

This fact sheet gives organisations a clear snapshot of the procurement and tender process for infrastructure projects.

Procurement is the end-to-end process of acquiring goods or services, from defining your needs and preparing documentation through to award, delivery and contract management. It covers everything your organisation does to source, select and manage suppliers.

What is tendering?

Tendering is the process of inviting suppliers (such as builders, consultants or equipment providers) to submit a quote or proposal for a project or service. It is a formal procurement method used for larger or higher-risk projects.

It involves publicly or selectively advertising your requirements, issuing a detailed tender pack, inviting suppliers to submit tenders and then evaluating those tenders in a confidential environment against clear criteria.

For construction works, tendering helps you select a contractor who offers the best value for money through a fair and transparent process.

Refer to the [Sport HQ Cost estimation and Value and cost management fact sheets](#) for further guidance on value management and selecting quotes.

Common tender types

- **Open (public):** An open tender is publicly advertised and open to all interested suppliers. An open tender is used to promote competition and ensure value for money.
- **Selective:** A shortlist of known suppliers is invited to tender. Selective tender can be used for specialist or complex projects.
- **Sole:** Only one supplier is invited. Sole tender may be appropriate for highly specialist contracts, but reduces the competitive element of tendering.
- **Online portal:** An online portal which pre-qualifies suppliers, for example Local Buy and VendorPanel.

Specific tendering requirements (such as an open advertisement) may apply when a project cost exceeds a threshold and your project is being funded by government agencies. Make sure to check your agreement, as thresholds can vary between different types of funding programs.

Local Buy

Local Buy is an established e-tendering procurement system owned by the Local Government Association of Queensland. It provides a pre-qualified supplier panel that organisations can use to reduce risk, time and cost in procurement.

Examples of current Local Buy Arrangements that may be of interest to sport and recreation projects include:

- Project Management Services (Civil Infrastructure, and Buildings and Facilities)
- Engineering – Structural and Geotechnical Assessment
- Environmental Consultancy
- Planning Services – development assessment and building certification
- Architectural and Design Services
- Public Area Facilities, Parks and Amenities
- Sport and Recreation Facilities and Equipment – outdoor gym equipment, playground equipment, synthetic ground cover and lighting
- Building and Construction Commercial – including sport facility demolition, construction and fit-out

Check the **Local Buy website** for more information.



Tendering process

Public tender advertisement (tender notice)

A tender notice should be advertised in local newspapers for smaller projects and in both local and state-wide newspapers for larger projects. An advertisement in a newspaper in the local government area is the minimum requirement.

A tender notice should include:

- Title of the project
- Description of the scope of works
- Location, date and time to obtain the tender documents
- Location, date and time for submission of tender, with the date being a minimum of 21 days after advertisement is published

Tender documents supplied to prospective tenderers should include:

- Public tender advertisement
- Employer's information requirements
- Tender pricing document
- Design drawings
- Detailed scope of works (including technical specifications and expected timeframes)
- Timescale for the tender process (including the address and time for the return of tenders)
- Tender evaluation criteria and weighting

For larger and complex projects, an invitation to tender might also include some or all of the following items:

- Letter of invitation to tender
- Form of tender (open/selective/sole)
- Preliminaries, such as pre-construction information and site waste management plan
- Form of contract, contract conditions and amendments
- Design drawings including a drawing schedule
- Specification (requirements)
- An explanation of how queries will be dealt with, e.g. by email or a site meeting
- The evaluation process and any evaluation criteria
- Policy for providing feedback to unsuccessful tenderers
- The date and time of any proposed site inspection and/or pre-tender Q&A session, including whether attendance is mandatory

For ease of comparison between bids, it is customary to have processes (e.g. response templates) that require tenders to be in a consistent format.

Refer to *Sport HQ Scope of works fact sheet* for information.

Responding to the tender

In response to an invitation to tender, tenderers will submit their bid/offer documents which will include their prices for supplying the goods or services along with proposals for how the requirements will be satisfied.

Bid evaluation

In order to preserve the integrity of the competitive process, it is imperative that evaluation of bid documents is completed objectively, consistently and without bias towards particular suppliers.

The same evaluators should evaluate all bids. There are a number of criteria upon which a preferred bidder can be identified to ensure value for money is obtained, such as:

- Lowest price
- Quality
- Based in the local area
- Timeframe in which the work can be undertaken
- Experience and best understanding of the requirements of the work involved

Usually, a decision will be based on some combination of the above, noting different weightings can be placed on each element. To ensure a fair and transparent process, the weighting for each element should be determined and documented prior to the release of the tender package.

Remember that the lowest price does not always mean the best value!

Please remember that the evaluation should remain confidential. All tenderers must be notified of the outcome once a decision is made.

