

GETS Manual Tender Process

The GETS manual tender process may be used where a potential supplier has expressed reluctance to submit a tender through GETS (e.g. because they are uncomfortable with the technology).

When using the GETS manual tender process, the following steps must be adhered to:

1. As part of normal market engagement, contact potential suppliers to inform them of the upcoming tender and encourage them to bid
2. Openly advertise/publish the tender on GETS as per the normal open tender process
3. Email the tender documents to the potential supplier that is reluctant to use GETS. The email must:
 - only be sent after the tender has been advertised openly on GETS (no additional time to prepare a response)
 - only contain information and tender documents available in the openly advertised GETS tender notification (no additional information)
 - include the following text:

“The preferred method of responding to this tender is to submit your Tender response through the Government Electronic Tender Service (GETS: www.gets.govt.nz).

If you submit your tender response by return email (a manual tender response):

 - ***the Buyer/Procurement Officer accepts no responsibility for ensuring that you receive related tender notifications (as may be published on GETS)***
 - ***to be accepted for evaluation, your email must be received by the Buyer/Procurement Officer before [GETS tender deadline time/date] (the GETS tender deadline time/date)***
 - ***the Buyer/Procurement Officer accepts no responsibility for ensuring the receipt of your manual tender response.”***
4. Email copies of any GETS addenda/notifications/questions and answers to the potential supplier that is reluctant to use GETS.
5. Receive the “manual” response from the potential supplier via email prior to the tender deadline
6. Following the GETS tender deadline, use the “Add Manual Response” function on the Responses page of the GETS tender to create a GETS Manual Response for each compliant tender response received via email



To be compliant, a manual tender response must:

- have been received via email prior to the GETS tender deadline
- comply with the instructions in the Tender document (ROI/RFP/RFT) and the RFx Process Terms & Conditions including being in the correct format (e.g. Form of Tender Parts A & B as separate files).

7. Load the following documents into GETS against the GETS Manual Response:

- the manual tender response (response forms and all schedules/attachments received from the tenderer)
- a copy of your email to the tenderer inviting them to bid (evidence that the tender documents were sent after publication on GETS)
- a copy of the tenderer's return email (evidence that the manual tender response was received before the GETS deadline).

8. Email the potential supplier to confirm that their manual tender response has been accepted for evaluation.

Tip: Check that tenderers' manual response emails have not been automatically sent to your email junk mail folder.