

# GETTING READY TO TENDER

## A CHECK LIST

*If your business is keen to grow and earn more work you will often be required to submit a tender. Tenders can initially appear confusing and daunting. Here are a few things you may need to be aware of, and able to respond to, when engaging in a tender.*

### STARTING OUT:

- Is your business registered, with an ABN?
- Are you registered as an Aboriginal business?
- Do you have a capability statement to promote your business to prospective clients?
- Are your insurances (Public Liability, Workers Compensation, Vehicle/Machinery etc) current?

### PRICING A JOB/TENDER:

- On what basis will you hire your workers? (Employee v Contractor. Full time V Part time or casual. Employment contract or award?)
- Can you confidently estimate labour costs? (incl. Super, Workcover)
- Machinery costs: Wet and/or Dry hire prices? Including allowances for fuel, repairs/maintenance, pro rata insurance & registration. Operating and standby rates
- Supply of materials. You'll need quotes from suppliers and a policy on mark-up

- Cost of Travel, accommodation and meals. (Where you are required to move from home base to worksite).
- Administration costs: Rent of Office, Accounting, Invoicing, Mobile Phones, Internet, Scheduling, Co-Ordination, Office costs etc. How will you recover a portion of these from your quote?
- Unexpected costs in a job: e.g. Building & Construction Industry Training levy (0.2% for projects worth over \$20,000), Asbestos management/removal, Traffic management
- What is your margin of gross profit?
- Do you want to include a contingency for unexpected events?

### YOU MAY NEED MORE DETAIL:

- **Compliance issues:** Occupational Health & Safety plan, Safe Working Method Statements (SWMS)
- **Can you prove financial viability? And ability to finance the project?** (Paying suppliers and workers before you receive payments from the Principal)
- **Evidence of previous success:** Testimonials and/or referees

**Morrgul can help with the registration of businesses and has financial templates to assist in preparing quotes. For help with these and any other of the above issues, contact Morrgul: 08 9193 5570 [www.morrgul.com.au](http://www.morrgul.com.au)**



# NOW YOU'RE WON THE TENDER



## THINGS YOU NEED TO KNOW

*It's exciting and satisfying to win a tender. But your business needs to be ready. The following are some check points to you may need to tick off to ensure the new tender contract is really good for your business.*

- Signing the contract. Are you fully aware of the obligations and any 'fine print'?
- Who will 'do the books'? Do you need a bookkeeper?
- Be aware of the Australian Tax Office schedule
- ISO Reporting
- Compliance information
- Employment contracts/agreements with staff and external contractors/suppliers
- One-touch payroll, incl. Super for employees
- Insurances for vehicles
- Public liability insurance
- Equipment Insurance
- Workers Comp Insurance
- Machinery certification
- Any Licenses/tickets required for Staff
- Police Clearances for Staff
- Working with Children Certificates
- Milestones/Reporting with the Principal
- Establish credit terms with suppliers
- Cash flow to manage expenses. Balanced with payment terms in the contract
- OH&S systems ready? E.g. Incident reporting, pre-starts, tool box meetings
- PPE for all workers

**Morrkul can help with bookkeeping,  
insurance information and working with the ATO.  
For help with these and any other  
of the above issues,  
contact Morrkul: 08 9193 5570 [www.morrkul.com.au](http://www.morrkul.com.au)**

