

Tender process flowchart – example of typical one-step process

BUYER'S key steps in process

FORECAST THE OPPORTUNITY

- Publish the forecast contract opportunity in your Annual Procurement Plan (APP)
- If applicable, include the opportunity in your Extended Procurement Forecast (EPF)

COMPLETE THE PLANNING & GET READY TO GO TO MARKET

- Develop the requirements, criteria & weightings
- Review your approach against the Principles of Procurement
- Finalise procurement plan/business case
- If applicable, submit to MBIE for review (if it is a 'significant business case' (SBC))
- Check delegated financial authority is sufficient
- Obtain approval to go to market
- Finalise RFx document & supplier response form

ADVERTISE ON GETS

- Allow sufficient time for suppliers to respond
- Make sure this is not less than the Minimum Time Period

CLARIFICATION PERIOD

- Deadline for suppliers' questions
- Deadline for buyer to answer suppliers' questions

CLOSING DATE

- Open responses and record and witness their receipt
- Email each supplier to acknowledge their response

ASSESS MANDATORY / PRE-CONDITIONS (if applicable)

- Where there are mandatory / pre-conditions eliminate responses that do not meet them
- Advise suppliers whose responses have been eliminated

EVALUATE THE RESPONSES

- Convene evaluation panel
- Score qualifying responses against weighted criteria
- Short list based on best value-for-money over whole-of-life
- Advise suppliers whether or not they have been short listed
- Obtain approval to negotiate with the first preferred supplier

NEGOTIATE THE DEAL

- Prepare negotiation plan
- Negotiate with first preferred supplier
- Complete due diligence
- Award contract
- Notify suppliers who participated in the tender of the award of contract

PLAN THE DELIVERY

- Work with the successful supplier to prepare a contract and relationship management plan

WRAP UP

- Offer debriefs to all suppliers and provide debriefs
- Publish Contract Award Notice on GETS
- Organise and maintain records of the procurement

SUPPLIER'S key steps in process

SEARCH FOR OPPORTUNITIES

- Register with GETS to get sent notification of government contract opportunities
- Apply to be on qualified supplier lists and panels
- Check agencies' Annual Procurement Plans (APPs) for forecast opportunities

PREPARE YOUR TENDER AND SUBMIT

- Download tender information from GETS
- Note key dates and list information you need to prepare
- Seek clarification from the buyer if anything is unclear before the deadline for questions (the clarification period)
- Prepare and collate your bid including pricing
- Sign the declaration
- Submit your bid before closing date
- The buyer will confirm safe receipt of your bid

Where there are mandatory conditions: the buyer will advise you if these have not been met. If so, your bid is eliminated at this stage.

The buyer advises that you have not been short listed. If so, your bid is eliminated at this stage.

YOU MAKE THE SHORT LIST

The buyer advises that you have been short listed. If you are the first preferred supplier you will be invited to negotiate a contract.

NEGOTIATE THE DEAL

- Establish your negotiating team and plan the negotiation
- If successful, you will be invited to sign a contract

Negotiations complete. The buyer advises you the name of the successful supplier.

PLAN THE DELIVERY

Work with the buyer to agree the contract management plan and how relationships will be managed

GET FEEDBACK ON YOUR TENDER

- Obtain a debrief
- Provide the buyer with feedback on their process