Engineering Policy

EP168 Tender Periods

March 2019
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1 Application

This Engineering Policy applies to engineering consultants and construction tenders. This policy now takes into consideration weekends, Public Holidays, the Christmas period, and the time required to finalise tenders before they are submitted.

2 Tender Periods

The duration of the tender period must take into consideration the scope of the tender and time required by the tenderers to gather and write their responses. Typical minimum tender periods are shown in Table 2 (below). Where notice to tenders are issued which require the tenderers to undertake additional work, consideration should be given to extending Tender Period. See Transport Infrastructure Project Delivery System (TIPDS) Volume 2 for extensions to the TIC-CO tender period.

Table 2 – Typical Tender Periods

<table>
<thead>
<tr>
<th>Type of Engagement Examples</th>
<th>Typical Minimum Tender Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engineering Consultant (short duration engagement e.g. 40 hours)</td>
<td>5 business days</td>
</tr>
<tr>
<td>Engineering Consultant (medium to long duration engagement e.g. &gt; 1 month)</td>
<td>10 business days</td>
</tr>
<tr>
<td>Business Case Design</td>
<td>20 business days</td>
</tr>
<tr>
<td>Detailed Design</td>
<td>20 business days</td>
</tr>
<tr>
<td>MIC-CO Single Stage</td>
<td>20 business days</td>
</tr>
<tr>
<td>TIC-CO Single Stage</td>
<td>20 business days</td>
</tr>
<tr>
<td>TIC-CO Two Stage</td>
<td>20 business days</td>
</tr>
<tr>
<td>Early Contractor Involvement (ECI) Request for Proposal</td>
<td>20 business days</td>
</tr>
<tr>
<td>MIC-SI or TIC-CI</td>
<td>By mutual agreement</td>
</tr>
</tbody>
</table>

3 Tenders Closing Dates

a) Tenders must close Tuesday to Thursday except Public Holidays (where tenders must close one day after the Public Holiday).

b) Tender must close one business day after a Public Holiday.

   e.g. If there is a Public Holiday on Thursday, the tenders close on the following Tuesday.

c) Tenders must close no later than five business days before Christmas Day and must not close during the first week of January of each year.

4 Tenders Open over the Christmas Period

a) The last date to release tenders including Requests for Proposal, Invitation to Tender or similar tenders, is 10 business days prior to Christmas Day. Where tenders are open over the Christmas period, there will be a “Closedown Period” (see below) where departmental officers will not be available to answer questions or respond to requests for information. The Closedown Period information should also be published in the public tender documents.

b) Where tenders extend over the Christmas period, the tender period must allow the full tender period excluding the Closedown Period, for the tenderers to prepare their response.
c) Where a tender is not a high priority, consideration should be given to release after the Closedown period.

5 Closedown Period

Departmental officers will not answer questions in relation to procurement processes or tenders during the Christmas closedown period, unless specified in the relevant tender or contract documents. This is typically the period from the first Monday before Christmas Day to the first Friday after New Year’s Day. For example:

- 2019: Monday 23 December 2019 – Friday 3 January 2020
- 2020: Monday 21 December 2020 – Friday 8 January 2021

6 Exemptions

If there is a compelling reason for the tenders not to follow this policy, prior written approval must be obtained from the District Director or senior manager.

7 Public Holidays


8 Further Information

Further information about this policy contact infrastructureproc@tmr.qld.gov.au