Appendix J2 – Tender assessment report template (2 stage)

Transport Infrastructure Project Delivery System

Volume 2 - Tendering for Infrastructure Works

August 2020

Appendix J2 – Tender assessment report template (2 stage)

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| This **TAR** template is designed for use in the selection of a construction contractor using a 2-stage infrastructure procurement process.  Hold Point 1 and Hold Point 2 (refer below) must be used in a 2-stage infrastructure procurement process for example where Tenderers are shortlisted (Stage 1) followed by an Invitation to Tender (Stage 2).  As not all sections apply to every type of infrastructure procurement process or contract, insert the text “[not used]” rather than delete the section to avoid ‘reference not found’ errors.  Attached documents should be placed in the Attachment 3. |

Project Tender Assessment Report

|  |  |
| --- | --- |
| Project name | *insert details* |
| Project number | *insert details* |
| Contract number | *insert details* |
| Brief project description | *insert details e.g. closing date, number of tenders received* |
| Brief tender details | *insert details* |
| Project Manager | Name: *insert details*  Position: *insert details* |
| Project Manager details | Name: *insert details*  Phone: *insert details*  Email: *insert details* |
| Tendering Manager details | Name: *insert details*  Phone: *insert details*  Email: *insert details* |
| TAP | Panel Chair: *insert details*  Panel Member: *insert details*  Panel Member: *insert details* |

Definitions

Figure J2 – Stage 1 and Stage 2 process

Expression of Interest

Shortlisting

Hold Point 1

Issue Invitation to Tender

Assess tenders

Recommend Best Tenderer

Hold Point 2

Complete Tender Assessment Report

**Stage 1**

**Stage 2**

|  |  |
| --- | --- |
| **Term** | **Description** |
| Best Tender | The most advantageous tender for the Principal in the overall assessment of tenders in Stage 2. |
| Expression of Interest | means the document issued in Stage 1 of the tender development phase to shortlist those Tenderers eligible to be invited to tender in Stage 2 |
| Invitation to Tender | means the tender documents used to invite shortlisted Tenderers from Stage 1 to participate in the full tender. |
| Short List | means a list of tenderers selected by the TAP. |
| Stage 1 | is the stage where the Expression of Interest is released and the TAP assesses tenders and creates a shortlist of those eligible to participate in Stage 2. This shortlist is also referred to as ‘Tenders in Contention’. See Figure J2. |
| Stage 2 | is the stage in which Tenderers shortlisted from Stage 1 are invited to submit a Tender. Stage 2 is completed when the Assessment Panel makes a tender recommendation. |
| TAP | Tender Assessment Panel. For official positions of the TAP refer to Appendix B1 Section 2.1 of the TEP |
| TAR | Tender Assessment Report |
| TEP | Tender Evaluation Plan |
| Tenders in Contention | relates to a ranked short list of the most advantageous tenders. For price-only selection (single stage), these are usually the lowest priced acceptable tenders, and for price and non-price selection (consisting of Stage 1 and Stage 2), the tenders that received the best scores. |

1. Stage 1
   1. Stage 1 - Tender communication

|  |
| --- |
| Attach documents:   * Form C7502 *The Register of Tender Correspondence* * Form C7503 *Register of Notices to Tenderers*   To delete this guidance text box, double click mouse in the left margin then press delete |

|  |
| --- |
| Note the forms referenced in this section can be found in Appendix E unless otherwise referenced.  ***To delete this guidance text box, double click mouse in the left margin then press delete*** |

* 1. Stage 1 - Record of Expressions of Interest responses submitted

|  |
| --- |
| Attach Form C7817 *Details of Tenders Received* (Administrative Forms Transport Infrastructure Contract (TIC)) to record the responses.  Also attach any minutes or notes from the tender opening (the record, the date, time, venue, openers/examiners, and so on) and any other forms or inspection checklists.  To delete this guidance text box, double click mouse in the left margin then press delete |

Type summary here

* 1. Stage 1 - Dealing with non-compliances and discrepancies

|  |
| --- |
| Attach Form C7504 *Adjustment for Discrepancy Conditions and Assumptions.*  Also attach any peripheral documentation outlining any actions or decisions taken to support information in the above form. Note only "tender number" and "discrepancy" column to be filled in so far.  To delete this guidance text box double click mouse in the left margin then press delete |

* 1. Stage 1 - Tenders in contention

|  |
| --- |
| Attach any peripheral documentation outlining any actions or decisions taken to select the tenders in contention at the end of Stage 1.  ***To delete this guidance text box, double click mouse in the left margin then press delete*** |

Type summary here

Hold Point 1 – Complete Attachment 1

1. Stage 2
   1. Stage 2 - Tender communication

|  |
| --- |
| Attach documents:   * Form C7502 *The Register of Tender Correspondence* * Form C7503 *Register of Notices to Tenderers*   To delete this guidance text box, double click mouse in the left margin then press delete |

|  |
| --- |
| Note the forms referenced in this section can be found in Appendix E unless otherwise referenced.  ***To delete this guidance text box, double click mouse in the left margin then press delete*** |

* 1. Stage 2 - Record of tenders submitted

|  |
| --- |
| Attach Form C7817 *Details of Tenders Received* (Administrative Forms Transport Infrastructure Contract (TIC)).  Also attach any minutes or notes from the tender opening (the record, the date, time, venue, openers/examiners, and so on) and any other forms or inspection checklists.  To delete this guidance text box, double click mouse in the left margin then press delete |

Type summary here

* 1. Stage 2 - Dealing with non-compliances and discrepancies

|  |
| --- |
| Attach Form C7504 *Adjustment for Discrepancy Conditions and Assumptions.*  Also attach any peripheral documentation outlining any actions or decisions taken to support information in the above form. Note only "tender number" and "discrepancy" column to be filled in so far.  To delete this guidance text box double click mouse in the left margin then press delete |

* 1. Stage 2 - Sensitivity analysis

|  |
| --- |
| Attach Form C7508 *Sensitivity Analysis List for each tender.*  Also attach any peripheral documentation outlining any actions or decisions taken to support information in the above form.  To delete this guidance text box, double click mouse in the left margin then press delete |

Type summary here

* 1. Stage 2 - Unusually low bids and responses

|  |
| --- |
| Attach documentation outlining the decision to identify a tender as an Unusually Low Bid.  Also attach documentation outlining any actions to support decision to accept or reject tender.  ***To delete this guidance text box, double click mouse in the left margin then press delete*** |

Type summary here

* 1. Stage 2 - Consideration of alternative tenders

|  |
| --- |
| Attach Form C7505 Adjustments for Alternative Tenders. Also attach any peripheral documentation outlining any actions or decisions taken to support information in the above form.  ***To delete this guidance text box, double click mouse in the left margin then press delete*** |

Type summary here

* 1. Stage 2 - Dealing with conditions and assumptions

|  |
| --- |
| Refer back to Form C7504 Adjustment for Discrepancy Conditions and Assumptions. Also attach any peripheral documentation outlining any actions or decisions taken to support information in the above form.  ***To delete this guidance text box double click mouse in the left margin then press delete*** |

Type summary here

* 1. Stage 2 - Adjustment of tender prices and working tender list

|  |
| --- |
| For ‘Price Only’ assessment  Attach Form C7506 Working Tender List for Price Assessment. Complete form.  For ‘Price and Non-Price Tender Assessment’ (2-stage infrastructure procurement process)  Attach Form C6507 Working Tender List for Price and Non-Price Assessment. Complete form.  Use *Attachment 1* of this template to secure approval to procced from non-price shortlisting to Price only tender.  Attach any peripheral documentation outlining any actions or decisions taken to support information in the above form.  To delete this guidance text box, double click mouse in the left margin then press delete |

Type summary here

* 1. Stage 2 - Tenders in contention and ‘best’ tender

|  |
| --- |
| Attach any peripheral documentation outlining any actions or decisions taken to select the tenders in contention and the ‘best tender’.  ***To delete this guidance text box, double click mouse in the left margin then press delete*** |

Type summary here

Hold Point 2 Complete Attachment 2

Reference documents

|  |
| --- |
| Attach any documents not directly related to the tender evaluation but giving insight to the decisions made in the tendering process. At a minimum, the TEP, plus for example:   * any communications between the TAP and the Project Manager * excerpts from the Business Case, Project Plan or Project Delivery Strategy.   To delete this guidance text box, double click mouse in the left margin then press delete |

Attachment 1 – Hold Point 1

|  |
| --- |
| Hold Point 1 applies after responses to the Expression of Interest are shortlisted (at the end of Stage 1). |

In line with the TEP, the Panel is seeking endorsement of the shortlisted contractors:

|  |  |
| --- | --- |
| **Shortlisted contractors at the end of Stage 1:** | *insert details* |
| **Non-shortlisted contractors at the end of Stage 1:** | *insert details* |

Hold Point 1 - Endorsement Panel Member

|  |  |  |  |
| --- | --- | --- | --- |
| Responsibilities of Panel Member | | | |
| The Panel Members are responsible for but not limited to:   * endorsing content and recommendations of TAR at Hold Point 1 * ensuring all evaluation material is held in a secure location at all times * evaluating all offers in accordance with the TEP and documenting all outcomes in this TAR * maintaining the highest standards of probity, transparency and official conduct * assisting the Panel Chair with the compilation of the final TAR. | | | |
| **Panel Member Name** | **Position Title** | **Signature** | **Date** |
| *insert details* | *insert details* |  | DD/MM/YYYY |
| *insert details* | *insert details* |  | DD/MM/YYYY |
| *insert details* | *insert details* |  | DD/MM/YYYY |
| *insert details* | *insert details* |  | DD/MM/YYYY |

Hold Point 1 - Endorsement Panel Chair

|  |  |
| --- | --- |
| Responsibilities of Panel Chair | |
| The Panel Chair is responsible for:   * completion, seeking endorsement and approving content of the TAR at Hold Point 1 * chairing all meetings of the TAP * monitoring and actioned any conflict of interests which occurred throughout the evaluation * seeking expertise from other sources on matters relevant to evaluation deliberations (where required) * evaluating all offers in accordance with the TEP and documenting all outcomes in this TAR * addressing any challenges to the evaluation process * maintaining the highest standards of probity, transparency and official conduct. | |
| **Name:** | *insert details* |
| **Position Title:** | *insert details* |
| **Branch:** | *insert details* |
| **Signature:** |  |
| **Date:** | **DD/MM/YYYY** |

Hold Point 1 - Endorsement Probity Advisor

|  |  |
| --- | --- |
| **Probity Advisor engaged?** | Yes  No |
| **Company:** | *insert details* |
| **Name:** | *insert details* |
| **Signature:** |  |
| **Date:** | DD/MM/YYYY |

Hold Point 1 - Endorsement Procurement Delegate

|  |  |
| --- | --- |
| As a Procurement Delegate with the appropriate level of delegation, I am satisfied that this request up to Hold Point 1:   * meets the requirements of the TMR procurement procedures * the evaluation was conducted in accordance with the associated and approved invitation documentation and TEP * probity, transparency, accountability was monitored and maintained throughout the evaluation process   I am aware of my responsibilities under the probity and accountability provisions of the Queensland Procurement Policy and I acknowledge that I am accountable for this decision. | |
| **Name:** | *insert details* |
| **Position Title:** | *insert details* |
| **Branch:** | *insert details* |
| **Delegation Level:** | 1  2  3  4  5 |
| **Additional Comments:** | *insert details* |
| **Signature:** |  |
| **Date:** | DD/MM/YYYY |

Hold Point 1 – Authorised by District Director

|  |  |
| --- | --- |
| As a District Director, I am satisfied that at Hold Point 1:   * Stage 1 of TAR has met the obligations of the infrastructure procurement processes, procurement plan and the TEP * The process and the subsequent engagement will provide value for money to the department   I am aware of my responsibilities under the probity and accountability provisions of the Queensland Procurement Policy and I acknowledge that I am accountable for this decision. | |
| **Name:** | *insert details* |
| **Position Title:** | *insert details* |
| **Branch:** | *insert details* |
| **Signature:** |  |
| **Date:** | DD/MM/YYYY |

Hold Point 1 – Authorised by Regional Director (not required for Minor Infrastructure Contracts)

|  |  |
| --- | --- |
| As a Regional Director, I am satisfied that at Hold Point 1:   * Stage 1 of TAR has met the obligations of the infrastructure procurement processes, procurement plan and the TEP * The process and the subsequent engagement will provide value for money to the department   I am aware of my responsibilities under the probity and accountability provisions of the Queensland Procurement Policy and I acknowledge that I am accountable for this decision. | |
| **Name:** | *insert details* |
| **Position Title:** | *insert details* |
| **Branch:** | *insert details* |
| **Signature:** |  |
| **Date:** | DD/MM/YYYY |

Attachment 2 – Hold Point 2

|  |
| --- |
| Hold Point 2 applies after the TAP have assessed the tenders in Stage 2. |

In line with the TEP, the Panel is seeking endorsement of the Best Tenderer:

|  |  |
| --- | --- |
| **Best Tenderer at the end of Stage 2:** | *insert details* |

Hold Point 2 - Endorsement Panel Member

|  |  |  |  |
| --- | --- | --- | --- |
| Responsibilities of Panel Member | | | |
| The Panel Members are responsible for but not limited to:   * endorsing content and recommendations of TAR at Hold Point 2 * ensuring all evaluation material is held in a secure location at all times * evaluating all offers in accordance with the TEP and documenting all outcomes in this TAR * maintaining the highest standards of probity, transparency and official conduct * assisting the Panel Chair with the compilation of the final TAR. | | | |
| **Panel Member Name** | **Position Title** | **Signature** | **Date** |
| *insert details* | *insert details* |  | DD/MM/YYYY |
| *insert details* | *insert details* |  | DD/MM/YYYY |
| *insert details* | *insert details* |  | DD/MM/YYYY |
| *insert details* | *insert details* |  | DD/MM/YYYY |

Hold Point 2 - Endorsement Panel Chair

|  |  |
| --- | --- |
| Responsibilities of Panel Chair | |
| The Panel Chair is responsible for:   * completion, seeking endorsement and approving content of the TAR at Hold Point 2 * chairing all meetings of the TAP * monitoring and actioned any conflict of interests which occurred throughout the evaluation * seeking expertise from other sources on matters relevant to evaluation deliberations (where required) * evaluating all offers in accordance with the TEP and documenting all outcomes in this TAR * addressing any challenges to the evaluation process * maintaining the highest standards of probity, transparency and official conduct. | |
| **Name:** | *insert details* |
| **Position Title:** | *insert details* |
| **Branch:** | *insert details* |
| **Signature:** |  |
| **Date:** | **DD/MM/YYYY** |

Hold Point 2 - Endorsement Probity Advisor

|  |  |
| --- | --- |
| **Probity Advisor engaged?** | Yes  No |
| **Company:** | *insert details* |
| **Name:** | *insert details* |
| **Signature:** |  |
| **Date:** | DD/MM/YYYY |

Hold Point 2 - Endorsement Procurement Delegate

|  |  |
| --- | --- |
| As a Procurement Delegate with the appropriate level of delegation, I am satisfied that this request up to Hold Point 2:   * meets the requirements of the TMR procurement procedures * the evaluation was conducted in accordance with the associated and approved invitation documentation and TEP * probity, transparency, accountability was monitored and maintained throughout the evaluation process * the recommended Offeror/s will provide value for money for the department.   I am aware of my responsibilities under the probity and accountability provisions of the Queensland Procurement Policy and I acknowledge that I am accountable for this decision. | |
| **Name:** | *insert details* |
| **Position Title:** | *insert details* |
| **Branch:** | *insert details* |
| **Delegation Level:** | 1  2  3  4  5 |
| **Additional comments:** | *insert details* |
| **Signature:** |  |
| **Date:** | DD/MM/YYYY |

Hold Point 2 – Authorised by District Director

|  |  |
| --- | --- |
| As a District Director, I am satisfied that at Hold Point 2:   * Stage 2 of TAR has met the obligations of the infrastructure procurement processes, procurement plan and the TEP * The process and the subsequent engagement will provide value for money to the department   I am aware of my responsibilities under the probity and accountability provisions of the Queensland Procurement Policy and I acknowledge that I am accountable for this decision. | |
| **Name:** | *insert details* |
| **Position Title:** | *insert details* |
| **Branch:** | *insert details* |
| **Signature:** |  |
| **Date:** | DD/MM/YYYY |

Hold Point 2 – Authorised by Regional Director (not required for Minor Infrastructure Contracts)

|  |  |
| --- | --- |
| As a Regional Director, I am satisfied that at Hold Point 2:   * Stage 2 of TAR has met the obligations of the infrastructure procurement processes, procurement plan and the TEP * The process and the subsequent engagement will provide value for money to the department   I am aware of my responsibilities under the probity and accountability provisions of the Queensland Procurement Policy and I acknowledge that I am accountable for this decision. | |
| **Name:** | *insert details* |
| **Position Title:** | *insert details* |
| **Branch:** | *insert details* |
| **Signature:** |  |
| **Date:** | DD/MM/YYYY |

Attachment 3 – Forms

|  |
| --- |
| Insert completed forms here |