

FAST FACTS 21: TENDERING

A tender is an offer to provide goods and/or services for a particular price and on strict conditions. Tenders can include quotations, proposals, offers, estimates, prices and bids.

An invitation to submit a tender is usually initiated by the client or customer. Tenders are usually advertised in the newspapers. Some trade magazines also include notification of tenders.

Doing business with government

All Northern Territory Government tenders for works, goods or services of between \$10 000 and \$1 million are publicly advertised in an appropriate Territory newspaper or at www.nt.gov.au/tenders

Tender documents form the basis for tendering, and are available from the Northern Territory Government's Contract and Procurement Services (CAPS) office in each region and at www.nt.gov.au/caps

Suppliers of building construction, building services and civil works over \$30 000 in value are generally required to be accredited and rated by **Contractor Accreditation Limited (CAL)**. CAL is a self-regulated, industry based and managed accreditation scheme which promotes professionalism and increases confidence in contractors.

The **Northern Territory Industry Search and Opportunities Office (NTISO)** supports and promotes local suppliers of goods and services. NTISO maintains a free database of information on the contract capabilities and business successes of Northern Territory businesses, which helps potential purchasers from the public and private sectors to locate suitable, local suppliers.

Preparing your tender

- If you do not know the client, it is wise to establish that the company is reputable and credit worthy.
- Obtain the tender documents which will provide written details (including any plans, drawings or specifications) of the goods or services required.
- **Read the tender documents carefully** and make sure you are familiar with all aspects of the requirement (including terms of payment and any penalty or retention clauses).
- Seek clarification. If you are not sure of any conditions, or have concerns about the requirement, contact the client.
- Consider your capacity to deliver the required service properly and on time. If you cannot meet any features of the tender, or perform the work required, it may not be feasible to submit a tender.
- Manage your time and allow yourself plenty of time to prepare your tender. Cater for unforeseen time delays. Don't leave it to the last minute.
- Tender online at www.nt.gov.au/tenders

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Submitting a tender

- Submit all required information at the time of lodging your tender. A small omission could see your tender rejected
- Ensure your tender is submitted in the form requested and that the lodgement instructions are followed
- Check your price carefully. It is your responsibility to assess your capabilities and make a commercially viable bid
- Retain an exact copy of your submission for future reference
- Allow sufficient time for postage or courier delivery. Remember also that facsimile transmissions are likely to be delayed as tender closing time approaches
- Even if you are using sub-contractors, you remain entirely responsible for all aspects of the contract.

If my tender is unsuccessful, can I find out why?

Yes. This process is known as 'debriefing'. If you are unsuccessful, you may take the opportunity to be debriefed in regard to specific reasons why your tender was unsuccessful to enable you to improve competitiveness for future tendering.

Need further assistance?

Contract and Procurement Services (CAPS)

W: www.nt.gov.au/caps

Contractor Accreditation Limited (CAL)

W: www.accreditation.com.au

Northern Territory Industry Search and Opportunities Office (NTISO)

W: www.ntiso.com.au

For more information refer to other Fast Facts in this series or contact:

Territory Business Centre

Department of Business and Employment

Development House, 76 The Esplanade, DARWIN NT 0800

GPO Box 3200, DARWIN NT 0801

T: (08) 8982 1700

TF: 1800 193 111 (within Australia)

F: (08) 8982 1725

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W: www.nt.gov.au/business

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