Invitation to Tender Documents

The ITT or the Invitation to Confirm Interest should include comprehensive information about the requirement being tendered.

There are a number of generic documents, listed below, that require insertion into all ITT packs e.g. a reference to the relevant Contract Notice or Award Criteria weightings. However some content will be specific to each requirement. You should select those you need to include in your ITT pack from the list below:

Contract Notice	A reference to the relevant Contract Notice or Invitation to Confirm Interest previously published.
Instructions to tenderers	These must include the tender submission deadline; address to which the tender submission is to be sent and the language which the tender submission must be submitted in.
SPD	Although not required for Route 2 procurements, it is good practice to issue an SPD to tenderers. You should always be aware of the risk and value of your procurement and ensure that your SPD requirements cover what is needed and do not place unnecessary burdens on bidders. For more information, please refer to **Route 2 Selection Criteria** or **Route 3 Selection Criteria** and **SPD**.
Award Criteria weightings	Specific to your procurement.

subcontracting	For services contracts, if deemed applicable, you should ask the tenderers to indicate any share of the contract that the tenderer may subcontract and information about the subcontractors, including their name and contact details. You may request separate ESPD responses from subcontractors and consortium members, when deemed appropriate, in order to safeguard the effective delivery of the contract. This should be relevant and proportionate to the contract.
extensions	For contracts which may be extended, the nature, quantity and, where possible, the estimated time for exercising options.
Future tender notices	For supply or service contracts, the nature, quantity and, where possible, estimated publication dates of notices of future tenders.
Delivery of Supplies	If applicable to the contract, the delivery of supplies commencement or termination date(s).
Awarding details	The address of the Organisation who will award the contract.
Commercial and technical information	Economic and technical conditions, financial guarantees and any information required from tenderers.
The form of the contract	The form of the contract to be used e.g. purchase, lease, hire-purchase, or a combination of these.

Hard copy details	If electronic access to the relevant Procurement Documents cannot be offered the address and deadline date for requesting procurement documents and the language(s) to be used.
Tendering and evaluation process	Background and overview of the tendering and evaluation process including details of presentations and site visits, if applicable.
Terms and Conditions	Terms and Conditions of contract which will apply to any resulting contract with the principal supplier.
Specification and technical requirements	Specific to your procurement.
Sustainable Procurement requirements	Questions should be considered where it has been assessed as relevant and proportionate to the subject matter of the contract.
Community Benefit requirements	Questions should be considered where it has been assessed as relevant and proportionate to the subject matter of the contract (consideration of which is mandatory in contracts valued equal or greater of $4 Million).
Fair Work Practices	Questions should be considered where it has been assessed as relevant and proportionate to the subject matter of the contract.
Quality questionnaire	Specific to your procurement.

Pricing schedule	How pricing should be provided. It is best practice to provide standard information to be submitted e.g. a spreadsheet. Where it is proportionate to request, the pricing schedule can take the form of an e-catalogue as part of the ITT in order to streamline later processes).
Form of tender	
Acceptance of Terms and Conditions	
Mechanism for return of tender	
Mini competition/call off guidance	For frameworks, inclusion of mini competition or relevant call off guidance.
Modifications	The circumstances under which modifications or changes could be made to the contract or framework – In order to be valid, these must comply with the requirements outlined in the Contract and Supplier Management station and be stated in clear, unambiguous clauses (e.g. price change clause or core list review clause).
Covering letter	
Acknowledgement letter	Acknowledgement letter for tenderers to return to the Organisation on receiving the documentation.

System technical guidance	Technical guidance for use with systems.