



Australian Bridge Federation

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## **Invitation to tender for 2018 and 2019 hand dealing requirements**

Opens:  
May 1, 2017

Closes:  
4pm, 9 June 2017

# Tender Specification

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## Introduction

The Australian Bridge Federation Incorporated (ABF) is continuing to expand its range of suppliers of its hand dealing requirements based on encouraging greater competition in the supply of deals for its events. In 2016, the ABF awarded dealing contracts to five independent suppliers and in 2017 is moving to conducting tenders every two years, ie for 2018 and 2019. This will help guarantee dealers for a longer period of time and cut paperwork.

During 2018 and 2019, the ABF will continue to conduct several major national bridge tournaments. These are:

1. The playoffs for selecting the Open, Women's and Seniors teams to represent Australia at World, Asia Pacific and sometimes other international bridge events (known as the "Playoffs"). These have been held in Canberra in 2016 and 2017 and it is expected that they will continue to be held there during 2018/19. They are presently conducted in November/December.
2. The Summer Festival of Bridge (the Festival) in Canberra, in January 2018 and January 2019.
3. The Australian Youth Championships (Youth Week) also in Canberra in January 2018 and 2019.
4. The Grand National Open Teams Finals in Tweed Heads, in November 2018 and 2019.

To conduct these tournaments, the ABF requires in excess of 25,000 deals. The ABF is interested in receiving tenders from organisations or individuals for the replication of deals and attendant services. The ABF encourages participation from bridge players including those who deal for the various bridge clubs around Australia. It is a condition that persons involved in the replication cannot play in the individual event for which those deals are destined.

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## Events

The deal requirements for each of the listed events vary greatly in size. The requirements for the three smaller events (Youth Week, the Playoffs and the GNOT) are much lower in comparison to the Festival and it is anticipated that only one supplier will be required for each of the smaller events.

The Festival deal requirements are much larger and have been grouped into five sections based on the commonality of the deal layouts (all events on the same day with common session times play the same deals).

Tenderers can choose whether to submit offers for **one or more of the smaller events and/or one or more sections of the Festival** and in fact are encouraged to do so. The required tenders cover:

- A. The Playoffs which requires approximately 2,200 deals;
- B. Youth Week, which requires about 1,000 deals;
- C. The GNOT Finals, which requires 3,300 deals; and
- D. The Festival, which requires a little under 19,000 deals broken down as follows:
  - D1 National Novice Teams, Pianola Plus National Non-Life Teams, Red Plum National Life Teams, National Seniors Teams, National Women's Teams including Semi- Finals and Finals for last two events approximately 4500 deals;

## **Tender Specification**

- D2 Pairs: Warm Up Pairs, National TBIB Open Swiss Pairs, Penline 500 Swiss Pairs, National Novice Swiss Pairs, Penline One Day Swiss Pairs, National Rising Stars, National Super Novice Pairs - approximately 5300 deals;
- D3 South West Pacific Teams approximately 6000 deals;
- D4 Chris Diment Swiss Pairs, National Super Novice Teams, National Rising Stars Teams National Open Teams: Quarter Finals, Semi-Final, Final, and Category Finals, approximately 3,000 deals.

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### **Equipment**

The ABF owns sufficient decks of cards, boards/wallets (a mix of cardboard wallets and plastic boards) and transport cases to supply any tenderer with the necessary equipment capacity to be able to meet one or more of the dealing requirements for any of the events listed in this tender. All this equipment is stored at the ABF headquarters in Fyshwick. In most cases, a successful tenderer for the Playoffs, Youth Week, the GNOT or individual sections of the Festival's deal requirements need only supply consumable material such as labels, brown paper, sealing tape and elastic bands. The fact that the ABF has sufficient cards and boards/wallets to enable pre-event dealing for all the events means that there is no need for a tenderer to include on site recycling of cards and boards/wallets at any of the events listed including the Festival.

The ABF also owns an Auto dealer 4 Plus dealing machine which tenderers may wish to use in seeking to bid for one or more events (or where permitted, sections of an event). On the other hand, tenderers may choose to tender using their own equipment such as boards/wallets, cards, transport cases and dealing machine(s). Use of ABF equipment and/or dealing on site at ABF Headquarters comes with a reduced maximum tender price (see section 8).

The ABF will supply a master disc of the deal layouts for the events (or sections of an event) to the successful tenderer. The master disc will be in the standard format chosen by the Contractor.

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### **Tenderer's Ability**

As stated earlier in this document, the ABF's stated objective is to decrease its reliance on single suppliers of its dealing requirements and thereby encourage greater competition in the supply of deals for its events from 2017 onwards. To implement this approach, the ABF has decided to relax its previous requirement that all tenderers must be able to provide references from bridge organisations to which the tenderer has supplied replicated deals in reasonable quantities. Whilst this is no longer a requirement to tender, being able to supply such references will be considered an advantage in the tendering process.

Also, whilst it is an advantage that a tenderer be able to demonstrate experience in dealing machine operation and/or in manual dealing, the processes for checking the dealt boards/wallets and the need for secure handling of dealt boards, this should not prevent other suppliers from tendering. The ABF is also prepared to give successful tenderers suitable training at ABF Headquarters in dealing machine operation.

# Tender Specification

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## Additional Requirements

- a) If the Contractor needs to use ABF equipment, then they need to be able to collect what they need from ABF headquarters, viz decks of cards, crates and boards/wallets. Alternatively, the Contractor may state that they intend to deal the boards at ABF Headquarters.
- b) Collect a master disc of the deal layouts for the events to be replicated by the contractor from ABF headquarters (or arrange delivery by another agreed method) and keep this disc in a secure place whenever it is not in use.
- c) Prepare the required number of replicates for each session of the events in a secure location approved in advance by the relevant Tournament Organiser. Bridge clubs will **not** be approved as locations for dealing. Dealing may be done on site at ABF Headquarters with 24 hours' prior notice and approval from ABF Secretariat.
- d) More detailed requirements on how deals are to be packed and presented will be provided by the relevant Tournament Organiser in the individual contracts awarded to successful tenderers.
- e) The transportation of completed deals is the sole responsibility of the Contractor. The ABF shall not provide any labour in unloading or stacking completed crates/storage cases. The hours of business of the ABF Headquarters are presently 10am to 4pm Monday to Friday. If ABF Headquarters is used for storage, multiple deliveries are encouraged.
- f) Should the contractor wish to store completed sessions of dealing at a place other than the location approved for dealing or at ABF headquarters, approval of this storage location must be sought in advance from the Tournament Organisers. Disputes about transport, storage and security matters can be subject to appeal to the ABF Management Committee for resolution.
- g) The Contractor should ensure that **any** person who deals a session of a section understands that they are ineligible to play in any event in that section and advise the Tournament Organiser accordingly.
- h) Use of the ABF's dealing machine at an approved dealing location is subject to prior approval and satisfying the ABF that they know and understand how to clean and maintain the machine correctly. Any damage to the dealing machine whilst it is being used a dealing location other than ABF Headquarters is the responsibility of the Contractor to pay for. Repair or special cleaning costs will be deducted from final payment.
- i) Provide a monthly statement of dealing progress that identifies the number of deals and sessions dealt during the month and the name(s) of the person who dealt each session. Individual contracts will specify when these statements are required.
- j) The ABF reserves the right to increase or decrease the number of replicates for any event after tenders have been accepted.

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## Timetable

Release of Specification	Monday, 1 May, 2017
Closing of Tenders	4pm, Friday, 9 June, 2017
Award of Contracts	by end June, 2017
Completion of Work	Variable depending on specific contract.

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## Lodgement of tenders

Tenders shall be lodged in by registered mail or email prior to the closing date of tenders stated elsewhere in this specification. The postal address for the submission of tenders is:

# Tender Specification

Dealing Contract – Australian Bridge Federation Attention Jane Rasmussen  
PO Box 397, FYSHWICK ACT 2609, Australia; or to [secretariat@abf.com.au](mailto:secretariat@abf.com.au)

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## Price, payments, and other service terms

The tenderer should specify the price per deal to be charged for the collection, replication and delivery of deals for those events and or sections of events to which the tender applies. The price should be inclusive of GST (where applicable). The ABF expects all suppliers that are sole traders or other business entities to supply an ABN as part of the tender. Those prospective suppliers that are not in other gainful employment (eg retired persons etc) may seek to bid as the proposed activity is a hobby and therefore supply the ABF with the requisite ATO hobby form with the tender

Tenderers are advised that:

- (a) for those tenderers intending to use ABF equipment including dealing machine, cards, boards/wallets and transport cases/crates, a price greater than \$0.44 (GST inclusive) per deal will not be considered.
- (b) for those tenderers intending to supply their own equipment including dealing machine, cards, boards/wallets and transport cases/crates, a price greater than \$0.55 (GST inclusive) per deal will not be considered.

In their submissions tenderers should indicate their proposed *modus operandi*, experience, the proposed location at which the dealing would take place and the names of any staff.

Payment shall be made within thirty days of the receipt of a contractor's invoice. The contractor may be entitled to progress payments where covered in individual contracts. The ABF will retain 10% of the total payment until after the relevant event is held and a report on the number of imperfect replications is known and whether damages are payable by the Contractor.

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## Pre-estimated liquidated damages

It will be a condition of any contract with a successful tenderer that the following clauses shall apply to define pre- estimated liquidated damages. Any damages to be assessed under such clauses of a contract may be deducted from any payments due under a contract to the full extent of the contract price but shall not exceed that price. **The tender should indicate that the tenderer accepts these proposed clauses.**

- a) The contracting parties agree that it is a condition of the contract that imperfect replication as defined in this clause must not occur in more than 0.25% of deals supplied. In view of the disruption to the event and the damage to the reputation of the ABF and its events that will occur should imperfect replication exceed this figure, pre- estimated liquidated damages of \$10.00 per defective deal will apply.
- b) An imperfect replication will be deemed to have occurred when any card receptacle reaches the tables to be played with markings or deals that do not correspond to the deal record for the deal of that number in the session for which the card receptacle is presented. The decision of one of the two Senior Tournament Directors or a nominated card receptacle checker to the effect that this has

## **Tender Specification**

occurred will be final. If it should happen that successive deals are placed into the wrong card receptacle each misplaced deal will be counted as an imperfect replication.

c) Should the Contractor not deliver the contracted quantity of boards/wallets by the date specified for the completion of work elsewhere in this specification then alternative dealing subcontractors shall be arranged by the ABF to complete the unfinished portion of the work. Any costs incurred by the ABF in so arranging an alternate supplier plus a 25% surcharge shall be borne by the Contractor.

d) If the Contractor is granted an extension of time to deliver the outstanding quantity of boards then, in view of the cost and disruption to the ABF of the late provision of the boards/wallets and the need to make standby alternative arrangements for dealing, pre-estimated liquidated damages of \$500 will be applied.

e) Should the Contractor fail to submit a monthly statement of dealing progress and dealer's names as required under this contract then pre-estimated liquidated damages of \$50 will be applied.

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### **Opening of Tenders**

Tenders shall be opened by a Member of the ABF Management Committee and an approved witness, e.g. the Executive Secretary if in Canberra else an ABF Councillor or other officer in another state or territory, as soon as possible after the closing date. All tenders received will be acknowledged within 24 hours of opening by email including if they have not been accepted pursuant to the clause dealing with Acceptance of Tenders.

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### **Acceptance of Tenders**

The ABF shall not be bound to accept any of the tenders. Nor shall the lowest tender necessarily be accepted. Moreover, the ABF reserves the right to employ persons on hourly wages at ABF headquarters to perform this work.

The evaluation of the tenders shall take into account the stated objective of the ABF to broaden its base of reliable and competent suppliers over time. The previous experience of the tenderer, the quality of previous work, the likelihood of the tenderer being able to complete the work within the allotted time, the security afforded by the tenderer's modus operandi etc will be taken into account in evaluating the various tenders. Successful tenderers may be required to enter into a formal contract with the ABF.

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### **Insurance**

The ABF will keep its equipment insured whilst in the possession of the contractor. The contractor shall be responsible for insuring his/her own equipment whilst it is in the possession of the ABF. For this purpose, this period of such possession shall be considered to be at least two months.

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### **Additional information**

Enquiries for additional information should be made to the ABF Headquarters who can be contacted by telephone on 02 6239 2265 or by email at [secretariat@abf.com.au](mailto:secretariat@abf.com.au). Technical queries will be forwarded to the appropriate person who will respond as quickly as possible.

# Tender Specification

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## Definitions

Hand	A collection of thirteen cards making up part of a deal.
Board/Wallet	A numbered container which holds four hands. Wallets are made of cardboard, plastic or other material and fold up to secure the hands. Boards are rectangular, made of metal, plastic or other material, with slots for containing the four hands.
Deal	Four hands in a distribution determined by the ABF's dealing program, in aggregate containing all of the 52 cards in a standard pack of cards.
Bundle	A collection of boards/wallets containing deals of the same range of numbers.
Bundle Size	The number of boards/wallets that make up a bundle. This is event dependent.
Replicate	A set of deals in boards/wallets in one or two bundles.
Standard Format	the ".BRI" format, the ".DGE" format or the ".DUP" format.

Tenderers will commonly be asked to supply say 20 deals, in boards numbered 1-20, replicated 5 times to satisfy the need for the same deals to be played by all contestants in one session of an event held over one or more days.

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## Accurate information

To the best of our knowledge, the information contained herein is accurate and reliable as of the date of publication; however, we do not assume any liability whatsoever for the accuracy and completeness of the above information.