

Purchasing Policy

Policy statement

This policy has been adopted to achieve the requirements of Regulation 11A of the Local Government (Functions and General) Regulations 1996.

Intent

The intent of the policy is to ensure the City of Fremantle achieves effective, efficient, economical and sustainable purchasing of all goods and services by:

- Ensuring a high level of transparency, probity and accountability in purchasing decisions, whilst allowing for flexibility in the City's operations;
- Adopting a "best value" approach to purchasing;
- Conducting competitive quotation and tendering processes in accordance with the *Local Government Act 1995* and the Local Government (Functions and General) Regulations 1996; and
- Incorporating the City's sustainability goals in all purchasing activities.

1. Legislative Requirements

(Summary only; refer to relevant legislation for further detail)

This policy is to be read in conjunction with Section 3.57 of the Local Government Act 1995 and Regulations 11A - 24AJ of the Local Government (Functions and General) Regulations 1996. These statutory requirements cover the following items:

- Section 3.57 of the Act requires the City to tender for goods or services and incorporates the Regulations for purchasing;
- Regulation 11A sets out the requirement for local governments to have a purchasing policy, the number and type of quotations to be obtained for all purchases up to \$250 000 and the retention of written information relating to the quotations;
- Regulations 11 to 21A outline the method of and requirements for calling public tenders. Areas covered includes when tenders have to be publicly invited, any exemptions for the requirement to tender, how long tenders need to be advertised for, how and when tenders are to be opened and how a local government is to assess and respond to tenders;
- Regulations 21 to 24 outline the procedure for limiting who may provide a tender. The regulations discuss Expressions of Interest (EOI) responding to EOI, shortlisting of respondents to EOI and informing respondents of the outcome of EOI; and

- Regulations 24AA to 24AJ outline the methods and procedures for a local government to initiate and operate panels of pre-qualified suppliers of goods and services.

Statutory Exemptions from Tender Requirements

Regulation 11(2) specifies the criteria when public tenders do not have to be invited. The following list outlines the circumstances where the City is exempted from publicly calling tenders:

- When the purchase is made from expenditure authorised in an emergency (Chief Executive Officer approval required); or
- When the supply of the goods or services is associated with a state of emergency; or
- When the purchase is made through a WALGA Preferred Supplier Program; or
- When the City has (in the last 6 months) publicly invited submissions to tender or canvassed for expressions of interest and no suitable supplier was identified through the process; or
- When the contract is to be entered into by auction after being expressly authorised by a resolution of Council; or
- When the goods or services are to be supplied by the Commonwealth Government (or its agencies) or the State Government (or its agencies) or from a Local or Regional Government; or
- When the goods or services are believed to be unique in nature and it is unlikely there is another supplier (sole source – Chief Executive Officer or Council approval required)
- The goods to be supplied are petrol or oil or any liquid or gas used in internal combustion engines; or
- the purchase is acquired from an Australian Disability Enterprise and represents value for money; or
- the purchase is from a person registered on the Aboriginal Business Directory WA published by the Chamber of Commerce and Industry of Western Australia Limited ABN 96 929 977 985; or
- the purchase is from an Australian Indigenous Minority Supplier Office Limited (trading as Supply Nation) ABN 50 134 720 362; where the consideration is \$250,000 or under and represents good value for money; or
- The Contract is a renewal or extension of the term of the original contract, where the original contract contained an option to extend; and
- The goods or services are to be supplied by a pre-qualified supplier under Division 3 of the Regulations.

Note: These exemptions to tender do not exempt the purchaser from gaining the required number of quotations and from following the requirements of this policy.

Anti-avoidance

Regulations 12(1) and 12(2) state the City will not enter into two or more contracts or create multiple purchase order transactions of a similar nature, to avoid the requirement to go to public tender or to take the value of a purchase below a purchasing threshold specified in the policy.

Other legislative requirements

Retention of documents related to purchasing activities is to be in accordance with the requirements of the *State Records Act 2000*. In particular:

- (i) Tender/quotation documentation.
- (ii) Internal documentation.
- (iii) Evaluation documentation.
- (iv) Enquiry and response documentation.
- (v) Notification, award and Contract documentation;

Is to be retained and stored by the city for a period of 21 years.

2. Policy

Purchase thresholds

Amount of purchase (ex GST) or Total Contract Value	Quotations Required	Decision Making Process
Up to \$1,999	One (1) verbal quote. The quote should be sourced from: a local supplier* or; an Aboriginal Business† or; a WA Disability Enterprise‡ or; an organisation located within the South West Group of Local Governments∞; where available	None
\$2,000 to \$9,999	Request 2 quotations and obtain <i>at least</i> one (1) written quote. At least one quotation should be sourced from a local supplier* or; an Aboriginal Business† or; a WA Disability Enterprise‡ or; an organisation located within the South West Group of Local Governments∞; where available.	Lowest priced quote to be accepted or officer to document the best value offer

Amount of purchase (ex GST) or Total Contract Value	Quotations Required	Decision Making Process
\$10,000 to \$49,999	<p>Request 3 quotations and obtain <i>at least two (2)</i> written quotations. One quotation should be sourced from a local supplier* or; an Aboriginal Business† or; a WA Disability Enterprise‡ or; an organisation located within the South West Group of Local Governments∞; where available.</p> <p>Quotations to be requested in writing, through an ePortal (e.g. WALGA eQuotes) or via email</p>	<p>Lowest priced quote to be accepted or officer to document the best value offer</p>
\$50,000 to \$249,999	<p>Obtain <i>at least three (3)</i> formal written quotations (RFQ) in consultation with the procurement team. At least one quotation should be sourced from a local supplier* or; an Aboriginal Business† or; a WA Disability Enterprise‡ or; an organisation located within the South West Group of Local Governments∞; where available.</p> <p>Quotations can be issued via an ePortal (e.g. WALGA eQuotes) or via email.</p>	<p>A written evaluation is to be made of the offers by the requesting officer and approved by a Manager for all purchases up to \$149,999.</p> <p>All purchases \$150,000 - \$249,999 shall be evaluated by a panel of 3 members with the recommendation approved at a meeting of the Major Procurement Approval (MPA) panel</p> <p>Director approval is required before requesting quotes for goods or services over \$149,999</p>
\$250,000 and above	<p>Conduct a full public tender process in accordance with the Local Government Act 1995 and the Local Government (Functions & General) Regulations 1996</p> <p><u>OR</u></p> <p>Obtain a minimum of 4 written quotations through the WALGA Preferred Supplier Program</p>	<p>Full written evaluation by an evaluation panel containing a minimum of 3 members, approval from the Major Procurement Approval (MPA) panel and Chief Executive Officer. Purchases above \$500,000 will require approval from Council.</p> <p>Director approval is required before requesting tenders for goods or services over \$150,000</p>

* note – a local supplier is defined as a supplier with an office, or workshop or retail presence in the following locations: Beaconsfield, Fremantle, Hilton, North Fremantle, O’Connor, Samson, South Fremantle and White Gum Valley.

∞ note - The South West Local Governments Group (SWLG) consists of the Cities of Melville, Cockburn, Kwinana and Rockingham and the Town of East Fremantle.

† note – An Aboriginal Business registered on the Aboriginal Business Directory WA (<https://abdwa.icn.org.au/>) or a business that is a registered member of Supply Nation (<https://supplynation.org.au/>)

‡ note – A WA Disability Enterprise (WADE) is a business registered at <http://wade.org.au/>

Where multiple quotations are received evaluations should consider ‘value for money’ outcomes in the first instance.

Purchases made on City Purchasing Cards

Purchases made on a City issued Purchasing Card, have the following requirements:

Amount of purchase (ex GST) or Total Contract Value (excluding options to extend)	Quotations Required	Decision Making Process
Up to \$999	Direct purchase or One (1) verbal quote from a local supplier* or; an Aboriginal Business or; a WA Disability Enterprise or; an organisation located within the South West Group of Local Governments∞; or any other source	Purchases \$1,000 and above on a purchase card require Director approval and are required to meet the quotation requirements outlined above

Exemptions from Purchasing Policy Thresholds

The following purchasing decisions are exempt from the purchasing thresholds of this policy:

- Purchases where costs are:
 - Fixed; (e.g. state-wide advertising, postal services, memberships and subscriptions, taxis / cab charges / ride sharing and industry-based training)
 - Available only through a sole source of supply (e.g. some utilities); and
 - From Original Equipment Manufacturers (OEMs) where warranty provisions may be void (e.g. plant and equipment supply);
- Artists for festivals and events where it can be demonstrated that the act has appropriate artistic merit and the decision is consistent with the purpose and intent of the event and have no conflicts of interest, up to a value of \$9,999. The decision is to be approved by the relevant Director;

- For the purposes of this policy Artists are defined as entertainers and performers who work in performing arts (e.g. actor, musician, public performer) or practices fine arts (e.g. painter, sculptor), writers, filmmakers or providers of aboriginal welcome to country performances.
- Purchasing of specialist Legal services or specialist Consultancy services, as required and determined by a Director or the Chief Executive Officer, provided their approval is in writing, prior to the purchase, and the details are reported to the Audit and Risk Committee;
- Purchases made from a 'Panel of Pre-qualified Suppliers' (must follow the City of Fremantle panel purchasing conditions);
- Exemptions exercised by the Chief Executive Officer and Directors are to be reported to the Audit and Risk Committee;

Sole Source of Supply

In the circumstances of Sole Source providers, for purchases where the total contract value does not exceed \$50,000:

- (a) The procurement of goods and/or services available from only one private sector source of supply, (that is the manufacturer, supplier or agency) is permitted without the need to call competitive quotations provided that there is reasonable evidence that there is genuinely only one source of supply. Every endeavour to find alternative sources must be made;
- (b) Written confirmation, in the form of a memo to the Chief Executive Officer, of this must be kept on file for later audit;
- (c) The application of provision 'sole source of supply' must only occur in limited cases. Procurement experience indicates that generally more than one supplier is able to provide the requirements;
- (d) The decision to purchase goods or services from a sole supplier must be approved, in writing, by the Chief Executive Officer;
- (e) The decision to procure goods or services from a sole source provider must be reported to the Audit and Risk Committee.

For purchases where the total contract value exceeds \$50 000 the decision to purchase goods or services from a sole must be approved by Council.

(Refer to Delegation 2.12 of the City's Delegation Authority Register)

3. Panels of Pre-qualified suppliers

In accordance with Regulation 24AC of the Local Government (Functions and General) Regulations 1996, a Panel of Pre-qualified Suppliers (“Panel”) may be created where most of the following factors apply:

- (i) The Chief Executive Officer determines that a range of similar goods and services are required to be purchased on a continuing and regular basis.
- (ii) There are numerous potential suppliers in the local and regional procurement-related market sector(s) that satisfy the test of ‘value for money’.
- (iii) The purchasing activity under the intended Panel is assessed as being of a low to medium risk.
- (iv) The Panel will streamline and will improve service delivery and procurement processes.
- (v) The Chief Executive Officer has the capability to establish, manage the risks and achieve the benefits expected of the proposed Panel.

The Chief Executive Officer will endeavour to ensure that panels will not be created unless most of the above factors are firmly and quantifiably established.

A separate policy will outline the operation of Panels of Pre-Qualified Suppliers.

4. Ethics and Integrity

All officers and employees of the City of Fremantle are to observe the highest standards of ethics and integrity in undertaking purchasing activities and act in an honest and professional manner that supports the standing of the City.

Further detail regarding the City’s expectations can be found in the City’s Code of Conduct.

An Independent Probity Auditor may be engaged by the City for projects assessed as high risk of reputational, financial or community risk, through the project risk assessment process.

5. Value for Money

When evaluating quotations and tenders’ value for money is an overarching principle governing the purchasing of goods and services for the City.

For purchases \$10,000 and above, where a higher priced conforming offer is recommended for purchase, there should be clear and demonstrable benefits to the City over and above the lowest priced, conforming offer. A written evaluation outlining the clear and demonstrable benefits should be approved by a Manager, before the purchase is made.

6. Sustainable Procurement

A preference will be provided to suppliers that demonstrate sustainable business practices and high levels of Corporate Social Responsibility (CSR). Where it is appropriate and practicable, an advantage will be provided to suppliers demonstrating that they minimise environmental and negative social impacts, contribute to the local economy and embrace CSR. Sustainable, local economic and CSR considerations will be balanced against value for money outcomes in accordance with the City's sustainability objectives. Qualitative weighting may be afforded in the evaluation of quotes and tenders where suppliers are located within the boundaries of the City, or substantially demonstrate a benefit or contribution to the local economy.

All Requests for Tender (RFT) and Requests for Quotation (RFQ) above \$50,000 will, where reasonable, have a minimum weighted score of 10% for sustainable criteria.

Tender specifications will include a requirement for organisations to comply with the principles of No Business in Abuse and include sustainable specifications within the request.

Where practical, it is the City's preference to purchase goods with minimal or no single use plastic in its content or packaging.

Responsibility and review information	
Responsible officer:	Manager Finance
Document adoption/approval details	Council 25 November 2020 ARMC2011 - 06
Document amendment details	Council 25 November 2020 ARMC2011 - 06

Appendix A – Tender Evaluation Criteria

Construction Works

Definition: All infrastructure projects such as building, demolition, roads, car parks, footpaths, drainage, park and bridge construction.

Description of Criteria							Weighting							
Compliance Criteria														
<ul style="list-style-type: none"> - Tenders submitted by the due date and time prescribed in the tender documentation - Submitted mandatory requirements (as specified e.g. conditions of contract, OSH questionnaire, Insurances, Gantt Charts, Price Schedule, Financial information) 							Mandatory criteria must be addressed, no weighting applied. Failure to meet mandatory criteria will remove responses from consideration							
Qualitative Selection Criteria														
							Default	Range						
Relevant Experience / Service Delivery Plan														
Demonstrated relevant experience of the Company in providing the same or similar services to local government or private sectors for the last 5 years.							15%	15% – 20%						
Include the following <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Project</td> <td style="width: 15%;">Client</td> <td style="width: 15%;">Duration</td> <td style="width: 15%;">Value</td> <td style="width: 15%;">Deliverables</td> <td style="width: 15%;">Results</td> </tr> </table>							Project	Client	Duration	Value	Deliverables	Results		
Project	Client	Duration	Value	Deliverables	Results									
Key Personnel, Skills and Resources														
Capacity to deliver the services including:														
Key personnel / Professional skills <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Name</td> <td style="width: 15%;">Qualifications</td> <td style="width: 15%;">Years in industry</td> <td style="width: 15%;">Roles and Responsibility</td> <td style="width: 15%;">Experience</td> </tr> </table>							Name	Qualifications	Years in industry	Roles and Responsibility	Experience			
Name	Qualifications	Years in industry	Roles and Responsibility	Experience										
Organisational / Project Team Structure Contingency Current utilisation Support facilities Plant & Equipment Financial Capacity (credit reference check may be applied)							15%	10% - 20%						
Demonstrated Understanding														
Tenders should provide a detailed methodology detailing the process to achieve the Requirements of the Specification for this project. Include a detailed Risk / Environmental Management Plan to protect the environment which is appropriate to the size and nature of the project Provide a detailed GANTT Chart with the tasks required to undertake the project in a specified timeframe							25%	15% - 30%						
Sustainability														
Tenderers should outline the source of materials of construction and their environmental performance / impact Tenderers should provide methods for reducing the amount of construction material waste sent to landfill Tenderers should provide information on the environmental performance of their building/construction activities during project delivery.							10%	10%-20%						
Price							35%	10% - 45%						
Total							100%	100%						

Note: Weightings may only be amended outside of these parameters by written consent of the relevant Director or Chief Executive Officer. Weightings are to be established before going to tender.

Appendix B – Tender Evaluation Criteria

Professional and Consultant Services

Definition: Delivery of legal, accounting, auditing, governance or similar services. The services may be delivered as a one-off or on an ongoing basis.

Description of Criteria	Weighting							
Compliance Criteria								
<ul style="list-style-type: none"> - Tenders submitted by the due date and time prescribed in the tender documentation - Submitted mandatory requirements (as specified e.g. conditions of contract, OSH questionnaire, Insurances, Gantt Charts, Price Schedule, Financial information) 	Mandatory criteria must be addressed, no weighting applied. Failure to meet mandatory criteria will remove responses from consideration							
Qualitative Selection Criteria								
	Default	Range						
Relevant Experience / Service Delivery Plan Demonstrated relevant experience of the Company in providing the same or similar services to local government or private sectors for the last 5 years. Include the following <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Project</td> <td style="width: 15%;">Client</td> <td style="width: 15%;">Duration</td> <td style="width: 15%;">Value</td> <td style="width: 15%;">Deliverables</td> <td style="width: 15%;">Results</td> </tr> </table>	Project	Client	Duration	Value	Deliverables	Results	10%	10% – 20%
Project	Client	Duration	Value	Deliverables	Results			
Key Personnel, Skills and Resources Capacity to deliver the services including: Key personnel / Professional skills <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Name</td> <td style="width: 20%;">Qualifications</td> <td style="width: 15%;">Years in industry</td> <td style="width: 15%;">Roles and Responsibility</td> <td style="width: 15%;">Experience</td> </tr> </table> Organisational / Project Team Structure Contingency Current utilisation Support facilities Plant & Equipment Financial Capacity (credit reference check may be applied)	Name	Qualifications	Years in industry	Roles and Responsibility	Experience	20%	10% - 30%	
Name	Qualifications	Years in industry	Roles and Responsibility	Experience				
Demonstrated Understanding Tenders should provide a detailed methodology detailing the process to achieve the Requirements of the Specification for this project. Include a detailed Risk / Environmental Management Plan to protect the environment which is appropriate to the size and nature of the project Provide a detailed GANTT Chart with the tasks required to undertake the project in a specified timeframe	35%	20% - 30%						
Price	35%	35% - 50%						
Total	100%	100%						

Note: Weightings may only be amended outside of these parameters by written consent of the relevant Director or Chief Executive Officer. Weightings are to be established before going to tender.

Appendix C – Tender Evaluation Criteria

Architectural Services

Definition: Delivery of architectural design, heritage, planning or similar services. The services may be delivered as a one-off or on an ongoing basis.

Description of Criteria	Weighting							
Compliance Criteria								
<ul style="list-style-type: none"> - Tenders submitted by the due date and time prescribed in the tender documentation - Submitted mandatory requirements (as specified e.g. conditions of contract, OSH questionnaire, Insurances, Gantt Charts, Price Schedule, Financial information) 	Mandatory criteria must be addressed, no weighting applied. Failure to meet mandatory criteria will remove responses from consideration							
Qualitative Selection Criteria								
	Default	Range						
Relevant Experience / Service Delivery Plan Demonstrated relevant experience of the Company in providing the same or similar services to local government or private sectors for the last 5 years. Include the following <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Project</td> <td style="width: 15%;">Client</td> <td style="width: 15%;">Duration</td> <td style="width: 15%;">Value</td> <td style="width: 15%;">Deliverables</td> <td style="width: 15%;">Results</td> </tr> </table>	Project	Client	Duration	Value	Deliverables	Results	20%	15% – 25%
Project	Client	Duration	Value	Deliverables	Results			
Key Personnel, Skills and Resources Capacity to deliver the services including: Key personnel / Professional skills <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Name</td> <td style="width: 15%;">Qualifications</td> <td style="width: 15%;">Years in industry</td> <td style="width: 15%;">Roles and Responsibility</td> <td style="width: 15%;">Experience</td> </tr> </table> Organisational / Project Team Structure Contingency Current utilisation Support facilities Plant & Equipment Financial Capacity (credit reference check may be applied)	Name	Qualifications	Years in industry	Roles and Responsibility	Experience	15%	10% - 25%	
Name	Qualifications	Years in industry	Roles and Responsibility	Experience				
Demonstrated Understanding Tenders should provide a detailed methodology detailing the process to achieve the Requirements of the Specification for this project. Include a detailed Risk / Environmental Management Plan to protect the environment which is appropriate to the size and nature of the project Provide a detailed GANTT Chart with the tasks required to undertake the project in a specified timeframe	30%	25% - 30%						
Price	35%	20% - 50%						
Total	100%	100%						

Note: Weightings may only be amended outside of these parameters by written consent of the relevant Director or Chief Executive Officer. Weightings are to be established before going to tender.

Appendix D – Tender Evaluation Criteria

Professional and Consultant Services

Definition: All services except for Professional Services (see Appendix A) and Architectural Services (see Appendix C). For example, traffic impact reports, environmental reports etc. The services may be delivered as a one-off or on an ongoing basis.

Description of Criteria	Weighting							
Compliance Criteria								
<ul style="list-style-type: none"> - Tenders submitted by the due date and time prescribed in the tender documentation - Submitted mandatory requirements (as specified e.g. conditions of contract, OSH questionnaire, Insurances, Gantt Charts, Price Schedule, Financial information) 	<p>Mandatory criteria must be addressed, no weighting applied.</p> <p>Failure to meet mandatory criteria will remove responses from consideration</p>							
Qualitative Selection Criteria								
	Default	Range						
<p>Relevant Experience / Service Delivery Plan</p> <p>Demonstrated relevant experience of the Company in providing the same or similar services to local government or private sectors for the last 5 years.</p> <p>Include the following</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Project</td> <td style="width: 15%;">Client</td> <td style="width: 15%;">Duration</td> <td style="width: 15%;">Value</td> <td style="width: 15%;">Deliverables</td> <td style="width: 15%;">Results</td> </tr> </table>	Project	Client	Duration	Value	Deliverables	Results	20%	15% – 20%
Project	Client	Duration	Value	Deliverables	Results			
<p>Key Personnel, Skills and Resources</p> <p>Capacity to deliver the services including:</p> <p>Key personnel / Professional skills</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Name</td> <td style="width: 15%;">Qualifications</td> <td style="width: 15%;">Years in industry</td> <td style="width: 15%;">Roles and Responsibility</td> <td style="width: 15%;">Experience</td> </tr> </table> <p>Organisational / Project Team Structure Contingency Current utilisation Support facilities Plant & Equipment Financial Capacity (credit reference check may be applied)</p>	Name	Qualifications	Years in industry	Roles and Responsibility	Experience	20%	10% - 30%	
Name	Qualifications	Years in industry	Roles and Responsibility	Experience				
<p>Demonstrated Understanding</p> <p>Tenders should provide a detailed methodology detailing the process to achieve the Requirements of the Specification for this project.</p> <p>Include a detailed Risk / Environmental Management Plan to protect the environment which is appropriate to the size and nature of the project</p> <p>Provide a detailed GANTT Chart with the tasks required to undertake the project in a specified timeframe</p>	30%	20% - 30%						
Price	35%	20% - 55%						
Total	100%	100%						

Note: Weightings may only be amended outside of these parameters by written consent of the relevant Director or Chief Executive Officer. Weightings are to be established before going to tender.

Appendix E – Tender Evaluation Criteria

Plant and Equipment

Definition: All light vehicles, fleet vehicles, heavy vehicles, earthmoving and ground care machinery plus ancillary equipment such as mechanical saws and static pumps.

Description of Criteria	Weighting
Compliance Criteria	
<ul style="list-style-type: none"> - Tenders submitted by the due date and time prescribed in the tender documentation - Submitted mandatory requirements (as specified e.g. conditions of contract, Insurances, Gantt Charts, Price Schedule, Financial information) 	<p>Mandatory criteria must be addressed, no weighting applied.</p> <p>Failure to meet mandatory criteria will remove responses from consideration</p>
Qualitative Selection Criteria	
<p>Meets Technical Specification</p> <p>Tenderer to provide evidence that the piece of plant or equipment meets or exceeds the technical specification and functional requirements of the City.</p>	40%
<p>Meets the City's Delivery Timeframes</p> <p>Tenderer to provide a timeframe for delivery to the City, from Contract award</p>	5%
<p>Sustainability</p> <p>Tenders should provide alternative energy sourced plant or equipment to reduce emissions</p> <p>Tenderer to provide information regarding noise levels of plant and equipment when in use</p> <p>Tenderer to provide information regarding the amount of sustainably sourced components in the piece of plant or equipment</p>	10%
Price	45%
Total	100%

Note: Weightings may only be amended outside of these parameters by written consent of the relevant Director or Chief Executive Officer. Weightings are to be established before going to tender.

Appendix F – Tender Evaluation Criteria

General Goods and Merchandise

Definition: All other goods, stores and merchandise, not otherwise covered in previous appendices.

Description of Criteria	Weighting												
Compliance Criteria													
<ul style="list-style-type: none"> - Tenders submitted by the due date and time prescribed in the tender documentation - Submitted mandatory requirements (as specified e.g. conditions of contract, Insurances, Gantt Charts, Price Schedule, Financial information) 	<p>Mandatory criteria must be addressed, no weighting applied.</p> <p>Failure to meet mandatory criteria will remove responses from consideration</p>												
Qualitative Selection Criteria													
<p>Relevant Experience / Service Delivery Plan</p> <p>Demonstrated relevant experience of the Company in providing the same or similar services to local government or private sectors for the last 5 years.</p> <p>Include the following</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-left: 20px;"> <thead> <tr> <th>Project</th> <th>Client</th> <th>Duration</th> <th>Value</th> <th>Deliverables</th> <th>Results</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Project	Client	Duration	Value	Deliverables	Results							20%
Project	Client	Duration	Value	Deliverables	Results								
<p>Key Personnel, Skills and Resources</p> <p>Capacity to deliver the services including:</p> <p>Key personnel / Professional skills</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-left: 20px;"> <thead> <tr> <th>Name</th> <th>Qualifications</th> <th>Years in Industry</th> <th>Roles and Responsibility</th> <th>Experience</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <p>Organisational / Project Team Structure Contingency Current utilisation Support facilities Financial Capacity (credit reference check may be applied)</p>	Name	Qualifications	Years in Industry	Roles and Responsibility	Experience						10%		
Name	Qualifications	Years in Industry	Roles and Responsibility	Experience									
<p>Demonstrated Understanding</p> <p>Tenders should provide a detailed process to achieve the Requirements of the Specification</p> <p>Tenderers should provide a process that will deliver the sustainable goals of the City</p> <p>Provide a detailed GANTT Chart with the tasks required to undertake the project in a specified timeframe</p>	10%												
<p>Sustainability</p> <p>Tenders should provide alternative energy sources to reduce carbon emissions</p> <p>Tenderer to provide information regarding the amount of sustainably sourced components in the goods</p> <p>Tenders to provide information on the approximate percentage of single-use plastic contained in the product</p> <p>Tenderer to confirm they deliver product without packaging or with 100% recyclable packaging (if answer is no – maximum score weighting possible in sustainability category is 4 out of 10)</p>	10%												
Price	50%												
Total	100%												

Note: Weightings may only be amended outside of these parameters by written consent of the relevant Director or Chief Executive Officer. Weightings are to be established before going to tender.