



GUIDANCE

EMAIL GUIDANCE FOR GENERAL TENDERING UNDER THE DEFENCE INFRASTRUCTURE PANEL (DIP) AND THE DEFENCE INFRASTRUCTURE PANEL - ENVIRONMENT, HERITAGE AND ENGINEERING (DIP-EHE)

Introduction

This guidance document applies to general tendering procurement activities and engagements under the DIP and the DIP-EHE.

Issuing the Request for Proposal (RFP) to the Panel Consultant

When sending your RFP documents via email you should apply the following:

- The email should be sent only to the email address provided on Defence Website for the Panelist under the area of '*Companies and Contacts*'
- You should consider the volume of material planned to be released by email by Defence and whether that could create difficulties for either Defence in sending it, or the capacity of relevant company (Respondent) to receive it.
- In the subject line of the email, include the following (as applicable): "DIP/DIP-EHE Request for Proposal – (*Your project number and title*)".
- Within the body of the email you must ask the Respondent to acknowledge receipt of the email within 24 hours. If an acknowledge receipt is not provided, the project officer must follow up with the nominated Panel Consultant. If this results in the relevant company Panel Manager not being with the company please notify the Defence Panel Management team.
- When considering the use of email to receive Proposals in response to your RFP, you will need to consider the size of potential responses and whether it will be practical to receive them via email.
- You may also request that Respondent limit the file size of their Proposal to ensure that it makes it through the Defence Firewall. Generally files 5MB and under are suitable for receipt via email. Large files can be broken down into smaller files.

Receiving the Proposal

Please Note - PMCA's or a consultant who may be managing a Commonwealth procurement cannot receive proposals via their company email.

- The receiver may be a member of the Evaluation Board but there must be a process to ensure price is not opened during that process. This approach is not endorsed as it represents probity issues in relation to the Tender Evaluation process.
- You should carefully consider which email address you nominate to receive Proposals as the receiver will need to be available to confirm the receipt.
- At a reasonable time (2 to 4 days) before the Closing Time and Date, check that there are no scheduled Defence network outages planned that will preclude Respondents from submitting their Proposals on the closing date. If there are planned outages, immediately notify Respondents of an extended closing time.
- When the Proposals are lodged electronically, you must acknowledge receipt of the Proposal and confirm if it was received on time, via return email to the Respondent. This must then be written into the Tender Evaluation Board Report for the procurement. When acknowledging receipt of Proposals, the following wording is suggested:

'The Commonwealth acknowledges that (Company Name) Proposal for (project number and title) has been received at (time and date).'

- If Proposals are submitted early, they are not to be promulgated to Board members until after the nominated

close date and time and all submissions have been received.

- If a proposal is received as being late and as a result represents a non-conformance then you **must** apply the conformance rules as stated within the RFP. This is a mandatory requirement from the CPRs in respect to late tenders. In these instances probity advice should be sought before excluding any submission from consideration. If the procurement team do not have an engaged Probity Advisor then advice can be sought from the Defence Panel Manager – Lisa Drummond.

Records Management

You must have a good records management framework for the management of the electronic submissions. All email correspondence regarding the submission should be filed in objective accordingly. This includes the RFP, the acknowledgement of receipt from the Respondent, the Proposal itself and the acknowledgment of receipt from the Commonwealth, and all other communications and information relating to the procurement.