

EcoTender Demonstration 2007/08

Submitting a bid

Information Sheet No. 12

Preparing a bid

All bids are to be written in black pen and submitted on the provided EcoTender Bid Form(s) which are provided with the draft Management Plan sent out by the EcoTender Field Officer.

The bid submitted should be for the total amount (one lump-sum figure) sought to undertake the proposed management actions and commitments as part of the agreement (including any permanent protection option being considered) over the five year period of the agreement. A schedule of payments over the five years will be shown in the Fourth Schedule of the Management Agreement.

Landholders have the option of bidding for each site either individually (one bid for one site) or combining some or all of the sites in a group (one bid for two or more sites).

Single site bids

If the landholder is submitting a bid for **one** EcoTender site, the **single site bid form** (green) should be used.

Combined site bids

If the landholder has **more than one** site, there is an option to place a bid for some sites individually and others in groups, using the **combined site bid forms** (blue). For example, if a landholder has three sites, they may choose to bid on each site individually, or two sites as a combined bid and the third site as a single bid, or combine all three sites into one bid.

Note: The same site cannot be included in more than one bid.

Permanent protection option

The permanent protection option relates to on-going land use and will be registered on the title under Section 69 of the *Conservation, Forests and Land Act 1987* or under a Trust for Nature Covenant. The owner of the land will need to sign this agreement.

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Landholders are required to sign and date the bid and post or hand deliver it in the pre-paid envelope within 14 calendar days of receipt of the draft Management Plan.

In calculating the 14 calendar days, day one is the day after the Management Plan is received. The registered post receipt (which will be sent to the specified Corangamite Catchment Management Authority office by Australia Post) is the defining date of receipt of the Management Plan. Should there be a failure of the Australia Post registered post system to provide a defining date the bid will be deemed to have been received within the 14 calendar day bid period unless there is evidence to the contrary.

Posting a bid

The postmark on the envelope containing the bid(s) is the defining date of when the bid was posted by the landholder. Where a postmark date is not visible, the date posted is assumed to be three business days prior to its arrival.

Hand delivering a bid

Bids may be hand delivered to the office specified in the tender documentation provided. The defining date is the day that the envelope is received by that office. Office hours are 8.30 am - 5.00 pm Monday to Friday.

The receptionist will stamp the sealed envelope and place it in the locked Tender Box. This stamp is the defining date of when the bid was hand-delivered.

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Late bids

Bids lodged after the closing time or lodged at a location or in a manner that is contrary to that specified will be disqualified from the tendering process and will be ineligible for consideration, except where the landholder can clearly demonstrate (to the satisfaction of the Evaluation Panel) that late lodgement of the tender:

- Resulted from an error or failure in EcoTender's tender lodgement processes; **or**
- Was hindered by a major incident on the part of the landholder which could not have been foreseen; or there is evidence of landholder location (for example, areas that do not have daily post) or postal delays resulting in a longer hand generally accepted postal period.

Amending the draft Management Plan

Should the landholder wish to amend the draft Management plan, after the bid package has been received, the landholder must contact the EcoTender Regional Implementation Manager within the 14 day calendar period.

If the Regional Implementation Manager agrees that the amendment is significant and acceptable, then a new draft Management Plan will be developed and sent to the landholder. The landholder will then be given a further 14 days upon receipt to post or hand-deliver the bid(s).

Further information regarding the Bidding Process can be found in Information Sheet 5 - *The bidding process* and Information Sheet 6 - *Assessment of bids*.

Further information

For further information on EcoTender please visit DSE website www.dse.vic.gov.au or CMA website www.ccma.vic.gov.au and search under "EcoTender".



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