



Australian Government

Commonwealth Environmental Water Office

Sale of Water Allocation

Frequently Asked Questions

Bid Form

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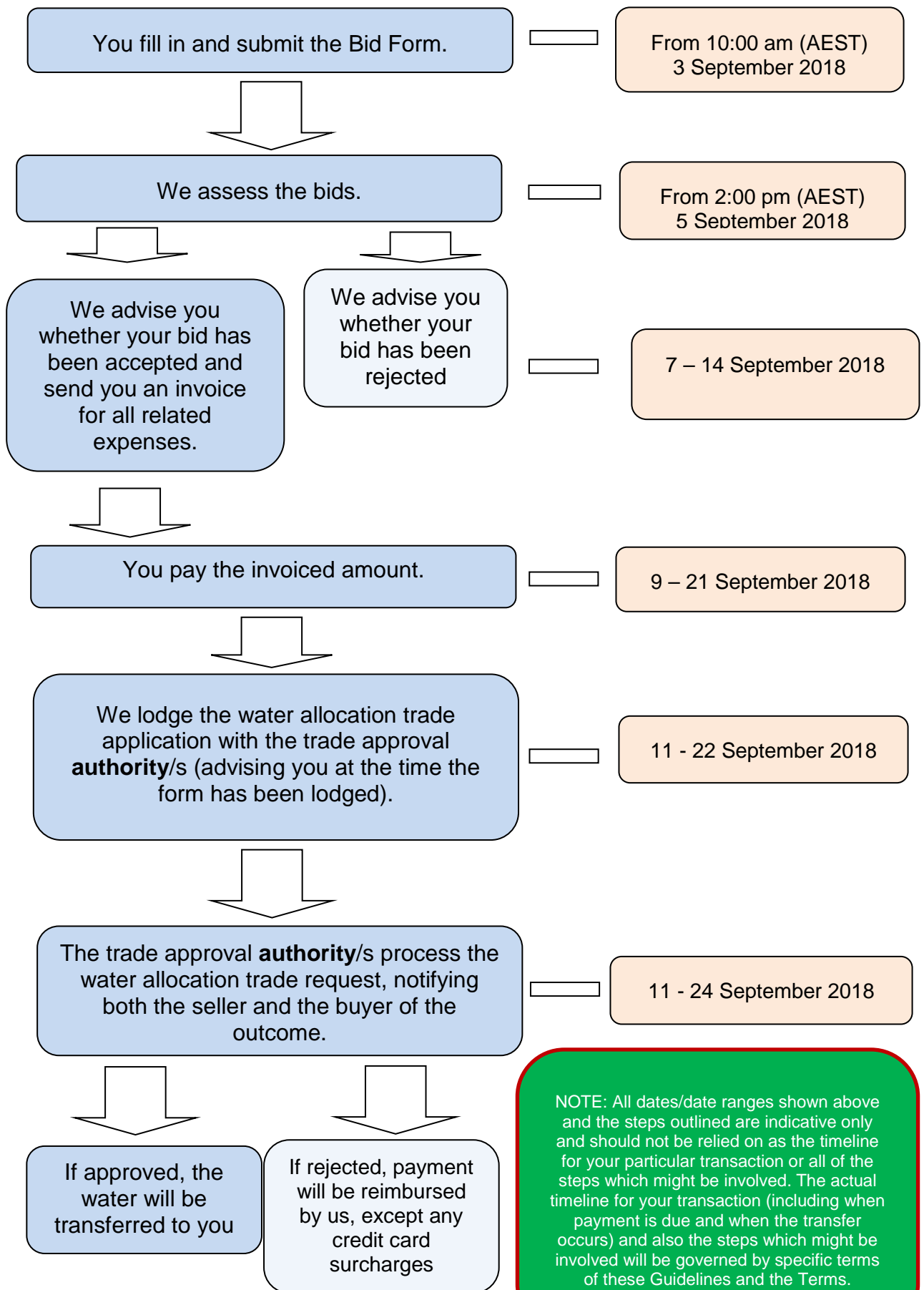
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SALE PROCESS

What is the process for the sale of allocations?



NOTE: All dates/date ranges shown above and the steps outlined are indicative only and should not be relied on as the timeline for your particular transaction or all of the steps which might be involved. The actual timeline for your transaction (including when payment is due and when the transfer occurs) and also the steps which might be involved will be governed by specific terms of these Guidelines and the Terms.

SALE VOLUME

1. What types of allocations is the Commonwealth selling?

The Commonwealth is selling regulated surface water allocations from the Victorian Goulburn River catchment.

2. Is the Commonwealth selling water entitlements?

No, the Commonwealth is retaining the water entitlements under which the water allocations have been made. The Commonwealth is only selling the seasonal water allocations.

3. How much water is the Commonwealth selling in this trade?

20 gegalitres (GL) (20,000 megalitres) is being made available to purchase.

4. How much water can I buy?

Bids must be more than 5 ML and equal to or less than 500 ML. There is a minimum bid size of 5 ML and a maximum bid size of 500 ML. This will provide the best possible opportunity for small as well as large irrigators to access the trade.

You can submit more than one bid however, please note that for each bid that is accepted you will be contractually bound to complete the trade

SALE PRICE

5. What price are you willing to accept for your water?

Prior to bids or offers being received, the CEWH has identified a price limit, informed by current market conditions, based on a market assessment which has been publically released on our website. This is a competitive tender, and, as such, the price limit will not be disclosed to the market.

6. Why won't you disclose the price you are willing to pay?

A hidden price helps to minimise market impacts by allowing bids to come in that reflect prevailing market conditions.

TIMEFRAMES AFFECTING A BID

7. When can I submit my Bid? Why is the tender period so short?

Bids can be submitted between **10:00 am (AEST) 3 September 2018 and will close at 2 pm 5 September 2018 (AEST)** using a purpose designed electronic Bid Form that will be available

on the Commonwealth Environmental Water Office web site

<http://www.environment.gov.au/water/cewo/trade> when the tender process opens.

A short opening window for the tender will allow the CEWH to make offers to successful bidders in as timely a manner as possible.

WHO CAN BID

8. Who is eligible to buy Commonwealth water?

Bidders from the southern connected Murray-Darling Basin *may* be eligible to participate in the Tender if, their allocation account can receive Victorian Goulburn River catchment surface water allocations, subject to trade restrictions in place at sale close time.

Trade from the Goulburn to the Murray, Murrumbidgee and Lower Darling is currently closed. Current opportunities for allocation trade is available on the [Victorian Water Register website](#).

Bidders in trading zones that are subject to volumetric allocation trade limits are encouraged to submit a bid as they could potentially be eligible.

9. Can another person submit a bid on an applicant's behalf?

Yes. Either one of several allocation account holders can submit the bid on behalf of all account holders, or an authorised agent can submit the bid on behalf of all account holders. The applicable check box needs to be ticked on the Bid Form.

10. Do applicants need to provide evidence of their authority to submit a Bid?

If you are submitting a bid on behalf of the water allocation account holder(s), you will need to truthfully declare that you are authorised by all water allocation account holders to submit the Bid and you must be able to provide evidence of this authority to the Department upon request.

METHOD FOR SUBMITTING A BID

11. Do I need to complete and submit the form at the same time?

No. The partially completed form can be opened, completed and submitted at a later date.

If bidders are having trouble filling in and submitting the Bid Form they should contact us on 1800 803 772.

12. How are bids and supporting documentation submitted?

Bidders use the 'submit' function on the Bid Form.

The electronic Bid Form requires declarations to be made and will validate some details at the point of submission, you will need to allow enough time to complete and submit the Bid Form including correcting any errors before the Sale Close Time.

If the declarations can't be made truthfully, or any of the checks fail, then the bid form can't be submitted

If bidders experience technical difficulties, they should contact the Commonwealth on 1800 803 772.

13. Can I print the application form and fill it out manually?

No. Only bids completed and received using the electronic Bid form will be considered. Please do not print the application form. The application form is an electronic HTML form and essential questions may not be visible in a printed format.

14. My application is going to be late. Can I ask for an extension?

No.

BID FORM REQUIREMENTS

15. What will need to be completed in order to be considered in the bid process?

To be considered in this trade, you must complete the electronic form and provide:

- an Allocation Account to which the allocation for sale can be transferred
- your Australian Business Number (ABN)
- contact details of the Allocation Account Holder and the Bidder (if different) including a valid email address via which the CEWO can communicate with you
- bid details (volume sought, price and payment method)
- (if requested) a completed and signed South Australian or NSW Trade Form. Links to the relevant form are provided with the Bid form. Guidance regarding which parts of the trade form Bidders are required to complete is provided in the Bid Form. *Note: A trade form is not required for Victorian allocation account holders.*

16. Why do I have to upload a trade form?

If your bid is successful, the CEWO will issue an invoice and, once payment is received, submit a trade form to transfer water to your allocation account. If requested, submitting a trade form with the bid will ensure that the CEWO can process trades in a timely manner.

Once you enter the trading zone your allocation account is in, the bid form will direct you to the required trade form.

ISSUES AFFECTING SUBMISSION OF A BID

17. I don't have access to the internet and can't access the online application form. Can I still apply?

Only electronic submissions will be considered in this tender.

18. I'm having trouble accessing the online application form. What can I do?

You may experience difficulties accessing the online application form if you are using Firefox or Google Chrome browsers. Try using a different internet browser such as Internet Explorer. If a different browser does not help, then contact the Department on 1800 803 772.

19. When I enter my ABN, an error appears in the 'Legal name' field. How can I fix this?

The electronic Bid Form automatically completes the 'Legal name' field when you enter a valid ABN number. Occasionally, this function displays an error message rather than the correct entity name. If you have checked the ABN number and an error still appears, you can submit the form and the CEWO will assess your bid, provided all other required information is complete.

20. Why do I get error messages when I submit the form?

When you submit your bid, the smart form performs checks to ensure your bid is complete and no information is missing. If you have not completed all of the information required, you will see a list of outstanding items. Click on the item to navigate quickly to the incomplete part of the form.

It is your responsibility to ensure your Bid is submitted before 2pm (AEST) 5 September 2018.

21. I have addressed the error messages but my bid form still won't submit

If you are sure that the form is complete and you have filled out all the required fields and declarations and addressed any errors but the form still won't submit, then contact the Department on 1800 803 772 before the 2pm (AEST) 5 September 2018.

22. How will I know my bid has been received?

On successful submission of your Bid, a confirmation of receipt will be generated and issued to the email address you entered in the Bid Form.

If you do not receive this confirmation of receipt then it is possible that the email address you entered on the Bid Form is incorrect.

If you do not receive this confirmation of receipt and you consider that your Bid may not have been received:

- you should check any junk mail folders in case the confirmation of receipt has been filed there; and
- you may contact us on 1800 803 772 or via ewatertrade@environment.gov.au before 2pm (AEST) 5 September 2018.

23. Can more than one bid be submitted?

Yes. However, please note that for each bid that is accepted you will be contractually bound to complete the trade.

24. Can a bid be withdrawn?

You cannot withdraw your Bid after the tender closes at 2pm (AEST) 5 September 2018.

Withdrawing a Bid requires written notice to ewatertrade@environment.gov.au. The email subject title should state 'Withdraw Bid reference number CEWO - XXX'.

25. I made a mistake on my bid form – can I change it?

A bid cannot be varied or changed after it has been submitted. However, a bid can be withdrawn and a different bid may be submitted prior to the tender closing at 2pm (AEST) 5 September 2018 (in accordance with the process set out above).

BID EVALUATION

26. How will offers be evaluated?

Bids must meet the eligibility criteria described in the Guidelines in order to be evaluated. The guidelines are available on the [CEWO website](#).

Eligible bids will be evaluated based on value for money including against the pre-determined price limit which will not be made publicly available. Eligible bids will be ranked and accepted in declining order based on the net return to the Commonwealth.

27. When will I find out if my bid has been accepted?

Following the tender close on 5 September 2018, we will notify most bidders of whether their Bid has been accepted within 2 business days (and no later than to 7 business days). Please contact us if you have not received any notification in relation to your Bid by Friday 14 September 2018.

PAYMENT AND CHARGES

28. Who pays the fees associated with the trade?

Successful bidders are responsible for the cost of trade authority fees associated with the trade. Successful bidders will receive an invoice from the Commonwealth (comprising the purchase price and applicable fees).

29. How do I pay?

Buyers can pay by EFT (including BPay) or credit card. Cheques will not be accepted.

If the bid is accepted, the Commonwealth will send an email advising that your bid has been accepted and payment is required, within the timeframe and of the amount specified in the attached invoice.

When you pay the invoice, you must include the 'invoice reference number' in the payment details so that your payment can be linked to your bid. Failure to include the invoice number could cause a delay in processing the transfer of water onto your allocation account.

RECEIVING PURCHASED WATER

30. How long will it be for purchased water to be in a Buyers water account?

From the tender close date to the day the Buyer receives water in their account is expected to take one to three weeks. Please note that this relies on the purchaser and state approval authority promptly attending to their obligations.

Following the lodgement of the trade forms, the relevant state approval authority is responsible for approving the trade. The Commonwealth Environmental Water Office is not responsible for the approval/rejection of the trade or the time taken to process the application.

FEEDBACK

31. I would like to provide feedback on the application process

Bidders will be invited to provide feedback on the bidding process through a survey which will be emailed to bidders once applications close.

All enquiries will be handled consistent with the Department's Service Charter 2014-16, available from the Department's website www.environment.gov.au

Complaints will be managed in line with the Department's Complaints Management Policy. The Department is committed to consistent, fair and confidential handling of complaints and to resolving complains as quickly as possible. Feedback and complains will be handled impartially and in a confidential manner.