

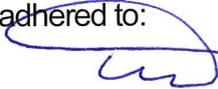
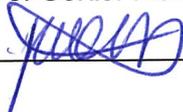


4. SELECTION PROCESS	
Establish Selection Panel	<input checked="" type="checkbox"/>
Complete audit of compliance criteria	<input checked="" type="checkbox"/>
Determine Meeting date with Selection Panel to finalise scoring of Selection Criteria according to matrix	<input checked="" type="checkbox"/>
Finalise recommendation by selection panel	<input checked="" type="checkbox"/>
SELECTION PROCESS (cont.)	
Prepare Council Item for recommendation of preferred bidder/service provider	<input checked="" type="checkbox"/>
Obtain Council resolution to accept quotation of preferred tenderer/service provider	<input checked="" type="checkbox"/>
Council authorisation to CEO and Shire President to sign and seal General Conditions of Contract between Shire and successful service provider	<input checked="" type="checkbox"/>
Complete "Section 5. Council resolution and details of successful tender" ( <i>Resolution Number, meeting date, successful tenderer</i> ) in Tender Coversheet and attach a copy of the extract from the Council Meeting minutes (F&G 18 (4))	<input checked="" type="checkbox"/>
5. APPOINTMENT OF SERVICE PROVIDER	
Notification in writing by the CEO to the successful tenderer, unsuccessful tenderers containing particulars of the successful tender, or advising that no tender was accepted (F&G 19 and 18(5))	<input checked="" type="checkbox"/>
Obtain acceptance of offer by successful service provider	<input checked="" type="checkbox"/>
Prepare Contract Agreement to be signed by both parties	<input checked="" type="checkbox"/>
Complete Tender Coversheet ( <i>Section 5. Of Tender Coversheet, column – 'Detail of successful Tender'</i> ) Note: 'The Tender Coversheet is to include <b>Only</b> the amount for the successful tenderer after Tender has been accepted by the service provider (Do not include amount submitted by other tenderers), (F&G17(3))	<input checked="" type="checkbox"/>
Tender Process Completed, Recording of Tender documents and filing of all required information placed in Tender File	<input checked="" type="checkbox"/>
DOCUMENTS TO BE INCLUDED IN THE TENDER FILE	
a. Printed advertisement of "Notice for request for Tender" sent to newspaper publisher or publishing	<input checked="" type="checkbox"/>
b. Newspaper clipping to be scanned and included in the Tender Coversheet.	<input checked="" type="checkbox"/>
c. Full page extract of the newspaper (s) (name, page and date), to reflect published advertisement	<input checked="" type="checkbox"/>
d. Extract of Council Minutes with Resolution	<input checked="" type="checkbox"/>
e. Completed Tender Coversheet	<input checked="" type="checkbox"/>
f. Completed Tender Checklist	<input checked="" type="checkbox"/>
g. Copy of the Tender document	<input checked="" type="checkbox"/>
h. Copy of Specifications (if applicable)	<input checked="" type="checkbox"/>
i. Copy of Tender Register showing Tender ( <i>to include hyperlinks to Tender Coversheet, Council Item Minutes, Request for Tender Document (Brief) and Tender received from successful Tenderer</i> ).	<input checked="" type="checkbox"/>

\* "Tenders have to be publically invited according to the requirements before a local government enters into a contract for another person to supply goods and services if the consideration under the contract is, or is expected to be, more, or worth more, than \$150 000 unless subregulation (2) states otherwise" - Functions and General 11(1) Regulations 1996.

### Declaration

The Tender Checklist and Tender Coversheet as outlined in the above have been completed and the Tender Procedure has been adhered to:

Signed (Official or Senior Manager)  Date 22/7/24  
 Signed (CGR)  Date 18/7/24