Tenders

In establishing and carrying out contracts for the carrying out of works, the provision of goods and services or the disposal of non-current assets, the City of Gold Coast may accept the offer most advantageous to it, consistent with and supporting the achievement of the strategic direction of the Corporate Plan. In making this decision, Council must have regard to the five sound contracting principles set out in section 164(3), (8) of the Local Government Act 2005.

- Expression of Interest (EOI)
- Request for Information (RFI)
- Conditions of Offer and Conditions of Order
- Conditions of Contract
- Special Conditions of Contract - Superseded
- City policies and procedures
- Principal Controlled Contract Works Insurance
- Evaluation of tenders
- Supplier briefings
- Changes to tenders
- Action by the City after receiving tenders
- As Constructed Data

Stay up to date and subscribe to our RSS feed for the latest tenders issued by City of Gold Coast.

Tenders

LG314/411/19/052
Swim coaching services at Gold Coast Aquatic Centre and Palm Beach Aquatic Centre

Closing Date
Wednesday, 10 July 2019

LG314/1211/19/102
Construction of Sewage Pumping Stations, Deep Gravity Rising Mains at Stapylton Industrial Precinct.

Closing Date
Friday, 19 July 2019

LG314/1211/20/005
Design and Construct for CD13 Sewage Vacuum and Pump Station Upgrade Coomera Marine Precinct.

Closing Date
Tuesday, 23 July 2019

Find the link to Tips on how to improve your City of Gold Coast quote or tender response below.

Expression of Interest (EOI)

LG314/1211/20/001
Expression of Interest for Design Development and Construction of Coombabah Sewage Treatment Plant Stage 6 Upgrade and Pimpama Sewage Treatment Plant Stage 2 Upgrade.

Closing Date
Wednesday, 24 July 2019

Request for Information (RFI)

There are currently no Requests for Information.

Conditions of Offer and Conditions of Order

The City uses the following conditions of offer and order for the various types of procurement.

- Major Conditions of Offer – December 2017 (PDF 321kb)
- Short Form Conditions of Offer – December 2017 (PDF 35kb)
- Conditions of Order – February 2018 (PDF 64kb)

Conditions of Offer - Superseded

Conditions of Offer (Version 12) - December 2016 (PDF 339kb)

For previous version please contact City Procurement.

Conditions of Contract

The City uses the following conditions of contract, as specified in the tender (invitation to offer), for contracts generally worth more than $250,000 per annum.
Amended Conditions of Contract AS2124 – Construction – AS2124 as amended – this contract standard is based on the AS2124 standard. Council has made some amendments to this standard to meet Council’s needs. This document is not available on Council’s website for licensing reasons. If you would like to view a copy of these terms and conditions contact the City Procurement.

Amended Conditions of Contract AS4300 – Design and Construct – AS4300 as amended – this contract standard is based on the AS4300 standard. Council has made some amendments to this standard to meet Council’s needs. This document is not available on Council’s website for licensing reasons. If you would like to view a copy of these terms and conditions contact the City Procurement.

Queensland Information Technology Contracting Framework (QITCF)
- Conditions of Contract Provision of Goods and/or Services – January 2019 (PDF 1719kb)

Amended General Conditions of Contract for Consultants AS4122 - this contract standard is based on the AS4122 standard. Council has made some amendments to this standard to meet Council’s needs. This document is not available on Council’s website for licensing reasons. If you would like to view a copy of these terms and conditions contact the City Procurement.

The City utilises the following conditions of contract, as specified in the quotation, for contracts generally worth less than $250,000 per annum.

- Conditions of Contract Short Form Minor Works - March 2019 (PDF 156kb)
- Conditions of Contract Short Form Asset Maintenance Services - March 2019 (PDF 156kb)
- Conditions of Contract Short Form Goods and/or Services - March 2019 (PDF 143kb)
- Conditions of Contract Short Form Consultancy Services - March 2019 (PDF 125kb)

Conditions of Contract - Superseded

- Conditions of Contract Short Form Minor Works - October 2018 (PDF 263kb)
- Conditions of Contract Short Form Asset Maintenance Services - October 2018 (PDF 278kb)
- Conditions of Contract Short Form Goods and/or Services - October 2018 (PDF 269kb)
- Conditions of Contract Short Form Consultancy Services - October 2018 (PDF 280kb)
- Conditions of Contract Provision of Asset Maintenance Services – February 2018 (PDF 374kb)
- Conditions of Contract Provision of Goods and/or Services – February 2018 (PDF 366kb)
- Conditions of Contract Short Form Minor Works – December 2017 (PDF 176kb)
- Conditions of Contract Short Form Asset Maintenance Services– December 2017 (PDF 183kb)
- Conditions of Contract Short Form Goods and/or Services – December 2017 (PDF 183kb)
- Conditions of Contract Short Form Consultancy Services – December 2017 (PDF 183kb)
- Conditions of Contract Provision of Goods and/or Services – October 2017 (PDF 366kb)
- Conditions of Contract Provision of Asset Maintenance Services – December 2017 (PDF 374kb)
- Conditions of Contract for Minor Works and Services (Version 2) - May 2016 (PDF 183kb)
- Conditions of Contract for Consultancy Services (Version 1) July 2016 (PDF 177kb)
- Conditions of Contract Provision of Goods and/or Services (Version 9) - November 2015 (PDF 738kb)
- Conditions of Contract - MSP - Contingent Labour (Version A01) - March 2015 (PDF 48kb)
- National Public Works Council (NPWC) Edition 3 1981
- AS2124-1992
- AS4122-2010
- AS4300-1995

For previous version please contact City Procurement.

Special conditions of contract - Superseded

The City utilised the following special conditions of contract for the various types of procurement where specified in the invitation to offer.

- Special Conditions of Contract AS4122 - 2010 (Version 3) April 2016 (PDF 617kb)
- Special Conditions of Contract AS2124-1992 (Version 3) - November 2015 (PDF 725kb)
- Special Conditions of Contract NPWC3-1981 (Version 6 - November 2015 (PDF 43kb)
- Special Conditions of Contract Operational Works (Version 4) - November 2015 (PDF 68kb)

For previous version please contact City Procurement.

City policies and procedures

The City requires suppliers to comply with relevant policies and procedures as detailed in the invitation to offer documentation; these may include:

- Ultraviolet Radiation (Sun Protection) procedure (PDF 9kb)
- Work Health and Safety Policy (PDF 19kb)
- Complaints (Administrative Actions) Policy & Procedures (PDF 20kb)
Principal controlled contract works insurance

- Contractors Liability Insurance (PDF 14kb)
- Contractors All Risks Insurance (PDF 15kb)
- Insurance Claim Advice Form (PDF 51kb)

Evaluation of tenders (invitations to offer)

Offers will generally be evaluated via a four (4) gate evaluation process.

An alternate evaluation methodology for a specific procurement may be utilised by the City where it is considered advantageous to do so; and any publicly available information may be taken into consideration when conducting evaluation of tenders.

Due diligence criteria

These are designed to enable the City to filter offers that do not conform to the invitation to offer requirements or pose unacceptable risk. Due diligence criteria allow the City to assess the risk of an offer, at any of the gates, to determine whether an offer is acceptable to continue in the evaluation process.

Gate 1: Mandatory criteria

These are formed, in terms of minimum specified requirements, to allow the City to filter out those submissions that do not conform to the mandatory requirements that are specified in the invitation to offer documentation. Non-conforming offers (which don’t meet the mandatory criteria requirements) will not be further evaluated by the evaluation team.

Gate 2: Capability scoring criteria

These are formed to allow the City to select capable offers based on a combination of capability (63 per cent) and local business and industry preferential factors (17 per cent). The City will assign a relative score out of 10 for each capability criterion. Each scoring criterion also has a percentage weighting allocated to it to represent its relative importance and worth in the selection process (out of 100 per cent).

Gate 3: Total cost ownership (TCO) / pricing

A TCO or at lesser offer price must be quantified for all offer that have made gate 3.

The local business pricing advantage must be deducted from local suppliers.

Gate 4: Value for money criteria

The most advantageous offer (s) based on a weighted combination of capability (Gate 2) and TCO (Gate 3) outcomes.

Gate 4 considers both qualitative and quantitative criteria relative to each other.

Supplier briefings/site inspections

At the discretion of the City, where included in the invitation to offer documentation, supplier briefings/site inspections may be held as part of the invitation to offer process and will include all suppliers wishing to respond to an offer. The purpose of the supplier briefing is to present to potential suppliers information about the specifications, conditions of offer and conditions of contracts and then provide the opportunity for attendees to ask further questions of clarification, which will be documented along with the responses and issued as addenda to all registered suppliers.

Changes to offers prior to offer period closing

These will be done by way of an addendum. All addendum will be forwarded to all tenderers by way of LCTenderbox. Where appropriate, the tender period may be extended when an addendum is issued at the discretion of the Chief Procurement Officer. All queries should be addressed only to the Contact Officer listed within the tender documentation.

Action by the City after receiving tenders

After the close of the tender date, the City may without limitation to any other action open to it:

Request clarifications

If so requested by City, the supplier must submit by the date and time specified information in clarification regarding their submission. Failure to provide the requested information may result in the offer being deemed non-conforming and it will not be evaluated further.

Invitation to change offers

The City’s Procurement Policy and Contract Manual provide that the City may invite all suppliers who submitted an offer to change their offers where there is a change in the invitation to offer documentation. This is during the period of the close offer but before any offer is recommended for acceptance. Should the change have resulted in alternative suppliers submitting an offer, consideration will be given to withdrawing the invitation to offer and readvertising.

Enter into post tender negotiations

The City may negotiate with suppliers after the close of offers when it has expressly reserved the right in the conditions of offer. Only suppliers who proceed to gate 3 may be invited to enter into negotiations. The commencement of negotiations with one or more supplier is not an indication that a particular supplier’s response has been unsuccessful or successful. All negotiations will be handled with probity and the equality of opportunity will be maintained throughout the negotiations.

As Constructed Data
City Contracting Plan

Effective 1 July 2016, the City of Gold Coast conducts all procurement and contracting activities in accordance with the Strategic Contracting Procedures (as defined in the Local Government Regulation 2012 Chapter 6, Part 2). The Strategic Contracting Procedures allows the City to take a strategic approach to procurement/contracting activities. This includes formulating a portfolio of procurement and contracting activities for the current financial year.

City Contracting Plan

Related information

- Procurement
- Securing Council contracts

Jump to key information

Key information

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