

ATTACHMENT 1 - NT PHN CONDITIONS OF TENDERING

1. General Conditions

<p>Applicant enquiries contact:</p> <p><i>Should the applicant have any doubts as to the meaning of any part of the private RFT or find any discrepancy, error or omission in the RFT, the Applicant should seek clarification from NT PHN, as identified, as early as possible but in any event before the stated time and date for closing of the RFT.</i></p> <p><i>NT PHN may decline to provide a clarification or further information requested by an applicant. Any clarification provided by NT PHN may be provided to all prospective applicants.</i></p>	<p>Jasmyne Berry</p> <p>Administration</p> <p>NT PHN</p> <p>Phone: 08 8982 1092</p> <p>Email: contracts@ntphn.com.au</p>
<p>Industry Briefing:</p>	<p>Contact:</p> <p>Jasmyne Berry</p> <p>Location:</p> <p>NT PHN, 23 Albatross Street, Winnellie NT 0820</p> <p>Time/Day:</p> <p>Friday 6 September at 10:00pm</p> <p>Registration:</p> <p>Please register your interest to contracts@ntphn.org.au and advise whether you will be attending in person or require teleconference details.</p>
<p>Documents to be Lodged:</p>	<p>Responses to EOI (submitted via Tenderlink):</p> <ol style="list-style-type: none"> 1. Tender Response Form (PART A: Prequalification) and any requested attachments. 2. Tender Response Form (PART B: Service Requirements) and any requested attachments.
<p>Tender Validity Period:</p> <p><i>Tender Responses must remain valid and open for acceptance by NT PHN for the period stated. On expiry of the validity period an applicant may withdraw their Tender Response by written notice to NT PHN or NT PHN may, by close of business on the date of expiry, request and obtain an extension to the validity period.</i></p>	<p>90 Days</p>

2. Submission

All applicants must complete the Tender Response Form (including requested support documentation) and submit electronically via the Tenderlink portal www.tenderlink.com/ntphn/ by **5pm (CST)**, Sunday 6 October 2019.

Failure to lodge a Tender Response, or part thereof, before the time and date for closing of the EOI may result in the Tender Response being declared inadmissible for assessment.

3. Tender Clarifications

Clarifications are to be sought via the TenderLink online forum.

4. Admissibility

4.1. Acceptance considerations

Unless otherwise specified, if an applicant fails to comply with a requirement as set out in these Conditions of Tendering, their Tender Response may be declared inadmissible for assessment. In determining whether a Tender Response is admissible for assessment NT PHN will consider:

- whether admitting the Tender Response will compromise the integrity of the tender process
- whether the applicant has or is likely to gain an unfair advantage
- reasons for the applicant's failure to comply with a requirement
- whether the Tender Response is capable of assessment
- whether the Tender Response was mishandled by NT PHN or a third party
- evidence of unfair practices.

4.2. Late Tenders

Any attempt to lodge a Tender after the Closing Time will not be permitted by TenderLink. Such a Tender will be deemed to be a Late Tender. Applicants wishing to lodge a Late Tender must contact NT PHN's Contracts and Procurement Team for approval to lodge a Late Tender. Send requests to contracts@ntphn.org.au. **Late Tenders will be registered separately and will be considered at the absolute discretion of NT PHN.**

5. Negotiations

- NT PHN may engage in detailed discussions and negotiations with one or more applicants.
- The selection of applicants under this clause does not bind NT PHN to a contractual relationship and is not an indication that the applicant will be successful.
- The result of any successful negotiations will be incorporated into the contract.
- NT PHN will not be bound to accept the lowest or any Tender Response.

6. Successful Tender Responses

- The successful applicant will be notified in writing on the completion of the RFT process.
- An applicant should not act on any representations or statements made by NT PHN, its employees or agents prior to this notification.
- NT PHN may publish details of the successful Tender Response, including the name of the applicant, value of the contract awarded and a description of the services.

7. Unsuccessful Tender Responses

- Unsuccessful applicants will be informed in writing of the outcome of their Tender Response at the conclusion of the RFT process.
- Applicants may request feedback as to why their Tender Response was unsuccessful. This is for the purpose of assisting applicants to improve their competitiveness for future tenders. This request should be made in writing within 1 month from the date of being notified of the application outcome. Requests received after this time period may not be actioned.
- Feedback will be confined to discussion of the applicant's Tender Response and under no circumstances will information relating to another Tender Response be disclosed.
- Feedback will only be provided to applicants once the procurement process has been completed and contracts have been issued.

8. Procurement status

Any queries in relation to this tender should be sent to contracts@ntphn.org.au

9. Procurement review

If applicants are dissatisfied with the outcome of their response to this RFT, they can request a review of the decision. Review requests should be presented in writing to NT PHN indicating the grounds for the review within one month of being notified of the outcome of their application.