

Evaluation and Awarding of Tenders/Quotations/Expressions of Interest

Tenders/Quotations/Expressions of Interest Opening

Once the Tenders/Quotations/Expressions of Interest has closed at the advertised date and time Council will open the submissions received.

The listing of submissions received will be displayed on Council's [Tenders and Contract](#) webpage.

Evaluation of the Tenders/Quotations/Expressions of Interest

Prior to the Tenders/Quotations/Expressions of Interest being released an evaluation panel and an evaluation plan will be created.

The purpose of the evaluation plan is to establish the process for evaluating the tender submissions received by the City of Ryde (CoR) and to ensure that the process is:

- carried out in a fair and equitable manner,
- in accordance with CoR Procurement Policy,
- transparent and auditable.

Submissions will be evaluated by the evaluation panel against the evaluation criteria set prior to the Tenders/Quotations/Expressions of Interest being released.

The Evaluation Panel will examine all submissions for compliance with the conditions of tendering, EOI or quotation outlined in the request including completion of all the relevant Tenders/Quotations/Expressions of Interest schedules.

Prior to the Tenders/Quotations/Expressions of Interest closing an evaluation plan is prepared, the evaluation plan includes the selection criteria and criteria weightings. Applicant's responses to the selection criteria are scored and weighted. The submission that provides best value for money to Council will determine ultimate selection.

As part of the evaluation process Council may ask clarification questions regarding information provided in a submission.

The Evaluation Panel may invite you to a post-tender interview to demonstrate and seek further details of your capacity to carry out the required works/services. Following the post-tender interview the Evaluation Panel may review the scores and ranking of Applicants.

Recommendation

Where required by the Local Government Act, a Tender Report will be prepared and considered by the Council in a confidential session. All Council resolutions will be published on [Council's website](#)

In all other circumstances you will be advised in writing whether your submission was successful or not, once Council has considered the responses.

Notification of Results

All respondents are notified by email if their submission was successful or unsuccessful. Unsuccessful emails will be sent to respondents once the contract with the successful respondent has been signed.