' page.
- In the subject line of the email, include the following (as applicable): "DIP-MC Request for Tender – (Your

*project number and title)*".

- Within the body of the email you must ask the Respondent to acknowledge receipt of the email within 24 hours. If an acknowledgement is not provided, the project officer must follow up with the nominated Panel Manager. If you find out the Panel Manager no longer being the point of contact please notify the Defence Panel Management team.
- The selected Tenderers will be able to access the RFT that you have published and you will receive the Tender submissions via AusTender.

## **2) Opening Tender submissions on AusTender**

- You can download the Tender submissions after the nominated close date.
- The Tender submissions are to be saved in a secure area accessible only by the project team.

## **Records Management**

You must have a records management framework for the management of the electronic submissions. All email correspondence regarding the Tender submission should be filed accordingly (in Objective for Defence managed procurements). This includes the Tender documents, the acknowledgement of receipt from the Respondent, the Tender itself, the acknowledgment of receipt from the Commonwealth, and all other communications and information relating to the procurement activity.

<p style="text-align: center;"><b>AUSTENDER</b> <b>LIMITED – NO PUBLIC VIEW TENDER INSTRUCTIONS TO TENDERERS –</b> <b>ELECTRONIC LODGEMENT</b></p>
<p>The [Agency] uses AusTender, the Australian Government Tender System, to:</p> <ul style="list-style-type: none"><li>• register Tenderers</li><li>• issue Tender documentation to prospective Tenderers</li><li>• receive tender responses electronically.</li></ul>
<p><b>To download tender documentation:</b></p> <p><b>LOG IN/REGISTER</b></p> <ol style="list-style-type: none"><li>1. Connect to <a href="https://www.tenders.gov.au">https://www.tenders.gov.au</a></li><li>2. From the Log In options on the left of the Home Page, select as appropriate, either <i>Login existing user</i> – Enter your previously registered Username (Email Address) and User Password, or <i>New user registration</i> – Enter all required details including a User Password nominated by you and record for future use. This User Password must be different from the ATM Access Passcode (below). Click <b>I Agree and Understand</b>. If you have elected to define a profile for future business opportunity notification, the profile screen will be displayed. Complete details and click <b>Confirm</b></li><li>3. Return to Home Page</li></ol>
<p><b>LIMITED – NO PUBLIC VIEW ATM ACCESS</b></p> <ol style="list-style-type: none"><li>4. In the white <i>Search</i> field at the top of the page, type the <b>ATM ID</b> (exactly as provided, below)</li><li>5. Click <b>Search</b></li><li>6. <b>RESTRICTED ATM ACCESS</b> page displays</li><li>7. In <i>ATMAccess Passcode</i> field, enter <b>ATMAccess Passcode</b> (exactly as provided, below)</li><li>8. Click <b>Submit</b></li><li>9. <b>Current ATMView</b> page displays</li><li>10. Check that this is the correct ATM</li><li>11. Click <b>See ATM Documents</b></li><li>12. <b>ATM Documents</b> page displays</li><li>13. To download tender documentation click each file of the Tender Pack</li><li>14. Click <b>Open</b> or <b>Save</b> (to your PC), then <b>OK</b></li><li>15. Save all files in the Tender Pack to your PC</li><li>16. The page closes automatically on completion of Download</li></ol>

**To lodge a response electronically:**

**ELECTRONIC LODGEMENT FOR RESTRICTED ATMs**

Follow steps 1 to 10 to access the correct ATM page, then

- Click Go to Lodgement Page
- For each Response File, click Browse
- Select your response file/s from your desktop, ensuring maximum file size is within the limit prescribed in the ATM documents, and noting that multiple files should be zipped together
- When all files have been selected, click Lodge Response
- An online receipt will be issued, followed by an emailed receipt. Print and save all receipts. **This is your proof of lodgement.** Any problems should be referred as directed in the ATM documentation.

**ADDENDA ISSUANCE**

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<b>THIS ATM</b>	<b>ATM ID</b>	<b>TEST1</b>
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