



## Checking One's Work

Exercise

**Answer at the end of this document**

### Question

During a Select Tender (Tender by invitation only), a Supplier, Paul Kennedy, has sent an email to a Procurement officer asking to be invited to the Tender, and to submit a late response.

In response, the Procurement officer has written an email to the Supplier. The response reflects bad decision making on the part of the Procurement officer. The Procurement officer has clearly **not checked his work** before sending the email.

**Assess** the Procurement officer's email (**below**), for issues and errors, including incorrect names, evaluation unfairness, confidentiality, making promises, and numbering.

Supplier's email to Procurement:

Dear Procurement Team

I understand a Select Tender was sent two weeks ago to an undisclosed number of Suppliers. Our organisation offers capability in the provision of 4G radio control systems.

We have few clarification questions which we would be grateful for a response, as soon as possible.

1. Can we please have the Tender number and a copy of the Tender document?
2. Is it too late for us to prepare a response to this Tender? We can have a submission ready by this Monday.
3. On examination of the Tender document, we have a question about your radio site footprint: Can you indicate which sites have a redundant telephone connection?


We look forward to your prompt response.

Sincerely

Paul Kennedy

Regional Director  
4G Radio Control Systems Pty Ltd

## Procurement's response to Supplier:

	To	<a href="mailto:jborroughs@Optimal4GSystems.com">jborroughs@Optimal4GSystems.com</a>
	Cc	
	Subject	Tender ITO 1122 - Response to your Clarification Question

Mr Paul Kennedy  
4G Radio Control Systems Pty Ltd  
25 May 2021

**Tender ITO 1122 - Response to your Clarification Question**

Dear Mr Boroughs

Thank you for your question relating to Tender "ITO 1122 Radio Communications Equipment Upgrade". Please find **attached** a copy of the Tender response document.

**Attachment:** ITO1122 - J. Boroughs response – Minor Works Road Surface Construction Pricing schedule.xlsm.


➤ Can you indicate which sites have a redundant telephone connection?

Answer: Only 4 of our 19 sites have car parking requiring resurfacing. I will ask my client, project manager Kevin Smith, for a schedule of site locations for you.

If I can be of further assistance, please let me know. I am grateful for your question.

Thank you, Kevin,  
Peter Mwangi  
Procurement Officer

## Answer

 To  1  
Cc \_\_\_\_\_  
Subject Tender ITO 1122 - Response to your Clarification Question

Mr Paul Kennedy  
4G Radio Control Systems Pty Ltd  
25 May 2021 2  
**Tender ITO 122 - Response to your Clarification Question**

Dear  3

Thank you for your question relating to Tender "ITO 1122 Radio Communications Equipment Upgrade"  4

**Attachment:**  5

➤ Can you indicate which sites have a redundant telephone connection? 6

will ask my client, project manager Kevin Smith, for a schedule of site locations for you.

If I can be of further assistance, please let me know.  7

Thank you  8  
Peter Mwangi  
Procurement Officer

### Colour key

- Identity
- Probity
- Confidentiality
- Promising

## Identity issues

- |   |
|---|
| 1 Incorrect supplier email                          |
| 2 Typo in Tender number.                            |
| 3 Incorrect supplier name.                          |
| 8 Confused supplier name with project manager name. |

## Probity issues

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|---|
| 4 Providing a confidential Tender document to a non-invited Supplier. |
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## Confidentiality issues

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|--|
| 5 Revealing one supplier's pricing to another supplier.              |
| 6 Revealing confidential information to a to a non-invited Supplier. |

## Promising issues

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|---|
| 7 Showing favouritism to a supplier who isn't even invited to the Tender. |
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## General mistakes

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| <ul style="list-style-type: none"><li>• In his subject line, the Procurement officer says "Clarification". The Supplier is not asking to clarify anything. The Supplier wants to be invited to the Tender.</li><li>• The Procurement officer has confused another supplier's clarification question with this supplier's request to join the Tender. "Can you indicate which sites..." is a question from a different supplier to a different Tender.</li></ul> |
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