

Frequently Asked Questions

Procurement – Supplier Information



FAQ1 – What is a Register of Pre-Qualified Suppliers (RPQS)?

A register of businesses that have responded to a public tender request and have successfully met Council requirements for technical, financial, and managerial capability to provide goods and/or services.

FAQ2 – What is Preferred Supplier Arrangement?

This is an arrangement created for goods that are purchased in high volume and frequency.

FAQ3 - How do I get on a Preferred Supplier Arrangement (PSA) panel list?

Council must invite tenderers to submit a response to provide supply of goods or services, once the tender has closed the submissions are evaluated based on the criteria required and then award to the successful suppliers.

FAQ4 - Why do I need to provide a quote?

If you have been requested to provide a quote, Council has done so to ensure they can comply with fair competition in seeking the best value for money. If you have been asked to provide a quote you will need to respond with the price of your delivery at the moment in time.

FAQ5 – I keep providing quotes for work, but haven't won any work with Council?

The decision on accepting quotes is done with the internal Stakeholders on a range of criterion. Each quote process is unique. Council welcomes the opportunity to provide feedback to businesses in order to assist in future quoting, please contact a member of the Purchasing Team and we can assist you in your query.

FAQ6 - How does Council determine the successful quote?

Council officers will provide a scope of works/specification for what is required in the request for quote, when responses are received Council internal stakeholders will review the submissions and determine successful outcome based on a number of factors. Council must ensure compliance to Sound Contracting Principles and ensure Value for Money can be demonstrated in the purchase, if you have any queries regarding outcomes, please contact a member of the Purchasing Team.

FAQ7 – What is a Conforming / Non- Conforming tender response?

A conforming tender is one that meets the conditions outlined in the Invitation to Tender (ITT) document and all requirements of this specifications and response schedules are met. A tender may be ruled non-conforming if it's incomplete, does not meet the requirements of the specification or fails to include any of the mandatory criteria.

FAQ8 – What are common Non-Conforming Tender Response mistakes?

- *Incomplete Documents*
- *Unsigned Tender Schedules*
- *Changing Schedules or Spreadsheets*
- *Failure to add documents as per specification*
- *Non-Conforming / Alternate without Conforming*
- *Statutory Declaration not signed / witnessed*
- *Failing to include required departures*

Continued over page

Frequently Asked Questions

Procurement – Supplier Information



FAQ9 – How can I request feedback for on my tender submission?

Council offers the opportunity for tenderers to seek feedback on the outcome of their submission. Tenderers should request this in writing, the response will be provided in collaboration with the internal stakeholders. Feedback is a great opportunity to discuss your tender submission with Council and receive valuable feedback to assist in future tender submissions.

Get in Touch!

Contracts and Tenders Team - 07 4939 9916

tenders@livingstone.qld.gov.au

Purchasing Team – 07 4939 9967

purchasing@livingstone.qld.gov.au