

Working with the **City of Canada Bay**

A guide for prospective and existing suppliers to the
City of Canada Bay



Trying to understand how to successfully become a supplier for Local Government or conduct business can be quite daunting. There are a lot of rules and regulations, and understanding why and how decisions are made is important. This guide is designed to encourage potential suppliers to form productive, mutually beneficial partnerships with Council to serve our community. For existing suppliers, this guide should also help to understand why Council operates the way it does.

What is procurement?

Procurement is the process of finding and agreeing to terms, and acquiring goods, services, or works from an external source, for Council to operate and service the community. This is often carried out via a tendering or competitive bidding process.

Our procurement activities are strictly bound by rules legislated under the Local Government Act NSW 1993 as well as Council's policies and procedures to ensure we achieve best value fairly and transparently when spending public money.

When deciding how to best spend public money, we have to take into account a range of factors including:

- Ethics and fair dealing
- Value for money
- Risk management
- Sustainability
- Best practice.

The NSW Local Government Act 1993

The buying of goods, services and works by NSW Councils is controlled by law. We are required to comply with the following laws when procuring goods, services and works according to:

- Section 55 of the NSW Local Government Act 1993
- NSW Local Government (General) Regulation 2005
- The Tendering Guidelines for NSW Local Government.

Councils must go to open tender for goods, services and materials above the amount specified in Clause 163 of the Local Government Regulations (General) 2005. Currently this amount is \$250,000 and over.

Procurement requirements below \$250,000 are governed by Council's procurement policy and procurement guidelines. A copy of the policy can be located on Council's website.





The laws do permit exceptions to tendering like buying off contracts established by prescribed entities.

The Tendering Guidelines for NSW Local Government is an informative document that outlines the tendering procedures and methods undertaken by NSW councils in accordance with the laws.

The City of Canada Bay's procurement policy

This policy outlines how the City of Canada Bay conducts procurement including quotes, tenders or expressions of interest. A new policy was adopted on 1 May 2019.

When dealing with the Council it's important to familiarise yourself with the processes related to procurement activities.

The City of Canada Bay's business ethics statement

In one document, the business ethics statement provides important information about our values, business principles, expectations of staff and private sector entities, and how to report unethical behaviour.

In particular, the statement outlines our position on:

- Gifts and benefits (including hospitality)
- Conflicts of interest
- Confidentiality
- Communications between Council and the private sector
- Other employment
- Expectations of both Council and contractors (including sub-contractors).

Terms and Conditions

You may be bound by Council's terms and conditions if you are not operating under an existing contract.

Procurement methods

There are a number of ways in which we can procure goods and services.

We can go out to tender, utilise prescribed entities like Local Government Procurement and Procurement Australia or regional initiatives like Southern Sydney Organisation of Councils, and we can use some State Government contracts. If you are on a contract with any of these organisations, please let us know.

We may choose to go out for quotes, a tender, or put out an expression of interest. We do this through an externally hosted portal called VendorPanel.

It is a good idea to be registered on VendorPanel as it makes it easier for us to do business.

As a supplier or contractor it is important to keep yourself informed of when various procurement projects are going out to market.

Becoming a preferred/registered supplier or contractor to Council

The Council purchases from preferred suppliers that have been selected through a competitive and transparent procurement process. If a preferred supplier agreement does not exist, then Council will go to the open market.

How does it work?

Preferred supplier contracts are established through an open market procurement process facilitated by one or more of the following:

1. The City of Canada Bay directly
2. Prescribed entities such as Local Government Procurement and Procurement Australia which councils can access
3. Procurement ventures with government agencies like other councils, Southern Sydney Regional Organisation of Councils (SSROC) and State Government.

When can I apply?

You can keep up to date on when preferred supplier procurement opportunities are going to market by:

- Checking the tenders section of the Sydney Morning Herald on a Tuesday
- Checking Council's website: canadabay.nsw.gov.au
- Checking Procurement Australia's website: procurementaustralia.com.au
- Checking the Local Government Procurement website: lgp.com.au
- Register free of charge at vendorpanel.com.au/MarketPlace.aspx



FREQUENTLY ASKED QUESTIONS:

These are some of the most commonly asked questions on how businesses can supply or deal with Council.

How many quotations must Council obtain from suppliers?

Council's Procurement Policy has a table that can provide you with information on what method of procurement we must follow for different values.

Does Council have to tender for everything?

No, we are not required to tender for everything. In a lot of cases, we can seek quotations instead. The methods of procurement is guided by NSW laws and our procurement policy.

How do I find out about tender opportunities?

There are a variety of ways to find out about upcoming tenders. If you are looking at doing business with us you can:

- Visit our website to view upcoming tenders
- Register your business and receive notifications of opportunities on: vendorpanel.com.au/MarketPlace.aspx
- Look out for tender advertisements in the Sydney Morning Herald. Legislation requires us to publish tenders in newspapers by law so you don't need to worry that it might not be publicly advertised.

Submission deadlines for tenders are strict. If a tender is submitted late, it will not be considered. Please allow for any errors that may occur, human or technological, and submit tenders at least 24 hours before the deadline in the correct format. It is also important to be aware of any time differences and the effect of daylight savings so please ensure you submit on time.

When responding to a tender, ensure to answer all the requirements to the best of your ability. Tenders that fail to answer all requirements are listed as non-compliant, which severely limits your chances of success.

What process do you have that ensures fairness in considering suppliers big and small?

We do business with thousands of suppliers and contractors in all shapes and sizes. The key principle in our selection process is best value for money to support our business requirements. Which means it is not just about price or the size of the company. There are several factors taken into consideration as outlined in our procurement policy.

When procurement opportunities arise, we encourage you to apply. When you apply, please ensure to present information about your goods and services on offer that can best support our requirements specified in the procurement documentation.

Can I submit a non-compliant tender?

Yes, but usually only if you also include a compliant tender as well. You may be able to provide a better model of service or product than what is being asked for, but you must address what is called for in the tender specification before you offer the alternative.

How do I respond to a tender?

Instructions for responding to a tender can be found in the tender documents.

Who else can find out about my offer?

Submissions are treated as confidential and any information submitted in a tender will not be distributed to external parties. Submissions will only be viewed by Council staff responsible for evaluating and making decisions regarding the tender.

Why would Council want me as a supplier?

We want you as a supplier because competition provides better outcomes.

We are always on the lookout for new and innovative suppliers who can help us improve. We believe contributing to the local economy is considered an important function of local government.

If my submission is unsuccessful, can I find out the tender results or obtain feedback on my submission?

We publish tender results on our Council website. You can contact Council after the results have been published to gain feedback regarding your submission.

