



Proposed Tender Process

Rakaia/Selwyn
Groundwater Zone

Components of Tender for Consideration

- Supply of equipment
 - Meters
 - Data Loggers
 - telemetry
- Installation
- Maintenance & service
- Data acquisition, audit & transfer
- Equipment lease options



Purpose of document

- Sets out the process for establishing a Standing Order Arrangement (SOA)
- Details the tender submission process
- Describes the conditions of engagement related to the provision of services described
- Includes details of the services for which tenders are now invited
- Includes all tender submission forms
- Includes tender evaluation criteria
- Includes consent conditions and specific site details applicable to establishing a meter at each location



Standing Order Arrangement (SOA)

- It is established by a tender process
- Ensures transparency
- Tenders to be evaluated by “Tender Group” in accordance with selection criteria
- The term of the SOA is set (e.g. 12 months) with an option to extend the agreement



Example Selection Criteria

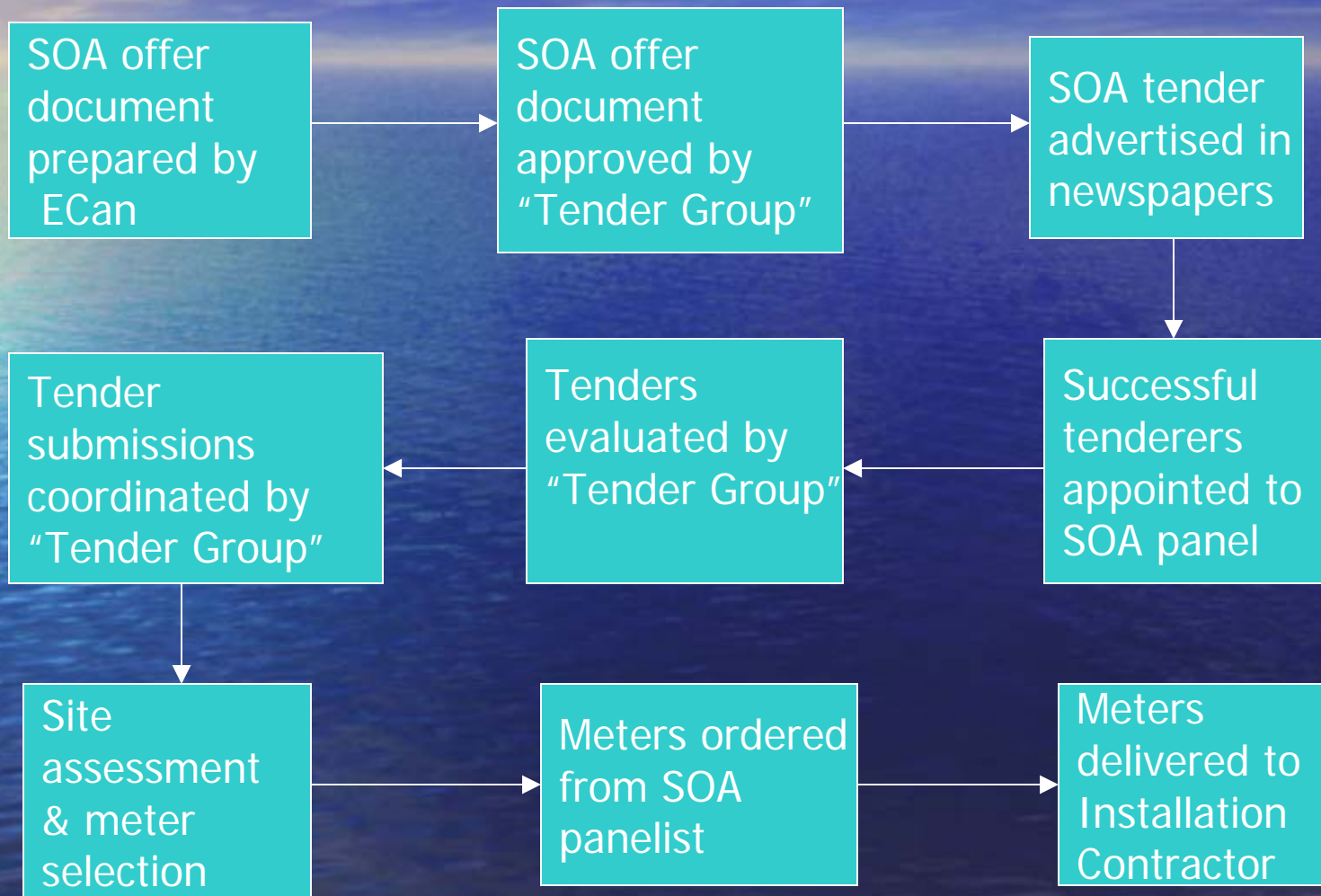
- Qualifications of contractor
- Equipment warranty
- Delivery arrangements & timeframes
- Assignment management and budget
- Assignment cost
- Manufacturer certification
- Referees
- Price
- Additional options
- Batch discounts
- Etc

SOA Panel

Successful tenderers are placed on the SOA panel. This allows the "Tender Group" to purchase meters/data loggers from any panelist for the duration of the SOA.

Appointment to the SOA panel does not guarantee that the manufacturer's product will be purchased. The manufacturer's product and the products of other panelists will be considered during the meter selection process.

Flowchart: Establishment of SOA





Pre-qualified Supplier Arrangement Establishment (PSA)

- It is established by a tender process
- Ensures transparency
- Tenders to be evaluated by “Tender Group” in accordance with selection criteria
- The term of the PSA is set (e.g. 12 months) with an option to extend the agreement

Example Selection Criteria

- Qualifications of contractor
- Skills and experience
- Past performance
- Quality systems
- Customer service facilities
- Project management
- Staff training and supervision
- Flexible work practices
- Curriculum Vitae
- Price
- Etc

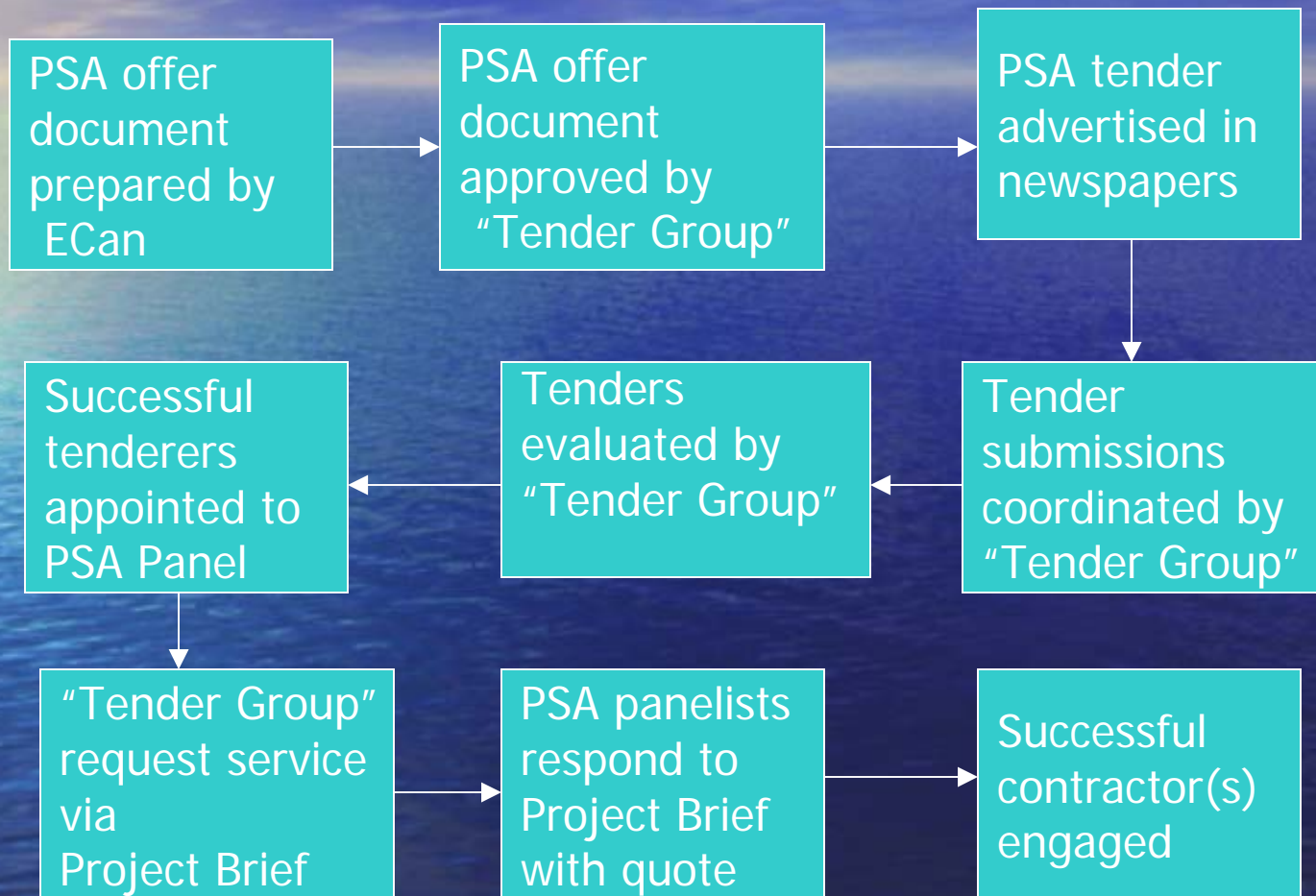


PSA Panel

Successful tenderers are placed on the PSA panel. This allows the "Tender Group" to procure services from any panelist for the duration of the PSA.

Appointment to the PSA panel does not guarantee that the contractor's service will be purchased. Each panelist must submit a response to the "Tender Group's" request for services with a project brief. The "Tender Group" will select the successful panelist(s) based on the response that represents the best value for money and best service delivery.

Flowchart: Establishment of PSA



Project Brief and Contractor Appointment

The Project Brief allows the “Tender Group” to request quotes for site assessment and installation services from contractors on the PSA panel. This can be extended to include future maintenance services and data transfer and audit services.

The “Tender Group” will appoint the successful contractor based on the response that represents the best value for money and best service delivery.



Project Brief

- A description of the scope of services required
- Entitlement holder details
- Work details
- Map showing work location
- Copies of relevant forms and Meter Installation Plans
- Materials to be supplied by the contractor
- Quotation form

Who is the “Tender Group”

Representatives from the 5 Cluster Groups

ECan - Manager Water Metering

Other cooped parties as and when they may be required (e.g. technical advisers)

It must not be forgotten the “Tender Process” is on behalf of the Cluster Groups



Where to from here & timeline?

- Formation of "Tender Group" – 18th July
- Sign-off of tender (SOA & PSA) model by "Tender Group" – 25th July
- Preparation of communication protocol – 1st August
- Prepare tender documents – 8th August
- Advertise tender(s) – 16th August
- Collate information for Project Brief – 29th August
- Tenders close – 29th August
- Notification of successful tenderers – 5th September
- Project Brief notifications – 12th September