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**SECURE LODGEMENT OF TENDER SUBMISSION**

1. **Requirements of secure tender lodgement:**
2. A tender submission to VLA should contain:

* Tender Response Form and schedules
* Additional Information requested in the tender documentation
* Any other documents/attachments applicable to tender submission.

1. VLA provides debrief to all tender participants throughout the tender process.
2. At the end of tender process, VLA also informs the participants of the outcome of tender process.
3. **Process for secure lodgement of tender submissions:**
4. VLA uses Tenders Victoria for secure lodgement of tender submissions <https://www.tenders.vic.gov.au/>.
5. Supplier submission requirements are part of the Invitation to supply documentation. This documentation is created and maintained by IPU.
6. Tenders Victoria for VLA is secure and has set security protocols like individual access.
7. VLA also accepts physical submissions, and VLA ensures to record: date and time received (if via post or received before closing time when opening tender box); as well as the security of submissions at physical location (i.e. locked tender box).
8. CPO or the Procurement lead is responsible for allocating responsibility for managing supplier communications, related tender documentations, etc., which can be done on an individual procurement activity level.
9. Once submissions are received,

* Nominated IPU official is responsible for immediately informing suppliers of successful receipt of the submission, either via Tenders Victoria (in case of electronic submission)
* or via email or post within 5 working days of submission close date (in case of physical submission)

1. VLA also notifies suppliers if the submission is late.

* late submissions are not to be accepted unless the supplier can clearly document to the satisfaction of the CPO that an event of exceptional circumstances prevailed
* the CPO must also be satisfied that accepting a late submission would not compromise the integrity of the market approach.

1. **Overall Tender lodgement guidelines**
2. Closing dates and times for Tenders will be strictly enforced. VLA will not be able to accept late tenders under any circumstances.
3. VLA only accepts tenders via the above-mentioned methods, i.e. online submissions and physical lodgement.
4. VLA reserves the right not to accept the lowest or any tender, or to accept more than one tender.
5. Tenderers must contact relevant contract official of VLA should they need any clarifications or can also raise during tender briefing.