

**ITEM 17. TENDER – SUPPLY OF OVERSEAS NEWSPAPERS**

**FILE NO: 2015/458044-05**

**TENDER NO: RFT 1544**

**SUMMARY**

The City of Sydney currently subscribes to more than 20 overseas newspapers which are delivered on a daily basis to our libraries. The newspapers are currently supplied by TNT, a global organisation with an Australian office in Sydney.

In addition to the large number of people from a diverse range of nationalities who reside in the City of Sydney LGA, the City is also visited on a daily basis by people from all over the world. The City recognises this diversity through the provision of a significant number of overseas newspapers. These newspapers assist people from various cultural backgrounds to remain informed about activities occurring in their place of birth and also enable other residents and visitors to gain access to news and information relating to a variety of international communities.

This report provides details of the tenders received for the supply of overseas newspapers for a three year term, with the option of one further extension for a two year period, subject to satisfactory performance.

This report recommends that Council accept the tender offer of Tenderer 'A' for the supply of overseas newspapers.

**RECOMMENDATION**

It is resolved that:

- (A) Council accept the tender offer of Tenderer 'A' for the supply of overseas newspapers for the period of three years, with the option of one extension for a further two year period, subject to satisfactory performance;
- (B) authority be delegated to the Chief Executive Officer to negotiate, execute and administer the contracts relating to the tender; and
- (C) authority be delegated to the Chief Executive Officer to exercise the option referred to in clause (A), if appropriate, and negotiate the price to extend the contract accordingly.

**ATTACHMENTS**

**Attachment A:** Tender Evaluation Summary (Confidential)

**(As Attachment A is confidential, it will be circulated separately from the agenda paper and to Councillors and relevant senior staff only.)**

## **BACKGROUND**

1. The City of Sydney currently subscribes to over 20 newspapers from overseas and these are delivered to our libraries on a daily basis. The newspapers are currently supplied by TNT, a global organisation with an Australian office in Sydney
2. In addition to the large number of people from a diverse range of nationalities who reside in the City of Sydney LGA, the City is also visited on a daily basis by people from all over the world. The City recognises this diversity through the provision of a significant number of overseas newspapers. These newspapers assist people from various cultural backgrounds to remain informed about activities occurring in their place of birth and also enable other residents and visitors to gain access to news and information relating to a variety of international communities.

## **INVITATION TO TENDER**

3. The tender was advertised in The Sydney Morning Herald, The Daily Telegraph and Council's E-Tender website Tenderlink on 6 October 2015 and closed on 27 October 2015.

## **TENDER SUBMISSIONS**

4. Two submissions were received from the following organisations (listed alphabetically):
  - Prenax Pty Ltd
  - TNT Australia Pty Ltd
5. No late submissions were received.

## **TENDER EVALUATION**

6. All members of the Tender Evaluation Panel have signed Pecuniary Interest Declarations. No pecuniary interests were noted.
7. The relative ranking of tenders as determined from the total weighted score is provided in the confidential Tender Evaluation Summary – Attachment A
8. All submissions were assessed in accordance with the approved evaluation criteria being:
  - (a) demonstrated previous work experience and ability to carry out the work under the contract;
  - (b) demonstrated key personnel, capability, qualifications, experience including number of personnel;
  - (c) capacity to achieve the required program;
  - (d) proposed methodology and environmental management;
  - (e) Workplace Health and Safety;
  - (f) financial and commercial trading integrity including insurances; and

- (g) schedule of rates.

**PERFORMANCE MEASUREMENT**

- 9. The agreement will be for a period of three years, with the option to extend for a further period of two years, subject to satisfactory performance.
- 10. A performance review will be conducted annually. This will be measured against the following Key Performance Indicators:
  - (a) Delivery of newspapers: publication delivered daily in accordance with the contract;
  - (b) Time: publication delivered within five business days of publication;
  - (c) Time: publication delivered between 8am-6pm to the library or such other specified location;
  - (d) Reporting: reports received on-time and in the required format by the City's contract manager;
  - (e) Communication: response to enquiries of the City's contract manger within two business days; and
  - (f) Communication: issues to be resolved within five business days. More complex issues if unresolved within five business days - tenderer to keep the City informed weekly of progress.

**FINANCIAL IMPLICATIONS**

- 11. There are sufficient funds allocated for this project within the current year's operating budget and future years' forward estimates.
- 12. The budget for the supply of overseas newspapers in 2015/16 is \$110,000.

**RELEVANT LEGISLATION**

- 13. The tender has been conducted in accordance with the Local Government Act 1993, the Local Government (General) Regulation 2005 and the City's Contracts Policy.
- 14. Attachment A contains confidential commercial information of the tenderers and details of Council's tender evaluation and contingencies which, if disclosed, would:
  - (a) confer a commercial advantage on a person with whom Council is conducting (or proposes to conduct) business; and
  - (b) prejudice the commercial position of the person who supplied it.
- 15. Discussion of the matter in an open meeting would, on balance, be contrary to the public interest because it would compromise Council's ability to negotiate fairly and commercially to achieve the best outcome for its ratepayers.

**CRITICAL DATES / TIME FRAMES**

16. If awarded, this agreement will commence in January 2016 and expire December 2018, with an option for Council to extend the term for a further two year period, subject to satisfactory performance.

**OPTIONS**

17. To not proceed with the supply of overseas newspapers would result in the following:
- (a) higher cost for obtaining supply of overseas newspapers as we will be paying market prices on an ad hoc basis;
  - (b) extra Council staff resources required to work on individual purchasing and supply of overseas newspapers; and
  - (c) reputational risk as the City would have limited control of obtaining the supply of overseas newspapers, resulting in inconsistent supply of newspapers and delayed supply of items.

**PUBLIC CONSULTATION**

18. No consultation has been undertaken with the public.

**ANN HOBAN**

Director City Life

Sharlene Louey, Collections and Contract Management Team Leader