

This tool provides guidance only and does not replace qualified advice from your agency's legal and procurement specialists. To improve your chances of winning a Fraser Coast Regional Council Invitation to Offer (ITO), consider these tips when compiling your response.

Prepare

- Start early. Get a copy of the tender documents from the eTender website as soon as possible.
- Read the conditions of tendering and conditions of contract and make sure that you can comply. Non-compliant tenders may not be considered.
- Read the tender documentation thoroughly and attend any pre-tender/supplier briefing sessions and be prepared to ask questions.
- Note the closing date, time, format, and procedure for responding to the ITO.
- Seek any **questions** through the eTender website Forum ONLY and in plenty of time.
- Plan to get your response submitted well in advance of the closing date and time. Late responses will not be accepted.

Read evaluation criteria and response questions carefully

- Break down each question into its core and its supporting requirements.
- Review the specifications to check if there are any further requirements relating to the question.
- Ensure all sections of the Response Forms are completed.

Respond completely to the question

- Utilise the response template provided and provide information in the requested format - responses are judged on content, not on elaborate presentation.
- When relating to requirements and demonstrating capabilities, provide evidence of recent relevant experience and ensure referees are current and aware they have been nominated.
- Make sure you clearly demonstrate your ability to meet the evaluation criteria - not just assert that you can.
- Make sure all requirements relating to the question have been addressed.

If you are responding with little government experience

- Demonstrate how your commercial experience is also relevant to the Fraser Coast Regional Council's requirements.
- Demonstrate your understanding of the Fraser Coast Regional Council's requirements.
- If you cannot address all requirements fully, outline your plan for building capability and increasing your resources.

Do not assume that everyone knows you

- Address each question as if your capabilities, strengths, skills, and resources are unknown to the evaluator.
- Describe your methodologies and examples in detail.
- Show how your business capabilities are appropriate for this job.

Do not be afraid of repetition

- Answer each question completely. If you find repetition in the questions, use it to reinforce your experience, skills resources, and capabilities.

Remember customer service counts

Differentiate your response by using customer service proposals that are detailed, substantive and relevant.

Offer value add proposals

- Offer proposals that are both generally valued by the Fraser Coast Regional Council and relate to the particular requirements of the ITO. This may include innovative or alternative solutions.
- Offers are evaluated on the basis of value for money, which includes all costs associated with ownership and other non-cost factors such as: quality; service; sustainability; risk; and the contribution to the advancement of Fraser Coast Regional Council's priorities - the lowest price doesn't necessarily win.
- Offer your most competitive price the first time and present all the benefits of your product or service.
- Consider offering two options, high end, and low end, or offering multiple combinations with a breakdown of costs, remembering that a conforming offer is required before any alternatives will be considered.

Ensure your response is complete and submit it on time

- Have you been requested to provide other information or documents?
- If you exceed requirements, or only partially comply, have you provided a detailed explanation?
- Have there been any tender amendments, and have you addressed these?
- Be aware of time differences, particularly during daylight saving, and/or when bidding across States.
- Remember that late submission of the ITO will not be accepted.
- Submissions are to be lodged in the format and method described in the Invitation to Offer.

Understand the Fraser Coast Regional Council Procurement Policy requirements and contract conditions

Learn more about particular Fraser Coast Regional Council policies at:

<https://www.frasercoast.qld.gov.au/business-council-1>

Tender evaluations – the three-gate system

The evaluation process general comprises three gates.

Gate 1:

Non-conforming offers – Offers that do not conform to the mandatory requirements will not proceed to Gate 2.

Gate 2:

Qualitative scoring criteria - is based on a combination of scoring criteria and local business and industry preferential factors (Local Benefits). Local benefit weightings are a scoring criteria to be applied with the other scoring criteria, with a minimum 10% allocation of weighting based on benefits to the local economy.

Gate 3:

Value for money criteria – the most advantageous offer which consists of non-price scoring criteria and pricing.

Non-scoring Due Diligence – Assessment of pass/fail criteria which are detailed in the Invitation to Offer.

Contact the Fraser Coast Regional Council Procurement team on procurement@frasercoast.qld.gov.au

General

Frequently asked questions

Q1	Does the Fraser Coast Regional Council pre-qualify companies as potential tenderers?
A1	Though the Fraser Coast Regional Council does not register companies as potential tenderers or meet with suppliers, companies interested in supplying goods or services to the Council can register with our eTender website and set alerts to receive notifications of opportunities that may be of interest
Q1	Does the Fraser Coast Regional Council publish information about current contracts and past successful tenders?
A2	The Fraser Coast Regional Council, in accordance with section 237 of the Local Government Regulation 2012, publishes for Contracts over \$200,000, providing the contract commencement date, who the contract was awarded to, the value and purpose of the contract, for a period of 12 months. The current list can be located on the Fraser Coast Regional Council website here .
Q3	How does the Fraser Coast Regional Council publish/advertise its Tenders/Invitation to Offer, can I be alerted automatically of Tenders of a particular type?
A3	The Fraser Coast Regional Council advertises all open Tenders/Invitation to Offer via the eTender website. Council does not alert vendors of Tender opportunities directly, but businesses registered with our eTender website can set alerts to receive notifications of opportunities that may be of interest.
Q4	Does the Fraser Coast Regional Council prefer to use Local suppliers?
A4	The Fraser Coast Regional Council actively supports the development of competitive local business and industry. Council encourages the development of local businesses within the Local Government region, with a Local Benefit section outlined in the Procurement Policy, under section 6 – Local Preference.
Q5	If I have any questions regarding a particular Contract or Tender/Invitation to Offer who should I call?
A5	All Tender/Invitation to Offer specific enquiries should be directed through the eTender Website Forum.

Tips to Improve your Fraser Coast Regional Council Invitation to Offer Response