

Project Name: 2022/137/2129 – Supply of Internal Audit Services

Tender File: Description of Services: The purpose of the tender is to engage a suitably qualified and experienced contractor to supply Internal Audit services

Project Officer: Ms Leah Flint

Section	Documents
Invitation to Respondents	Tender Invitation
Schedules 1 2 3 4 5 6 7 8	Contents Tender Declaration Partnership, Consortium or Joint Venture Declaration Financial Details Insurances Management and Technical Staff Resources Referees Additional Information Non-Collusive Declaration
Other	Maitland City Council Code of Conduct (2020). Refer to https://www.maitland.nsw.gov.au/my-council/governance-and-transparency/policies

1. PURPOSE OF THE TENDER INVITATION

The purpose for this tender is for the provision of Internal Audit services for three years, commencing 1 January 2023, with the provision of an additional two years at the discretion of Council. Council is seeking the services of a registered company or persons with relevant accountancy and commercial qualifications to provide Internal Audit services to Council.

2. INVITATION

Respondents are invited to submit a tender to Council by 2.00pm on 7 October 2022 in accordance with Clause 7 of this document. Responsibility for lodgement of completed quotation documents by the deadline lies solely with the respondent. Lodgement instructions are provided in further detail in items 6 and 7 of this document. Council is not bound to select any tenders submitted.

3. TENDER DOCUMENTS

Documents can be downloaded at no charge from www.tenderlink.com/maitland.

4. INFORMATION

All enquiries relating to the proposed contract must be submitted in writing on the **FORUM** at www.tenderlink.com/maitland via the Tenderlink Tender notice.

For any other enquires contact the Project Officer:

Ms Leah Flint
Chief Audit Executive / Group Manager Strategy Performance & Business Systems
Maitland City Council
Ph: 02 4934 9794

5. PRE-SUBMISSION MEETING

There will be NO pre-submission meeting.

6. INSTRUCTIONS FOR RESPONDENT SUBMISSIONS

In the preparation and submission of the tender response and without limiting the Respondent's obligations, the Respondent must:

- submit a tender response which includes all completed Schedules, including the Respondent's Declaration Schedule, and any other required declarations. All forms must be completed in full and signed with all required supporting evidence, information and details be included to make the tender response complete.
- upload electronic copies of all completed schedules and supporting evidence onto Tenderlink;
- not submit a response without a firm intention to proceed.
- not engage in any form of collusive practice.
- not directly or indirectly canvass support from an elected member or employee of Maitland City Council or the Council at any time.

7. LODGEMENT METHOD

Complete submissions (i.e., containing all completed schedules, documents, information, and details required) shall be considered **ONLY** if received electronically to the Electronic Tender box at

www.tenderlink.com/maitland before the deadline for the close of tender as noted in section 2 of this document. The submission **MUST BE COMPLETE** as described in this Invitation to Respondents.

8. TENDER ASSESSMENT

Council is not bound to shortlist any tender submitted. Council, in its discretion, will accept a tender that it determines is likely to provide the most advantageous result. Submissions will be assessed on “conformity to the documentation” and the assessment criteria. A Council Tender Assessment Panel will assess all complying tenders to determine a shortlist of preferred respondents who will be invited to submit tenders in second stage of the selective tender process.

In the interests of probity and transparency of process, Maitland City Council advises that Tender Schedules will be assessed against the following selection criteria. The assessments under each criteria will be ‘scored and weighted’ to facilitate the evaluation process. ‘Scored and weighted’ means that Council’s Tender Assessment Panel will determine a score for each criterion and a weighted scoring matrix will be used to determine a total score.

The scoring matrix and weightings will not be made available to respondents.

Tender Selection Criteria			
Criterion	Quotation Schedule	Description	Assessment Type
Compliance With Tender Documentation	All	Assessment will be based on the completion of all schedules.	Scored and weighted
Financial	3	Value – Council has a budget of \$80,000 for the three-year term	Scored and weighted
Insurance Requirements	4	Tenders will be assessed on overall Insurance needs being meet.	Scored and weighted
Management & Technical Staff Resources	5	Tenders will be assessed on ability to meet the service requirements, current availability, suitability, and experience of personnel, inclusive of backup resources.	Scored and weighted
References	6	Referees will be asked to provide a scored assessment based on their experience of the proposed solution and relationship with the tenderer.	Scored and weighted
Value Add Services	7	Detail matters of any value-added services you are willing to provide as part of the Tender	Scored and weighted

9. PRIVACY AND PERSONAL INFORMATION PROTECTION NOTICE

Respondents are advised that all (if any) personal information required to be provided with their tender submission is intended only for use by Maitland City Council staff for the purpose of assessing tenders (in accordance with the Local Government Act and applicable Tendering Regulations). The

information will be stored at Council's Administration Centre in accordance with the requirements of the State Records Act 1998.