Appendix D - Checklist

Transport Infrastructure Project Delivery System

Volume 2 - Tendering for Infrastructure Works

August 2020

Appendix D – Checklist

| Vol 2 Ref | Action requirement | Action complete |
| --- | --- | --- |
| Initials | Date |
| 5 | Tender Planning |
| 5.1 | Business Case decisions and details –* Identify all relevant decisions and supporting details
* Establish adequate understanding

Project Manager understands basis for project in Business Case |  |  |
| 5.2 | Responsibilities of Principal –* Consider project scope and circumstances
* Identify project specific role and limits of responsibility for Tendering Manager
* List responsibilities of Tendering Manager

Responsibilities of Tendering Manager defined by Principal |  |  |
| 5.2.1 | Appoint Tendering Manager –* Consider project circumstances and project team.
* Identify options available. Select and appoint.
* Tendering Manager briefed on project and responsibilities

Tendering Manager appointed and briefed by Principal |  |  |
| 5.3 | Appreciation of the project –* Assemble all relevant documents.
* Obtain background briefings (as warranted).
* Establish adequate understanding of the project and its circumstances.

Tendering Manager fully prepared for Tender Planning |  |  |
| 5.45.3.25.3.15.3.45.4.35.5 | Planning steps by Tendering Manager –* Initiate preparation of TEP
* Identify risks and opportunities
* Identify appropriate tender selection method.
* Determine tender selection criteria.
* Probity Advisor warranted?
* Prepare brief for TAP.

Brief for TAP prepared |  |  |
| 6 | Tender development |  |  |
| 6.3.16.3.26.3.4 | Appoint TAP –* Panel membership requirements identified.
* Candidate members identified, interviewed and availability confirmed.
* Nominated Panel Members declare any conflict of interest.
* Panel members appointed.
* Australian Federal Government representation?
* Panel members adequately briefed on the project.

TAP appointed by Principal |  |  |
| 6.5 | Assemble / compose Tender Documents –* Design outputs complete?
* Contract documents, including project specific details and definition of tender selection methodology prepared?
* Supplementary conditions of tender prepared?
* Scope finalised?
* Tender Prototype peer reviewed by Designer and Project Manager?

Prototype Tender Documents - complete and consistency checks carried out, reviewed by Designer, verified by Tendering Manager |  |  |
| 6.5.5 | Approval to call Tenders –* Tender documents complete?
* Financial allocations available in the QTRIP?
* Work site available – or adequate arrangements in place?
* Utility alterations and service authority requirements defined and agreed?
* TEP prepared?

Principal's delegate approval to call tenders |  |  |
| 6.6.1 App E | Advertisement –Tender advertisement details approved by Tendering Manager |  |  |
| 6.6.1 | Issue Tender Documents –* Tenderer prequalified?
* Obtain receipt for documents (Form C7501).

Register of tender documents issued maintained |  |  |
| 6.6.2 | Deal with enquiries – * Nominated (experienced) officer appointed.
* Record all responses (Form C7502).
* Inform other tenderers (of enquiries and responses)?

Register of enquiries and responses maintained |  |  |
| 6.6.3 | Notice to Tenderers –* Register and record of all Notices (Form C7503)
* Obtain receipts from tenderers?

Register of Notices and receipts maintained |  |  |
| 6.6.4 | Pre-tender meetings (including site inspections) –* Basis of meeting identified, and agenda planned.
* Arrangements published (to all concerned).
* Venue prepared, including displays.
* Proceedings recorded minuted and minutes distributed.

Pre-tender meetings planned and executed – verified by Tendering Manager |  |  |
| 7 | Tender analysis phase |  |  |
| 7.2 | Tender opening –* Opening date (and any extensions) confirmed.
* Public opening or not? Nominated officers available for attendance?
* Tender opening records established.
* Record tender opening details (Form C7817).

Tender opening procedures completed. |  |  |
| 7.37.3.37.3.37.3.47.3.57.3.67.3.77.3.8 | Tender Examination –* Check tender rates.
* Check for compliance with Conditions of Tendering.
* Deal with non-compliances (Table 7.1).
* Resolve discrepancies (Table 7.2). (Form C7504).
* Deal with tender conditions and assumptions (Tables 7.3 and 7.4). (Form C7504).
* Deal with alternative tenders (Table 7.3.7): (Form C7505)
* Identify if acceptable
* Identify any intellectual property issues
* Examine alternatives; Compare alternatives
* Deal with unusually low bids.

Tender examination complete – verified by Tendering Manager |  |  |
| 7.5.17.5.27.5.3 | Tender assessment –* Determine tenders in contention. (Form C7506 or C7507)
* Undertake sensitivity analysis. (Form C7508)
* Capability assessment: (examine "P" type schedules C7810\_P1 to C7810\_P8)
* Financial capability
* Technical capability
* Clarify information

Best tender identified by Selection Panel |  |  |
| 7.6 | Tender Assessment Report –* Documentation of assessment, conclusions and recommendation
* Signatures of all Selection Panel Members and (if involved) Probity Advisor and/or Federal representative.
* Report verified as complete Tendering Manager.
* Copies of report to Project Manager, Probity Advisor, District Director, etc.
* Record details of recommended tender.
* Formal handover to Contract Administrator

TAR and associated actions completed – verified by Project Manager |  |  |
| 8 | Financial Approval Procedures |  |  |
| 8.2 | Initial steps –* Tendering Manager (or nominee) enters project details into the FA Form (in 3PCM)
* Dates for closing tenders and for expected completion of tender analysis updated (as warranted)

Initial steps complete – verified by Project Manager |  |  |
| 8.2.18.2.28.2.3 | Authorisation –* Financial and Procurement Delegated Officer(s) for recommendation/approval identified – based on contract amount.
* Tendering Manager enters details of recommended tender in 3PCM.
* Complete the Contract Financial Approval Request form in Unifier.
* Authorisation recorded.

Authorisation to award contract complete – verified by Project Manager |  |  |
| 8.38.3.18.3.28.4 | Award of contract –* Tendering Manager forwards documents to Prequalification and Contracts Unit:
* Tender Assessment Recommendation – refer Appendix J
* Details of tenders received (Form 7817 – refer Standard Contract Provisions Roads Volume 1: Transport Infrastructure Contract Appendix A)
* Register of Notice to Tenderers (Form C7503 – refer Appendix F)
* District Tender Acceptance Report
* Tender Correspondence, and
* Original Winning Tender
* Prequalification and Contracts Unit Contracts Officer verifies that all necessary documents are available and are complete.
* Prequalification and Contracts Unit Contracts Officer prepares Letter of Acceptance
* Letter of Acceptance signed by Delegated Officer (who has the necessary Statutory Delegation) and forwarded to successful contractor.
* Instrument of Agreement prepared by the Principal and executed by both parties.
* Advice to unsuccessful tenderers (letters and debriefings).

Contract award action complete – verified by Project Manager |  |  |