**CT ANNEXURE B**

**ASSESSMENT OF TENDERS**

**Short Listing**

Any short listing of tenderers, or notification to a tenderer that the tenderer is the preferred tenderer will only constitute an invitation to participate in negotiations, not an acceptance of the tender.

**Tender Evaluation Panel**

The tender evaluation panel includes but is not limited to the Department’s Procurement Advisor, Project Manager and lead agency representative(s).

**Tender Evaluation and Selection**

The selection process for tenders seeks to achieve best value for Government in the purchase of professional service contractor services. The system allows Price, Non-Price and IPP criteria to be taken into account.

A tender evaluation panel will conduct an evaluation of tenders received and make recommendations to the Lead Agency and the Department’s Delegate for the awarding of the Contract.

Initially the tender evaluation panel will determine that:

1. a fully completed, correct Tender Form has been submitted;
2. compliance with the IPP requirements and a completed Tailored Industry Participation Plan has been submitted;
3. there has been compliance with the Code of Practice.

The Price, Non-Price and IPP criteria including qualifications and services offered by the tenderers will be assessed through a weighted points score system that will identify the preferred tenderer.

Tenderers should note that the Price, Non-Price and IPP evaluation may change the relativity of tenders and are advised that the weighting of Price, Non-Price and IPP is as follows to a maximum of 100%.

* Non-Price XX%

|  |  |
| --- | --- |
| 1. Design
 | XX% |
| 1. Project Objectives
 | XX% |
| 1. Lead PSC Team Members
 | XX% |
| 1. Subcontractor Team Members
 | XX% |

* SAIPP 15%
* Price XX%

\* *For projects where an expanded economic development opportunity exists consideration should be given to increasing the minimum 15% weighting in discussion with the Office of the Industry Advocate. Update as appropriate.*

At the conclusion of the evaluation of Price, Non-Price and IPP criteria the tender evaluation panel will determine the preferred tender.

The Principal reserves the right at its sole discretion to reject any tender falling outside the Department’s benchmarks

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