

Questions for Council

If you have questions for Council regarding past or current projects, please email tenders@swanhill.vic.gov.au or call Council on (03) 5036 2364.

Council is more than happy to arrange an appointment to discuss any queries you might have.

If you have questions regarding a current tender, Council prefers that questions be submitted via Tenderlink on the online forum to enable your question to be passed on to the right person. This might also form part of an addendum that would be distributed to all registered tenderers.



Doing business with Swan Hill Rural City Council

Swan Hill Rural City Council

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Web: www.swanhill.vic.gov.au
Email: council@swanhill.vic.gov.au



Business with Council

Every year Council procures a variety of goods and services. Some projects are procured through publicly-advertised:

- Tenders
- Requests for Quote (RFQ)
- Requests for Submissions (RFS)
- Expressions of interest (EOI)

Each tender or submission must address the selection criteria and have all relevant sections completed.

What to expect in Council's documents

Council's tender documents include:

- Introductory notes
- Tender conditions
- General contract conditions
- Occupational Health and Safety Guidelines
- Specifications

The tender conditions is where you need to fill in details relating to your business and supply a schedule of rates or total cost.

Documentation that we receive from you will form part of the evaluation process. During this process each submission is scored against the evaluation criteria as shown in the tender documents.

Evaluation criteria

Each tender received is evaluated based on the evaluation criteria specified in the tender documents.

Council considers tenders based on value for money. Things considered include whole of life cycle costs, compliance with specification, local economic and social benefits, environmental benefits, timelines of supply and capability, and capacity of the tenderer to complete works.

Most evaluation criterias include:

- Price
*Provide the **best** value for money (not necessarily the lowest price).*
- Compliance with specification
*Will **best** deliver services, which meet or exceed the standard.*
- Social and economic benefit to the municipality
*Has demonstrated the **best** record for supporting the local municipality.*
- Track record
*Has the strongest and **best** proven record for the delivery of contracted services (whether it be with Council or another organisation).*
- Availability of appropriate skills and resources
*Possesses the **best** skills and resources necessary to assure the prompt and efficient delivery of the service.*

Timeframes

Each project is publicly advertised for a set amount time.

- Tender - 28 days

Submitting a tender

To submit a tender, all the compulsory information must be completed. Tenderers can provide additional documents including:

- Company information
- Company work history (including photos)
- Company references
- Evidence of social and economic benefits to the municipality such as sponsorships, volunteering, employment of locals etc
- Insurance details
- Policies and procedures
- Plant and equipment information

You can view the Example Tender Submission online for an example of this additional information.

Where can I find Council's current projects?

You can find Council's current projects on our website www.swanhill.vic.gov.au, in the local newspapers (The Guardian) Swan Hill area and (The Sentinel) Robinvale area and in surrounding municipality newspapers.