

GETS Procurement Officer Guide

School Infrastructure



Index

Section	Page
1. Glossary	3
2. About GETS	3
3. Role and responsibility of a Procurement Officer	4
4. RFx Process Map	5
5. Registering as a Procurement Officer	6
6. Logging on	7
7. Creating your tender	8
i. Setting up your RFx	8
ii. Closed RFP/RFT second stage tender	8
iii. RFx details	9
iv. Attachments	11
v. Select suppliers	11
vi. Publish your RFx	12
8. Managing your published tender	13
i. Questions and answers	13
ii. Issuing notice to tenders	14
iii. Withdrawing published attachments	14
iv. Changing the close date	14
v. Monitoring your tender	14
9. Reviewing responses	15
i. Unlocking your tender	15
ii. Downloading response files	15
iii. Manual responses	15
10. Awarding your tender	17
i. No responses	17
ii. Awarding you ROI	18
iii. Awarding your RFP or RFT	18
11. FAQ	19



1. Glossary

Abbreviation	Description
BOT	Board of Trustees
EIS	Education Infrastructure Service
ETCO	Electronic Tender Control Officer
GETS	Government Electronic Tenders Service
MOE	Ministry of Education
PO	Procurement Officer
RFP	Request for Proposals
RFT	Request for Tenders
ROI	Registrations of Interest
RFx	Generic term for an approach to market (e.g. RFP, RFT and ROI)

2. About GETS

GETS is a free service provided by the Ministry of Business, Innovation and Employment for government agencies to openly advertise tenders, allowing fair and open competition among suppliers.

www.GETS.govt.nz.

All school property related tenders over \$100K must be advertised on GETS. For more information on open tenders, please refer to the [Open Tender Guide](#) available on our website.

Benefits of using GETS:

- ✓ Access to a large pool of potential suppliers.
- ✓ Ability to release tender information and documents electronically.
- ✓ Ability to manage responses electronically in a fair and transparent manner.
- ✓ Keeps a track record of all tender documents, communication and information.
- ✓ Ability to easily notify individual respondents of the outcome of each tender.

The EIS Procurement team is responsible for ensuring all school property related tenders published on GETS adhere to MOE's procurement framework. For more information on our framework, please visit our [website](#).



3. Roles and responsibility of a Procurement Officer

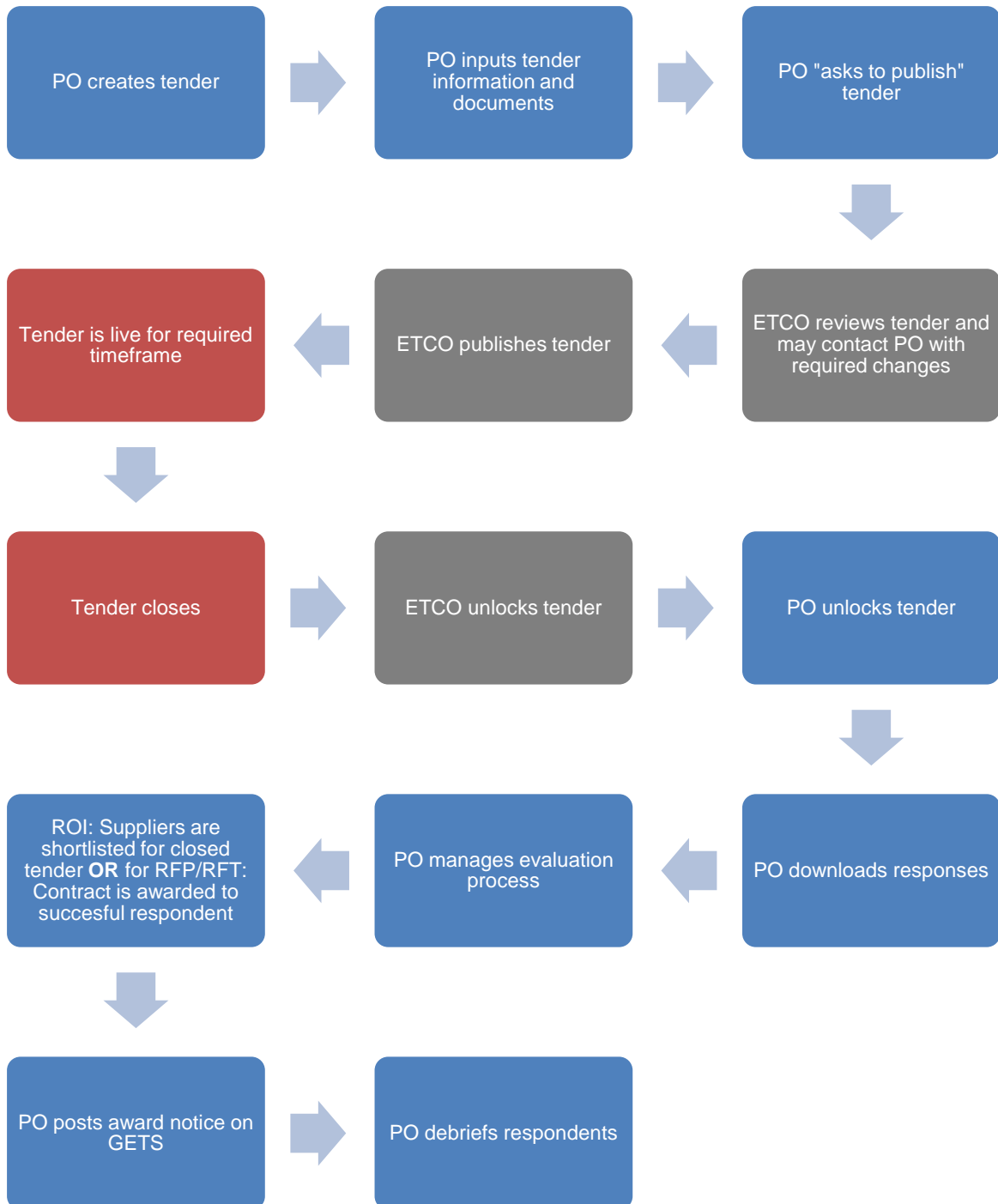
As the GETS Procurement Officer, you are responsible for:

- ✓ Adhering to MOE's procurement policy.
- ✓ Ensuring the [Project Manager Training](#) has been completed.
- ✓ Managing the GETS tender process from start to finish.
- ✓ Ensuring all information you upload on GETS is up to date and accurate.
- ✓ Managing communications with potential respondents through the "Question and Answer" function.
- ✓ Downloading and distributing proposals to the Evaluation team.
- ✓ Awarding tenders in GETS within 4 months after the tender has closed in the system.



4. RFx process map

Key	
	Your responsibilities as PO
	ETCOs responsibilities
	No action required





5. Registering as a Procurement Officer

To register as a GETS Procurement Officer, email EIS.Procurement@education.govt.nz with the following information:

- ✓ Name
- ✓ Phone number
- ✓ Email address
- ✓ Name of your company/ school

You will receive an email with your “**Purchaser Login**” details and instructions on how to activate your account and security key, which you will require each time you login.

Please allow 2 business days for your account to be created.

To be set up as a PO you will be required to complete the School Property Procurement Framework e-learning module. To register for this, follow the instructions on our [website](#).


NOTE: If you wish to respond to tenders as a supplier, please visit the [GETS website](#), select “Supplier Login” on the left and follow the instructions to create a supplier login.

6. Logging on

On the GETS homepage, choose “**Purchaser Login**”.

Enter your:

- ✓ User Login Name
- ✓ Password
- ✓ Key file (Click “**Choose file**” (Chrome) or “**Browse**” (Internet Explorer) to search for your personal key. The file will be named [LoginName].key)



NOTE: If you need to reset your password or key, contact EIS.procurement@education.govt.nz

You will be taken to your home screen where you will see a list of headings down the left hand side.

Below is a description of each of the headings.

Navigation Heading	Description
My RFX's	All current and previous RFX's you have uploaded
Proc. Detailing	Unpublished RFX's
Published	Published RFX which are currently live
Closed	Closed RFX's waiting to be unlocked by either ETCO or yourself, the PO (responses cannot be seen until both people have unlocked the tender)
Evaluation	Unlocked RFX's undergoing evaluation
Awarded	Completed RFX's that have the award notice published on GETS
Cancelled	RFX's that have been cancelled after publishing
Deleted	RFX's that have been cancelled before publishing



7. Creating your tender

i. Setting up your RFx

After logging on to GETS, click on the “**Add RFx**” button on the top left corner of your screen.

A pop up box will ask for:

- **RFx Title:** This should say what service you are looking for + what the project is + the name of the school. E.g. “Main Building Contractor for Teaching Block Upgrade at Wellington High”
- **RFx Type:** Select either Registration of Interest, Request for Proposals (professional services) or Request for Tender (contract works)

The screenshot shows a web form titled "Add an RFx". It has a blue header bar with the title and a close button (X). Below the header, there are two input fields. The first is labeled "RFx Title" and contains the text "Main Building Contractor for Teaching Block Upgrade at We". The second is labeled "RFx Type" and is a dropdown menu with "Request for Tenders" selected. Below these fields is a red note: "Note: All fields are mandatory and cannot be blank." At the bottom right of the form are two buttons: "Save" and "Reset".

Click “**Save**”, this will automatically open the tender in a new window.

Your tender will now sit under the “**Proc. Detailing**” page from the GETS homepage.

ii. Closed RFT/RFP second stage tender

Once you have completed an ROI in GETS, the second stage RFP/RFT must take place through GETS using the shortlisted respondents from the first stage ROI. The instructions on how to link the 2 tenders together are available on page 10 and instruction on how to select suppliers are on page 11.



iii. RFx details

When you have added in the tender details below, click “**Save**” in the top right corner of the screen.

Key	
	You must add the relevant details for your tender
	You <u>must</u> enter the text provided in these sections
	These sections <u>must</u> be left blank
	Information is automatically generated by GETS

Basic Details		
GETS RFx ID	This is automatically generated by the GETS system.	
RFx Title	This should say what service you are looking for + what the project is + which school. For e.g. “Main Building Contractor for Teaching Block Upgrade at Wellington High”.	
RFx Type	Select either ‘Registration of Interest’, ‘Request for Proposal’ or “Request for Tender”.	
Department	‘Ministry of Education’- funded directly from the Ministry. ‘Board of Trustees’- 5YA projects, funded by BoT budget.	
Reference Number	If you have a reference code for your tenders this can be added here. If not, leave it blank.	
Procurement Officer	Automatically filled with your name when you create the tender.	
Price Band	Add in the price band your tender sits within. Please note, this is not publicly available.	
Tender Coverage	Must always be set to ‘Sole Agency’.	
Open Date	This is the date your tender will go live on GETS. Allow 2 business days for the ETCO to review before the open date.	
Q&A Close Date	If applicable, ensure that there is a reasonable amount of time set for questions to be submitted and answered.	
Close Date	ROI	13 Business days from open date
	Closed RFP/RFT	15 Business days from open date
	Open RFP/RFT	18 Business days from open date
	A full business day is 9am to 5pm. Use this Date Calculator to determine the close date: http://newzealand.workingdays.org/	
Late Date	This can be aligned with the close date and time or set slightly later to allow suppliers to submit tenders after the close date. It is at your discretion if you accept the late responses.	



Parent RFx	If the tender is the second stage of a procurement process, then you need to link the ROI to the RFP/RFT through this section. You can search for the ROI using the GETS RFx ID.
RFx Categories	Must be set to '72000000 - Building and Facility Construction and Maintenance Services' and any other applicable service/s.
Regions for Service Delivery	Select relevant region. If you require national coverage, you need to select <u>ALL</u> locations individually.
Alternate Physical Tender	Leave blank. All responses must be uploaded on GETS.
Sole Source Exception	This must be set to 'No'.
Overview	Add a description of the tender, this can be copied from the introduction in the RFx document. E.g. "Wellington High board of trustees are seeking a main building contractor to ..."

RFx Contact Information	
Contact Name	Must say 'All communications must take place through the GETS Question & Answer function.' DO NOT ADD YOUR CONTACT DETAILS.
Contact Email	
Contact Phone	

Site Information	
Site Contact Name	Must say 'All suppliers should register their interest for the site visit through the GETS Question and Answer function'. Once you have organised a suitable time with the school principal for a site visit you can either detail the information through the RFx document (prior to publication) or through an addenda (whilst the tender is published). DO NOT ADD YOUR CONTACT DETAILS.
Site Contact Phone	
Site Location	
Site Building	
Site Visit	
Site Visit Date	
Site Visit Instructions	

The following sections "Supply of Goods Information", "Timetable Information" and "Contract & Requirements Information" are not required to be filled out.



iv. Attachments

To upload documents select the “**Attachments**” tab within the tender on GETS.

Click on “**Browse**” (Internet Explorer) or “**Choose file**” (Chrome), select your file and then click “**Open**” to attach it.

The following must be attached to your tender:

- ✓ RFX document in PDF
- ✓ Supplier response forms in Word format
- ✓ Other relevant files (e.g. drawings, pricing schedule, specifications, proposed contract)

To ensure your documents are properly uploaded, make sure a script appears in the “**Checksum**” column. If this does not appear, your document has not uploaded.

File Attachments		
File Name	Checksum	Size
1303 manakau.school Architectural Plans Appendix 3.pdf	cb9066bd04c0170cc811a482ccf68187a3912b7e8fd0726ec3a1552926319c8a	734 KB
1303MANAKAUSCHOOL ARCHITECTURAL SPECIFICATION APPENDIX 2.pdf	c8706aa744c0ed50d44d25714e333e47202df560f12041b51ee2230595365ec	1.15 MB
Response Form A - Block B - General Improvements #4607.doc	7928a69ed55c18af17738b2f9820dba8e45cb6f5f8df614c4a41e365dccc47e49	104 KB
Response Form B - Block B - General Improvements #4607.doc	301d5e99ba090e857939f46ad1ad4e4e5187f119b07ea8ecf1a713212662500	141 KB
RFP Evaluation #4607.xls	cad651aa361f75145bda1e1d048f22b384238a1c7c3a77bc298bdf39e9c2f31	64 KB
Works Price Schedule - APM #4607.xlsx	1624741a75774516c9167cf32c244c6ba352744086fc3b7778250bf089d6a756	17 KB
Works - RFP Block B - General Improvements #4607.pdf	07c0a87f9662a59e5152924cc9a99bfc1bc0948f02223caa78529e54ae5f4106	567 KB

v. Select suppliers

NOTE: This is only relevant for the 2nd stage of a 2-stage tender. Do not select suppliers if this is an open tender. Suppliers must have responded to the 1st stage ROI to be selected for the 2nd stage.

Select the “**Parent RFX**” to link the supplier’s contacts to your 2nd stage tender.

Next, go to the “**Select Suppliers**” tab and choose “**Add from parent**” in the top right corner, this will carry through the list of respondents from your ROI.

Select the suppliers you want to carry through to the next stage. GETS will notify the chosen suppliers via email once this tender has been published. Your tender will not appear to the public.

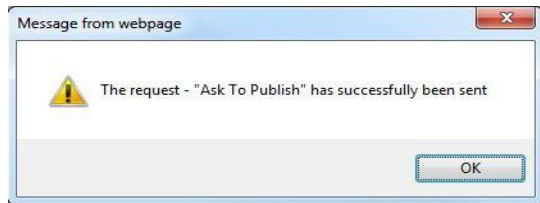


vi. **Publish your RFx**

Once you are satisfied with your tender, click the “**Ask to Publish**” button in the top left corner.

NOTE: The tender will not be live on GETS until it is published by the ETCO.

When the confirmation message below appears, click “**OK**”.



The ETCO will receive an email notification to review your tender which you will be copied in to. The ETCO will endeavour to publish your tender within **2 working days**. However, if changes need to be made to your tender or internal approval is required before it can be published, this may take longer than 2 working days.

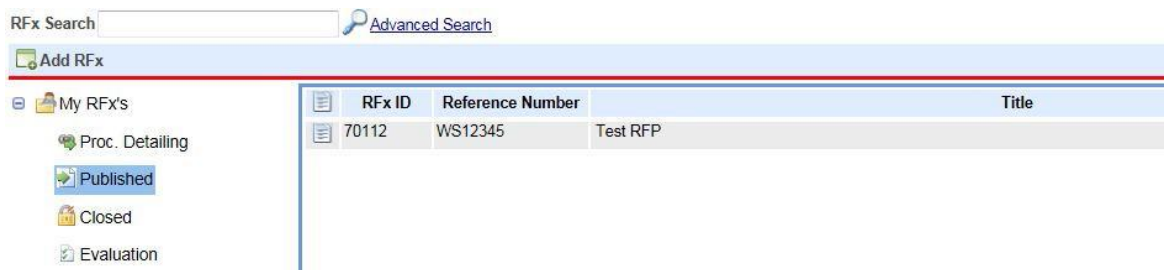
Once the ETCO has published your tender, you will receive an email notification from GETS stating your tender will go live at the date and time you have set.

The status of your tender will now be updated to “**Published Pre-Open**”.



8. Managing your published tender

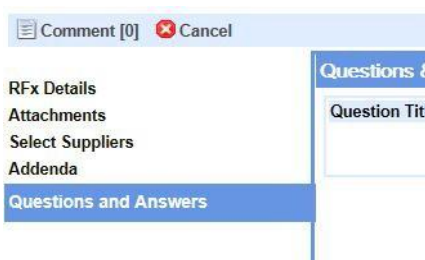
When the RfX is live, the status of your tender will be updated to **“Published”** and will appear in the **“Published”** section of your side menu.



i. Questions and answers

If any questions are posted by respondents, you will be automatically emailed by GETS.

To read and answer respondent questions, click the link in the email to go directly to the question (you will need to log-in). Alternatively, you can see all questions and answers by going to the menu on the left hand side of the screen when you are in your tender.



When answering a question, the response may be public (to all potential respondents subscribed to the RfX) or private (to only the potential respondent that has asked the question). Generally answers should be made public to ensure that all respondents have the same information upon which to base their responses. An answer should only be made private if there is commercially sensitive or private information.

Important – For answers made public, there must be nothing in either the question or the answer which identifies the potential respondent asking the question. If the potential respondent’s question includes identifying information, then you must respond privately to them, and then manually add a question and answer which does not identify the supplier but makes the response to the question publicly available.



ii. **Issuing notice to tenderers**

You may wish to send out information or upload additional documents (for example a briefing presentation) after the RFX has been published. To do this, go to the “**Addenda**” option within your tender.

Here, you can give the addendum a title, put in information, and after you click “**create**”, you will be given the option to upload a document.

Important – Ensure the Checksum script has appeared in the box to confirm that the document has been created.

iii. **Withdrawing published attachments**

If you wish to withdraw any documents please contact EIS.procurement@education.govt.nz

iv. **Changing the close date**

This must be done before your tender close date.

To change the close date on your RFX, go to your RFX detail page and select a new date. You will then be prompted to issue an addendum.

You must send out an addendum to inform all subscribers of the change to the close date.

Note: Issuing an addendum alone without changing the date on your GETS tender will not automatically update your close date.

v. **Monitoring your tender**

During the published phase, to obtain a report that details the number of subscribers to the tender and the number of responses submitted, click on “**Choose Report**” to open a drop-down field in the top right corner and select “**Prospective Tenderer Report**”.





9. Reviewing responses

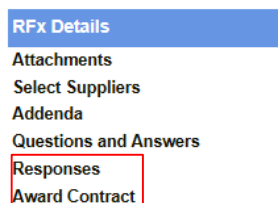
i. Unlocking your tender

The Supplier responses can only be accessed after the RFX close date. It is a two-key process and requires both you and the ETCO to unlock it. Once the ETCO has unlocked the RFX, you will receive an email notification to unlock the tender.

Open up the GETS tender and click the “**unlock**” button in the top left corner and upload your key.

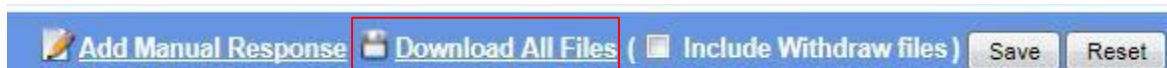


The “**Responses**” and “**Award Contract**” headings will then appear on the left side menu.



ii. Downloading response files

From the “**Responses**” tab you will be able to download all files.



Click on “**Download All Files**”, this will open up all the responses to the tender as a zip file you can save to your computer.

iii. Manual responses

In exceptional circumstances you may contact suppliers outside of GETS. When emailing potential suppliers you must:

- ✓ Only contact suppliers after the tender has been released to the public in GETS.
- ✓ Attach all tender documents to the email that are available in GETS.
- ✓ Give no extra information.



When emailing potential suppliers you must include the following information:

The preferred method of responding to this tender is for the potential supplier to submit their tender response through the GETS e-tender function prior to the Deadline (register as a supplier in GETS, subscribe to the tender and submit a response). For a tender response sent by return email to the Procurement Officer (a manual Tender response):

- the Buyer/Procurement Officer accepts no responsibility for ensuring the potential supplier receives related tender notifications (e.g. responses to questions)
- sufficient additional time must be allowed for the Procurement Officer to manually register the Tender response in GETS prior to the Deadline
- the Buyer/Procurement Officer accepts no responsibility for ensuring that the manual Tender response is registered in GETS by the Deadline (thereby precluding Tender response being rejected as non-compliant).”

If a supplier submits a manual response (by email or paper) before the deadline, the response must be manually uploaded to GETS by you, the PO, before proceeding to the evaluation stage.

You must include:

- ✓ The email from the supplier showing the time and date of the response.
- ✓ The response forms.
- ✓ Any other files they submitted as part of the response.

To do this, go to the “**Responses**” tab, and select the option to “**Add Manual Response**”.

Enter the Supplier’s details and upload all documents submitted by respondents.



10. Awarding your tender

Awarding your tender is the final step to complete the GETS process. For an ROI this is when you have shortlisted your respondents and are ready to move on to the 2nd stage. For an RFP or RFT this is completed once the contract has been signed. It is a public announcement notifying the market of the outcome of your tender.

To post an Award Notice for your tender click on the **“Award Contract”** tab on the left side menu of the RFX.

The below options will appear:

i. No winning responses

If there are **“No Winning Responses”** add one of the following reasons:

- No responses were received.
- No acceptable/compliant responses were received.
- The tender process was cancelled prior to awarding a contract.

The option to send an automated email to all the respondents will pop up after you click **“save”**. You can use this function and/or choose to contact suppliers directly.



ii. Awarding your ROI

1. Select “**Award**” then tick the shortlisted respondents from the list.
2. Add a comment to the “**General Award Comment**” box stating “the shortlisted suppliers have been taken through to a closed RFP/RFT.” Do not name the shortlisted suppliers.
3. Leave the PO# and value sections blank.
4. You must tick the box below the “**General Award Comment**” box.
 Tick this box if the selected respondents will be part of a short list for the next phase of this RFx
5. The option to send an automated email to successful and unsuccessful respondents will pop up after you click “**save**”. You can use this function and/or choose to contact suppliers directly.

iii. Awarding your RFP or RFT

1. Select “**Award**” then tick the winning supplier from the list of respondents.
2. Put in the contract value (this will not be made public).
3. Leave the PO # blank.
4. Add a comment. e.g. “The contract was awarded to [supplier] and will start on [date]. The term of this contract is [number of years]”.
5. The option to send an automated email to successful and unsuccessful respondents will pop up after you click “**save**”. You can use this function and/or choose to contact suppliers directly.



FAQ

1. Why does it take 2 working days for my tender to be reviewed?

EIS publishes an average of 80 tenders per month, all of which must be reviewed to ensure they comply with the Ministry's procurement policy. This timeline allows the ETCO to review all documents, communicate any changes to you, and for you to implement them.

There may be further delays in getting your tenders published if you do not have the approved procurement plan before posting on GETS.

2. Why isn't my tender live when I "Ask to publish" it?

Your request to publish will notify the ETCO to review your tender, not publish it to the public. Only the ETCO has the ability to publish your tender once they have reviewed and approved it. You will either be contacted by the ETCO if changes are necessary or notified by email that your tender has been published.

3. I can't find my key/ forgot my password?

Contact EIS.procurement@education.govt.nz with your login name and we will reset your key/password for you.

4. Can we have a company account?

Yes, you can. However, all notifications will only be sent to one email address. You will be responsible for the security of the confidential information held on your account. If an employee leaves the company, we suggest you reset your password.

5. How do I access tenders of an ex-employee?

When an employee leaves your company, you should notify EIS.procurement@education.govt.nz and we will de-activate their account and re-assign all tenders to your nominated PO.

6. A supplier has emailed me their proposal just after the deadline, can I accept it?

It is your discretion whether or not you accept a late submission. If you decide to, you must seek email approval from your sponsor (your MOE representative who provides advice on infrastructure related issues to schools) and manually upload the supplier's documents (see page 15) before you start the evaluation stage.

If you have any questions, please contact EIS.procurement@education.govt.nz.