



Tender Ready?

Compliance Checklist

What should I consider?



Tender Checklist:

Compliance Criteria – What Does It Even Mean?

Compliance criteria is a good gap analysis to see if there are any gaps in your business that you need to close out before being tender ready:

Requirement	Detail	Comment	Gap?
Conditions of Tendering	Tenderers acknowledge and agree to comply with the conditions of tendering.	Do you accept the conditions? Do you need to submit an alternative tender, and can you do so? It is important to check areas such as intellectual property clauses as many tendering organisations will want to own contract IP and some even may want to have the right to reproduce your intellectual property.	
Organisational Profile	Attach your organisation profile including the number of years the organisation has been in business	Do you have a capability statement in place? Is your organisational structure – up to date?	



Requirement	Detail	Comment	Gap?
	and current number of employees.		
Organisational Profile	ASIC certificate Trust documentation	Do you have your business registration in place? Do you have a copy? Can you get a copy?	
Agents	Acting as an agent	Do you act as an agent and if so, do you have a copy of your agency agreement?	
Trustee	Acting as trustee	Do you act as a trustee and if so, do you have a copy of your trust deed?	
Conflict of Interest	Actual or potential	For example – is any of your family involved with the client? Make sure you declare any potential interest up front.	
Financial Position	Are you presently able to pay all your debts in full as and when they fall due?	If successful, would you be able to provide your financial information to back up your financial viability?	
Financial Position	Are you currently engaged in litigation as a result of which you may be liable for \$50,000 or more?	If so, how does this impact on any current business? You need to declare any litigation where you may potentially be held liable for \$50,000 or more.	
Financial Position	If you are awarded the Contract, will you be able to fulfil the Requirements from your own resources or from resources readily available to you and remain able to pay all of your debts in full as and when they fall due?	If successful, would you be able to provide your financial information to back up your financial viability? Will you have sufficient cash flow to deliver the contract as tendered?	
Insurances	Do you have the required insurances?	If not, are you able to increase your insurance coverage?	



Requirement	Detail	Comment	Gap?
	Do you have copies of your insurance certificates?	Any increase must be taken into consideration in your pricing.	
Subcontractors	Provide details of any subcontractor/s including their intended use during the contract period.	With local content requirements, it is useful to use subcontractors (if you do need to subcontract) that work/provide goods in the area of the client.	
Recordkeeping Requirements	Will you meet any recordkeeping requirements?	The tender will state the requirements or where you would find details on what needs to be kept.	
Occupational Health and Safety	Are you required to have any OHS systems and processes in place?	Consider duty of care requirements, hazard and risk management, consultation and engagement, incident and accident management and reporting requirements. Are your people trained and competent and do you have a training register in place as well as documented proof of licences etc?	
Occupational Health and Safety Policy		Do you have a signed OHS policy? Do you have a safety management plan? When was it all last updated?	
Risk Management		Do you have a documented system in place to identify hazards and manage risks? Do you have a risk register? Do you have current examples of JSA's, incident reports etc?	
Disability and Inclusion Plan	Acknowledge and agree to comply with the	Can you show how you can support people	



Requirement	Detail	Comment	Gap?
	Disability Access and Inclusion Plan including completing and submitting the report in accordance with the Special Conditions of Contract contained in the Tender package.	with disability and/or inclusion requirements?	
Quality Management		Do you as a minimum have a quality management policy/statement? Is it current? How do you guarantee quality in the contract?	
Environmental Management		Do you as a minimum have an environmental management policy/statement? Is it current?	
Buy Local	Does the tender have any Buy Local requirements?	Do you operate in the area- e.g. have a satellite office? Can you use local contractors in part?	
Regional Preference	Stated distance to comply with regional preference	Are you within the area? If not, what does this mean for your price?	

Systems and Processes:

What would be required for your business?

Mandatory for your business:
Good practice systems and processes:



About Ichiban Commercial Solutions:

Ichiban Commercial Solutions deliver a broad range of commercial solutions for our clients, focused on their value proposition and business growth.

The general areas of support include commercial business advisory, procurement and tendering support. However, given our diverse skill set and business experience, we often support our clients across other areas of business.

Celia Jordaan, Principal Commercial Consultant founded Ichiban Commercial Solutions in 2015. Celia Jordaan has over 30 years international and corporate experience and worked in the areas of commerce, contract negotiations, complex procurement, tenders, supply chain, contract management, law and risk.

She has managed procurement/supply chain teams and has worked on both sides of the spectrum, both from a company and a contractor/supplier perspective. Her experience and background include working in the mining and resources sector and assisting construction companies, not-for-profits, small and medium business and government project sector clients.

For more information, visit: <https://ichibancommercialsolutions.com.au/>

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