



Australian Government

Defence  
**GUIDANCE**

**GENERAL TENDERING GUIDANCE 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 and Receiving via Email

### 1) Issuing the Request for Proposal (RFP) to the Panel Consultants

When sending your Request for Proposal (RFP) documents via email you should apply the following:

- The email must be sent to the email address provided on Defence Website under the area of 'Consultant companies' found on the 'Who to engage and Scope of Services' page.
- You should consider the volume of documents planned to be released by email by Defence and whether that could create difficulties for either Defence in sending it, or the relevant company (Respondent) in receiving 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 acknowledgement is not provided, the project officer must follow up with the nominated Panel Manager. If you find out the Panel Manager no longer being the point of contact please notify the Defence Panel Management team.
- You may also request that Respondent limit the file size of their Proposal to ensure that their Proposals can get through the Defence Firewall. Generally file size 5MB and under are suitable for receipt via email. Large files can be broken down into smaller files.

### 2) Receiving the Proposal

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

- When considering the use of email to receive the Proposals in response to the RFP, you will need to consider the size of potential responses and whether it will still be practical to receive them via email.
- The receiver may be a member of the Evaluation Board but there must be a process to ensure price is not opened by that member during that process. However this approach is not endorsed as it presents a potential 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 of Proposals.
- At a reasonable time (recommended 2 to 4 days) before the Closing Time and Date, check that there are no scheduled network outages that will preclude Respondents from submitting their Proposals on the closing date. If there are planned outages, immediately notify Respondents of an extension to the closing time and/or date.
- 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 the Proposals are receipted early, they are not to be promulgated to Board members until after the nominated close date and time and all Proposals have been receipted.
- If a Proposal is receipted as being late and as a result representing a non-conformance then you **must** apply the conformance rules as stated within the RFP. This is a mandatory requirement from the Commonwealth Procurement Rules in respect to late tenders. In these instances probity advice should be sought before excluding any submission from consideration.

## Issuing and Receiving via AusTender

If the Proposal is to be lodged via AusTender, you must select limited access and upload the RFP into AusTender to commence the procurement process. Please refer to the AusTender Agency User Guide – “Approach to Market – Advertising, Document Distribution and Lodgment” on AusTender for further information.

### 1) Loading/Publishing Approach to Market (ATM) on AusTender

- Choose **Limited – No Public View** from the dropdown options for ATM Access.
- Click **Generate Passcode** and a passcode will be generated.
- Click **Print Restricted Passcode** and save this as **PDF** in a secure area accessible only by the project team.

<b>ATM Type</b>	* Request for Tender	?
<b>ATM Access</b>	* Limited - No Public View	?
	<b>Generate Passcode</b>	
<b>Multi-stage</b>	* <input type="radio"/> Yes <input type="radio"/> No	
<b>Multi-stage Criteria</b>		

Your passcode for this tender is:  
**Js7tuTCHM**

Please take a note of this passcode and provide it to your prospective tenderers for access to the ATM.

**Print Restricted Passcode**

- Input the ATM ID and Passcode in the **Annexure A – Limited Tender Instruction template**. Please refer to the example below.

<b>ADDENDA ISSUANCE</b>		
Please refer to the Terms and Conditions in the tender documentation regarding addenda issuance.		
You must follow the same Login and Limited – No Public View ATM access process to collect any addenda that may be issued for this ATM. These files are provided separately to the original tender pack, but are accessed from the same page.		
<b>THIS ATM</b>	<b>ATM ID</b>	<b>TEST1</b>
	<b>Access Passcode</b>	<b>QBdVdXpXxg</b>

- You can extract Annexure A with the ATM ID and Access Passcode from this guidance and save it as Word document.
- Once the ATM is published, the email with Annexure A should be sent only to the email address for the Consultant Panel Manager provided on the Defence Website under the area of ‘Consultant companies’ on the ‘Who to engage and Scope of works’ page.
- 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 acknowledgement is not provided, the project officer must follow up with the nominated Panel Manager. If you find out the Panel Manager no longer being the point of contact please notify the Defence Panel Management team.
- The selected Tenderers will be able to access the RFP that you have published and you will receive the Proposals via AusTender.

## **2) Opening Proposals on AusTender**

- You can download the Proposals after the nominated close date.
- The Proposals are to be saved in a secure area accessible only by the project team.

## **Records Management**

You must have a records management framework for the management of the electronic submissions. All email correspondence regarding the submission should be filed accordingly (in Objective for Defence Managed procurements). 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 activity.