

Why does Taupo District Council (TDC) follow a procurement process?

The procurement process TDC follows is based on best practice as demonstrated by the Office of the Auditor General, MBIE, and NZTA.

Through the procurement process TDC aims to achieve:

- Accountability
- Openness
- Value for money
- Lawfulness
- Fairness
- Integrity
- Achievement of Broader Outcomes (Environmental, Social, Economic & Cultural).

Who can I contact for more information on procurement, contracts and tendering?

The Contracts and Procurement Specialist.

Email: procurement@taupo.govt.nz

How do I find out about supplier opportunities?

All current tenders for goods, services and works are advertised on the Tenderlink website – www.tenderlink.com/taupodc. Suppliers are encouraged to register on the website, which takes no more than 10 minutes, and is free of charge (for the TDC portal).

This will allow you to be notified of any upcoming tender opportunities.

What is an RFx?

An RFx is the market engagement method that the Council uses. It will be either a Request for Information (RFI); Registration of Interest (ROI); Request for Quotation (RFQ); Request for Proposal (RFP); or a Request for Tender (RFT).

Most business are familiar with the principle of three quotes (Request for Quote) when buying goods, as a large buying organisation we included options for other single-stage processes such as RFP or RFT.

Options for a two-stage tender are Registration of Interest, Expressions of Interest or Pre-Qualification Questionnaire (through which suppliers are short listed) followed by a RFP or RFT from short listed suppliers.

The decision as to which is most appropriate will vary depending upon the nature, scope, value, level of risk and complexity of the procurement. In an open tender where a large number of responses are anticipated it may be preferable to opt for a two-stage approach. This means short listing after stage one. It ensures that only qualifying or eligible suppliers are put to the time and expense of preparing full tenders or proposals.

What happens if I can't get my tender in on time?

Tenders must be returned by the date and time advertised. All tenders are opened at the same time to ensure a fair process.

How are tenders evaluated?

TDC has an obligation to offer the best value for money services to its ratepayers and requires an exceptional standard of performance from its contractors and suppliers. When selecting a supplier, TDC must ensure the supplier will provide value for money, and services will be delivered effectively. Quality and price are taken into account when assessing a tender, unless the evaluation criteria is lowest priced conforming.

Details of the specific tender evaluation criteria and the relative weighting of the criteria are included in the tender documents suppliers receive with the RFx.

At any time during the tender process suppliers may be invited to give a presentation/product demonstration or attend a meeting/interview to aid the evaluation process. Council may conduct site visits to see first-hand how potential suppliers organise their work.

Why is the tender process so formal?

This is to make sure the process is handled in a consistently fair and competitive manner. We are always happy to answer questions specifically about a tender and specification if you have any. We will ensure consistency in the information provided to contractors and in the way in which we communicate with them.

How much information do I need to provide on contract award criteria?

The RFx notice will state the relative weightings given to each of the award criteria. This is a signal to the bidder of what is especially important to TDC. The bidder should look at each of the weightings put against the award criteria and provide appropriate information and evidence that would allow them to achieve the top marks stated.

How can I improve my chances of winning a Council contract?

- Answer the questions that are asked, look at the weightings and provide a response in-line with the weightings of each question.
- You need to clearly demonstrate you can meet the required standards and service delivery requirements at the most economically advantageous cost.
- Please make sure you read the question fully – if there are bullet points included in the question, ensure your response covers all of them.
- Responses will not score as highly if they are generic. Higher points are achieved from responses specific to the contract being tendered for.
- If you have worked with TDC in the past, evaluators may not take any prior knowledge of your organisation into account when evaluating your tender response.
- Please make document titles clear in relation to which section/question they are responding to.
- Please follow the format requested for the RFx return, rather than creating your own submission style. The preference is for word/excel documents provided to be completed and returned in the same format.
- If a word/page count is included ensure your response is within these guidelines.
- Be sure to proof-read your bid to ensure you have answered the questions and the information provided is current and relevant.

If I am not local to Taupō District should I submit a bid due to the Broader Outcomes Attribute?

The criteria for the Broader Outcomes Attribute is weighted at 15%.

Broader outcomes, consider the local social, economic, environmental and cultural impacts of any goods, services or works, in particular:

- **Local Economic Impact**

The Council will evaluate the impact of its procurement activity on matters such as local employment, use of local subcontractors, purchase or use of local materials and use of local operating premises.

- **Environmental**

Support the transition to a net zero emissions economy and assist the Government to meet its goal of significant reduction in waste by 2020 and beyond.

- **Social**

Look to create local training and employment opportunities. Improve conditions for workers and future-proof the ability of Taupō businesses to trade.

- **Cultural**

Look to increase Māori and Pasifika owned business contracting directly to Council. Ensure that all Council spend is either neutral or enhances our relationship with our iwi.

Out of town respondents can still score well in this attribute, if they give some thought to how they structure their bid. Furthermore, the key criteria to be awarded work at TDC is whether you have the required competence and experience to perform the work. Should a bidder believe they have a competitive advantage and offer good value within their solution, they should bid.

How do I respond to an RFx?

If you see a TDC RFx advertised on Tenderlink you or your company is interested in tendering for, you should ensure you complete your submission by the due date and time. You must deliver your submission to the appropriate place – this will be detailed in the RFx document.

Your business can register with the TDC Tenderlink portal at anytime to receive notifications of new tenders arising, however the registration may need to be refreshed from time to remain registered.

What options do I have if I think I have not had fair treatment or I have a concern or issue about a procurement exercise carried out by TDC?

Suppliers are entitled to be treated fairly, and we are committed to making sure our procurement processes are fair and that we treat suppliers equally as part of an open fair and transparent process. We encourage our suppliers to ask us for feedback on our processes.

Should you still be dissatisfied with the process, you have the right to seek further clarification as detailed within the RFx standard conditions.

In addition where Supplier panel arrangements exist (unlocked/open), then you can enquire directly to the Procurement Specialist if your business wants to apply to join the panel outside of the intended term of the panel arrangement.