



ACT
Government

TENDER EVALUATION REPORT

REQUEST FOR TENDER No 25376.100

FOR THE CANBERRA CITY CENTRE MARKETING AND IMPROVEMENTS GRANT

6 February 2015

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ATTACHMENTS

- A. Canberra CBD Ltd Tender 25376.100 of 29 January 2015.
- B. Request for Tender – Canberra City Centre Marketing and Improvements Grant.
- C. Internal Tender Notice of 29 January 2015.
- D. Evaluation criteria, comments and scores.

1. PURPOSE

To seek approval for the engagement of Canberra CBD Limited as the recipient of the City Centre Marketing and Improvements Grant (CCMIG) for the five year period 1 July 2015 to 30 June 2020 and broadly in accordance with its tender included at Attachment A.

2. PROJECT BACKGROUND

Refer to Request for Tender (RFT) Section 2.0 Project Background included at Attachment B.

3. PROJECT DETAILS**Program**

The following timetable applies to the Project:

No	Tasks	Date
1.	Tenders Advertised / Invited	20/10/2014
2.	Tenders Closed	29/1/2015

Funding

The City Centre Marketing and Improvements Levy (CCMIL) is paid by commercial property owners in City, Braddon, Acton and Turner and is collected by the ACT Commissioner for Revenue through the annual rates process. Over the past five years the CCMIL has averaged about \$1.8m per annum.

4. PROBITY, DISCLOSURE OF CONFLICTS OF INTEREST & CONFIDENTIALITY

All documents and proceedings of the Tender Evaluation Team have been treated as confidential.

5. PROBITY AUDITOR/ADVISOR

The TET did not require the use of a specialist advisor.

6. TENDERS RECEIVED

The following tender was received:

- Canberra CBD Ltd

No tenders were received late.

No alternative tenders were received.

The tender was registered on the Internal Tender Notice at Attachment C.

7. EVALUATION

The tender was evaluated in accordance with the assessment criteria. Comments and scores are summarised at Attachment D.

8. WORKPLACE GENDER EQUALITY ACT 2012 (CTH).

The preferred tenderer is not listed on the following website:

<http://www.wgea.gov.au/>

9. RECOMMENDATION

I recommend the acceptance of the tender submitted by Canberra CBD Ltd.



Rod Baxter

6/2/15

10. DELEGATE APPROVAL**10.1. RECOMMENDATION**

Tender Evaluation Team recommendation:

Approved / ~~Not Approved~~ / ~~Requires Clarification~~.

The Tender Evaluation Team is authorised to:

- arrange for a contract to be prepared between the Territory and the preferred Tenderer;
- arrange public announcement (as applicable); and
- provide a debriefing to unsuccessful Tenderers.

10.2. CONTRACT EXECUTION REQUEST

I have the properly delegated authority from the Director General of Chief Minister, Treasury and Economic Development Directorate with regard to the above approved procurement expenditure, to sign, as may be required to effect the delivery of the Project, the following documents:

1. Letter of Acceptance / Intent
2. Contract / Deed of Agreement
3. Variation of Contract / Deed of Agreement
4. Any other Related Document

Signature: _____



Date: _____

6 February 2015

Name: _____

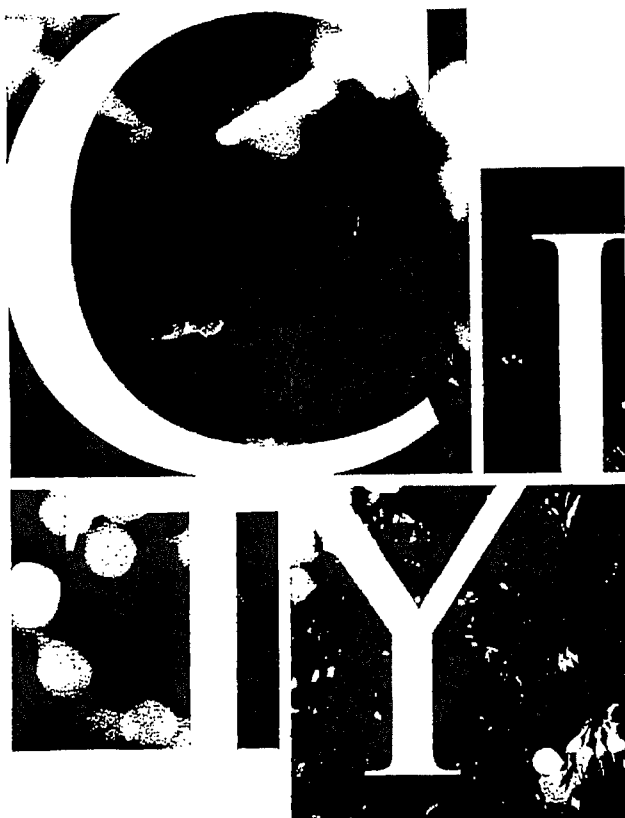
Glenn Lacey

Position: _____

Director
Procurement and Capital
Works, Chief Ministers,
Treasury and Economic
Development Directorate

ATTACHMENT A

Tender
25376.100



Tender for
 Canberra City Centre
 Marketing and
 Improvements Grant

Submitted by:
 Canberra CBD Limited
 Phone 61624292

Date:
 29 January 2015 before 2 PM

Attention: Rod Baxter
phone 6205 2663

Delivered to the Tender Box
Entry foyer MacArthur House
12 Wattle Street, Lyneham ACT 2602



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Attachment A Australian Business Number (ABN).....	5
Attachment B Not for profit organisation + open to all levy payers	6
Attachment C Management structure.....	7
Attachment D Strategic plan (2015/16 to 2017/18) insert 29 pages.....	10
Attachment E Business plan 2015/2016 insert 26 pages	12
Attachment F Involvement of levy payers	13
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Attachment J Board of management and a list of members	24

Overview

This submission is in response to the Request for Tender number 25376.100

Title: Application for **Canberra City Centre Marketing and Improvements Grant**

Client: **Infrastructure and Capital Works – Chief Minister's Treasury and Economic Development**

Directorate

**ACT**
GovernmentChief Minister, Treasury and
Economic Development**REQUEST FOR TENDER****CANBERRA CITY CENTRE MARKETING
AND IMPROVEMENTS GRANT****INFRASTRUCTURE AND CAPITAL WORKS
CHIEF MINISTER TREASURY AND ECONOMIC DEVELOPMENT
DIRECTORATE****Issue date: 18 October 2014****Closing date: Thursday 20 November 2014****Closing time: 3.00pm****E-mail tender to: rod.baxter@act.gov.au****Contact Officer: Rod Baxter p. 6205 2663**

10 October 2014

ACT Government, Chief Minister, Treasury and Economic Development Directorate (CMTEDD)
Procurement and Capital Works - Opened at Mac House Tender Room

Internal Tender Notice

IN-CONFIDENCE

TenderType **Public**
Date of Opening **29/01/2015** Time Opened **2:00 PM**
TenderNumber **25376.100**

Canberra City Centre Marketing and Improvements Gr

Sorted in Alphabetical Order

Supplier	Bid Price	Late?
Canberra CBD Limited	\$0.00	

I certify that:

- The above information is correct
- To the best of my knowledge, I do not have a known conflict of interest with any of the above tenders submitted.

Chairperson	Member	Member (Collector)
Richard Blakely-Kidd	Peter Stringfellow	

I have taken receipt of the tenders listed above

Name	Signature	Company / Group

* If company, name of territory officer who authorised you to collect the tender:

Name
/
Date / Time

EVALUATION CRITERIA, COMMENTS & SCORES

Tenders were evaluated in accordance with the following criteria and scoring regime.

Table 2: Assessment criteria

CRITERIA		COMMENTS	SCORE
Criteria 1.0 – Five Year Strategic Plan			
1.1	Demonstrated understanding of the CCMIL program.		
1.2	Business structure responds to the identified issues and program priorities.		
1.3	The strategy is well defined with clearly articulated objectives and outcomes.		
1.4	Performance is measurable throughout the life of the five year program.		
Subtotal			

Tender Evaluation Report – Canberra City Centre Marketing and Improvements Grant

Criteria 2.0 – Year One Business Plan		
2.1	The business plan responds to current issues affecting Civic and Braddon.	
2.2	The business plan includes appropriate management and governance.	
2.3	The business plan identifies realistic and quantifiable programs for Civic and Braddon that help achieve the CCMIL program objectives.	
2.4	The business plan includes a stakeholder communications strategy.	
Subtotal		
Carry forward total		

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Brought forward total		
Criteria 3.0 – Stakeholder involvement		
3.1	Evidence is provided that the application is supported by levy payers.	
3.2	Evidence is provided that levy payers or their nominees are prepared to be represented on the Board of Management.	
Subtotal		
TOTAL		

Tender Evaluation Report – Canberra City Centre Marketing and Improvements Grant

SCORING REGIME

The Evaluation adopted the following numerical scoring scale.

Descriptor	Sample Commentary	Rating
Superior	Highly convincing and credible. Response demonstrates superior capability, capacity and experience relevant to, or understanding of, the requirements of the Evaluation Criterion. Comprehensively documented with all claims fully substantiated. Insignificant risk.	10
Outstanding	Highly convincing and credible. Response demonstrates outstanding capability, capacity and experience relevant to, or understanding of, the requirements of the Evaluation Criterion. Documentation provides complete details. All claims adequately demonstrated and substantiated. Insignificant risk.	9
Excellent	Response complies, is convincing and credible. Response demonstrates excellent capability, capacity and experience relevant to, or understanding of, the requirements of the Evaluation Criterion. Some minor lack of substantiation but the Tenderer's overall claim is supported. Low risk.	8
Very Good	Response complies, is convincing and credible. Response demonstrates very good capability, capacity and experience, relevant to, or understanding of, the requirements of the Evaluation Criterion. Minor uncertainties and shortcomings in the Tenderer's claims or documentation. Low risk.	7
Good	Response complies and is credible but not completely convincing. Response demonstrates adequate capability, capacity and experience, relevant to, or understanding of, the requirements of the Evaluation Criterion. Tenderer's claims have some gaps. Low risk.	6
Adequate	Response has minor omissions. Credible but barely convincing. Response demonstrates only a marginal capability, capacity and experience relevant to, or understanding of, the requirements of the Evaluation Criterion. Medium risk.	5
Reservations	Barely convincing. Response has shortcomings and deficiencies in demonstrating the Tenderer's capability, capacity and experience relevant to, or understanding of, the requirements of the Evaluation Criterion. Medium risk.	4
Poor	Unconvincing. Response has significant flaws in demonstrating the Tenderer's capability, capacity and experience relevant to, or understanding of, the requirements of the Evaluation Criterion. Medium risk.	3
Very Poor	Unconvincing. Response is significantly flawed and fundamental details are lacking. Minimal information has been provided to demonstrate the Tenderer's capability, capacity and experience relevant to, or understanding of, the requirements of the Evaluation Criterion. High risk.	2
Inadequate	Response is totally unconvincing and requirements have not been met. Response has inadequate information to demonstrate the Tenderer's capability, capacity and experience relevant to, or understanding of, the requirements of the Evaluation Criterion. High risk.	1
Not Acceptable	Tenderer was not evaluated as it did not provide any requested information and/or contravened nominated restrictions. High risk.	0

