Tender Guide 2018

Tender guide for the release of owner-operator taxi licences—September 2018.

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1. Summary of the 2018 tender

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| --- | --- |
| **What happens** | **When it happens** |
| Tender called | 29 September 2018 |
| Tenders close | 2.00pm Wednesday 17 October 2018 |
| The Commission sends letters to tenderers   * Successful tenderers: letter enclosing application form, any further information required and invoice for the tender price * Unsuccessful tenderers: unsuccessful letter | After the closing date |
| **What you have to do if you are successful** | |
| 1. Make sure that you meet the conditions for the issue of a licence that you don’t already meet (see section 4.2):   * Show that you will be operating the service * Pay outstanding fees * Become accredited * Get a taxi * Arrange finance for the licence | Within 56 days from the date of notification from the Commission, or as otherwise set out in the letter |
| 2. Complete your application form |  |
| 3. Go to Service Tasmania and:   * Submit your application form * Pay the $158 application fee * Pay the tender price stated on your invoice |  |
| **Once you have submitted your application, application fee and licence payment** | |
| Tender assessment committee assesses your application |  |
| * Successful applicants: licence is issued | Within two (2) weeks |
| * Unsuccessful applicants: may be asked to provide more information or licence may not be issued and tender price will be refunded less $200 administration fee | Up to six (6) weeks |

1. Important information

2.1 Taxi and hire vehicle industries review

The framework that underpins the taxi and hire vehicle industries is under review. Any proposed changes to the framework may affect your decision to tender for a taxi licence. Refer to the taxi and hire vehicle industries review webpage at <https://www.transport.tas.gov.au/passenger/taxi/taxi_and_hire_vehicle_industries_regulatory_review>.

2.2 What is the tender guide about?

The tender guide goes with the document called *Request for Tender by Transport Commission for Owner-Operator Taxi Licence Issue, Tender No.: OOTL 321/18* (known as the RFT).

This guide explains the information in the RFT and tells you what you need to do if you want to get an owner-operator taxi licence.

It is not a substitute for reading the RFT.

**Do not** rely on this guide to tell you everything you need to know about submitting a tender.

If you want to tender for a licence you must read the RFT to make sure that you submit your tender properly.

2.3 What should you do first?

If you’re thinking about getting an owner-operator taxi licence **please read section 5 of the tender guide** beforeyou decide to put in a tender. It has important information to think about before you tender for a licence.

You should do the following before you put in a tender.

* There are proposed changes to the taxi and hire vehicle industries framework which may affect your decision to tender, to find out information go to <https://www.transport.tas.gov.au/passenger/taxi/taxi_and_hire_vehicle_industries_regulatory_review>.
* Work out where you’ll get the money to pay for the licence, so you get the amount you’ll need within time.
* If you’re not accredited to operate a taxi service in Tasmania (section 4.2.3), find out what you need to do.
* If you need to buy a new vehicle (section 4.2.4) to operate as a taxi, start looking for a vehicle and find out where to get taxi equipment from. If you’ll need finance to buy the vehicle, work out where you will get this money from.
* If you don’t live in the taxi area where you wish to buy a licence, consider how you’ll be able to operate a taxi service in that area. If you live a long way from the area (for example, if you live outside Tasmania), you’ll most likely need to move to the area. Find out about housing, schools etc in the area. You’ll only be given a short time to move, so it’s important to look at what you need to do very early on.

2.4 What do you need to know?

You need to know:

* The Tasmanian Government is undertaking a comprehensive review of the regulatory framework for the taxi and hire vehicle industries. Any proposed changes may impact your decision to tender for a new taxi licence or licences. To find out more information go to <https://www.transport.tas.gov.au/passenger/taxi/taxi_and_hire_vehicle_industries_regulatory_review>.
* For 2018, owner-operator taxi licences are being issued in every taxi area, except the Hobart taxi area.
* Ride-sourcing services are legal to operate in Tasmania if they comply with the requirements of an Exemption Notice issued by the Transport Commission. Ride-sourcing services are operating in several areas of Tasmania and may expand to other areas of Tasmania in the future.
* There was no tender for owner-operator taxi licences between 2016 and 2017, due to the introduction of ride-sourcing (the last tender was in 2015).
* The number of taxi licences which have been issued in Tasmania is 624 (612 current and 12 lapsed) as at 23 August 2018. A breakdown of the number of taxi licences issued for each taxi area is at Attachment 1.
* An owner-operator taxi licence can only be operated in the taxi area that it was issued in respect of.
* When you hold an owner-operator taxi licence you must operate the taxi service yourself. You can’t lease the licence to someone else.
* If you place a tender and you are successful, you can change your mind and not buy the licence at any time up until you pay for the licence.
* You can’t change your mind and get your money back once you’ve paid for a licence.
* There are laws that apply to licences in Tasmania. All taxi operators must know what these laws are. You can find the laws at [www.thelaw.tas.gov.au](http://www.thelaw.tas.gov.au). The main laws for taxis are:
  + *Taxi and Hire Vehicle Industries Act 2008*
  + *Taxi Industry Regulations 2018*
* You can find more information about operating taxis on the Department of State Growth’s website [www.transport.tas.gov.au/passenger/operators](http://www.transport.tas.gov.au/passenger/operators)

2.5 Where can you get more information?

If you need to ask any questions about the tender, or about owner-operator taxi licences, contact the contact officer named in the RFT.

The contact officer is the only person who is allowed to answer questions about the tender.

Do not contact anyone else in the Department of State Growth or Service Tasmania about the tender. Your tender will be disqualified if you speak to other staff members about the tender.

If you need to, please seek your own independent, professional advice before you decide to tender for a licence. If your first language isn’t English and you don’t understand this guide or the RFT, you should contact an interpreter.

1. Taxi licence tender 2018

3.1 What is the tender?

New owner-operator taxi licences are released every year. The licences are offered for sale by tender.

The Minister of Infrastructure declared on 21 September 2016 that there would be no additional owner-operator taxi licences made available in a Tasmanian taxi area for the years 2016, 2017 and 2018, in response to the commencement of ride-sourcing services in Hobart.

The Minister of Infrastructure declared on 25 January 2018 that owner-operator licences would be made available for all taxi areas in Tasmania except for the Hobart taxi area by tender, in response to reported demand for additional services in particular areas.

The 2018 tender was advertised on 29 September 2018 and will close at 2.00pm on Wednesday 17 October 2018.

You may tender a price for a taxi licence that is equal to or higher than the reserve price for the taxi area you want to operate in. The number of licences and their reserve price are shown below.

| **Taxi Area** | **Number of licences** | **Reserve price** |
| --- | --- | --- |
| Launceston | 5 | $35 000 |
| Devonport | 1 | $23 000 |
| Burnie | 1 | $23 000 |
| Ulverstone | 1 | $17 250 |
| George Town | 1 | $12 500 |
| Perth | 1 | $12 500 |
| West Tamar | 1 | $12 500 |
| Meander Valley | 1 | $12 500 |
| Circular Head | 1 | $11 250 |
| Break O’Day | 1 | $10 800 |
| New Norfolk | 1 | $10 800 |
| Huon Valley | 1 | $7 500 |
| Glamorgan/Spring Bay North | 1 | $3 750 |
| Kentish | 1 | $3 750 |
| Penguin | 1 | $3 750 |
| Tasman | 1 | $3 750 |
| Dorset | 1 | $2 250 |
| Glamorgan/Spring Bay South | 1 | $1 875 |
| Bruny Island | 1 | $1 000 |
| Central Highlands | 1 | $1 000 |
| Flinders Island | 1 | $1 000 |
| King Island | 1 | $1 000 |
| West Coast | 1 | $1 000 |

3.2 Who can tender for a licence?

You can tender for an owner-operator taxi licence if you are an individual aged 18 or over. Companies and partnerships can’t hold an owner-operator taxi licence.

If your tender is accepted, there will be conditions that you’ll have to meet before you can get the licence, including paying for the licence and showing that you meet the criteria for holding the licence. Before you decide to tender for a licence, you need to think about whether you can meet these conditions:

* You must satisfy the Commission that you will personally operate the taxi service.
* You must not have any fees owing to the Commission. If you have any fees that are due or overdue you should pay these fees before you put in your tender.
* You must be accredited to operate a passenger transport service. If you aren’t accredited, you should visit [www.transport.tas.gov.au/passenger/operators/accreditation](http://www.transport.tas.gov.au/passenger/operators/accreditation) to find out more about accreditation before you put in a tender.
* You must have a vehicle suitable to use as a taxi.
* You must pay for the licence. You should make sure that you have arrangements to get any finance you need within 56 days if your tender is successful.

See section 4.2 for more information on the criteria.

3.3 How do you tender for a licence?

You need to get a copy of the RFT. You can get this from the contact officer named in the newspaper advertisement, or from the Tasmanian Government Tenders website [www.tenders.tas.gov.au](http://www.tenders.tas.gov.au). This contains the legal information about the tender and the tender form.

**IMPORTANT**

It is important that you read and fully understand the information in the RFT before you put in a tender. If you need to, please seek your own independent, professional advice.

You must use the tender form included in the RFT. Make sure that you include all the information that the form asks for. Incomplete forms will not be accepted.

**3.3.1 Completing the tender form**

You must be an individual aged 18 or over to tender for an owner-operator taxi licence (a “natural person”). Companies and partnerships can’t hold an owner-operator taxi licence. If you aren’t a natural person the Commission will not accept your tender.

The information you’ll have to provide on the tender form is to show whether you:

|  |  |
| --- | --- |
| 1. Will be the operator of the taxi service operated under the new licence | The Commission may not accept your tender if you can’t show that you’re able to operate a taxi service in the area you’re tendering for. |
| 1. Have no outstanding fees (e.g. annual administration fees for another taxi licence) due to the Commission. | If you have any outstanding fees you should pay these BEFORE you submit your tender. The Commission may not accept your tender if you haven’t paid these fees. |
| 1. Are accredited to operate a passenger transport service. |  |
| 1. Are the registered operator of a suitable vehicle that isn’t being used as a taxi on another taxi licence. |  |

**Please refer to section 6 for more information about filling in the form.**

If you don’t have all the information about any of the criteria you can still put in a tender for an owner-operator taxi licence.

If there is more than one tender for the highest price for a licence, the Department will rank these tenders against the criteria. Priority will be given to the criteria in the following order:

1. (a) – Will be the operator of the service
2. ~~(~~b) – Has no outstanding fees
3. (c) – Is accredited
4. (d) – Has a suitable vehicle.

If you don’t meet all the criteria and your tender is successful, you will only have 56 days from the date of the letter to show the Commission that you meet these three criteria before you can get the licence. This is explained in section 4.

**3.3.2 Submitting your tender**

Once you’ve filled in the form, signed it and had it signed by a witness, put your form in an envelope, seal it, and write the following information on the front:

* The tender number (OOTL321/18).
* The tender description (Owner-operator taxi licence issue).
* The closing time (2.00 pm Wednesday 17 October 2018).
* Your name and return address.

If you don’t have a driver licence, make sure that you include any evidence of identity documents to establish your identity (this may include your passport, Medicare card or Centrelink Card).

Lodge your tender form at:

The Tender Box  
Ground Floor, Parliament Square  
4 Salamanca Place  
HOBART TAS 7000

The closing date for the tender is 2.00pm (Tasmanian time) on Wednesday 17 October 2018. No tenders will be accepted after that time.

**You must lodge it by:**

* **putting it in the tender box or**
* **submitting it electronically through the Electronic Tender Box: www.tenders.tas.gov.au**

You cannot mail, fax, email or otherwise electronically send it, or leave it at Service Tasmania or other Government Department.

3.4 How much should you tender for a licence?

The amount you tender must be equal to or greater than the reserve price for an owner-operator taxi licence in the taxi area for which you are tendering (see the table on page 7). Your tender won’t be accepted if it is lower than the reserve price.

State Growth can’t provide any advice about licence values. You need to decide for yourself what you think is a fair price to pay. In particular, under the existing legislation that more taxi licences will be made available every year and that ride-sourcing services are able to operate in Tasmania. Ride-sourcing services currently operate in the Hobart, Launceston, Burnie and Devonport taxi areas and may expand to other areas of Tasmania in the future.

If all the licences are sold in a taxi area and the average sale price is more than double the reserve price, more licences must be released in that area.

3.5 Do you have to pay GST on a taxi licence?

No. Owner-operator taxi licences aren’t subject to GST.

3.6 How will you find out if your tender was successful?

The Commission will write to all tenderers with the result of their tender(s) as soon as possible after the tender has closed. The Commission will advise all tenderers at the same time. Do not ask the contact officer about the result of the tender.

3.7 What happens to the unsold licences?

If not all of the owner-operator taxi licences are sold through the tender, the Commission will offer to sell the unsold licences at the reserve price once the tender is finished. A notice of the sale of unsold licences will be placed on the transport website.

1. Successful tenders

4.1 What happens if your tender is successful?

If your tender is successful you will get a letter to tell you that the Commission has accepted your offer for the issue of an owner‑operator taxi licence.

**This means that there is a contract in place between you and the Transport Commission for the issue of a licence.**

The letter will include:

* An invoice for the amount you tendered for the licence; and
* An application form.

You will have 56 days from the date of the letter to:

* Pay the tendered price for the licence (which is the amount which was set out on the invoice).
* Submit the completed application form that shows that you meet the criteria for getting a licence.
* Pay the $158 application fee.

If you don’t do these things on time, the Commission may rescind the contract to issue the owner-operator taxi licence to you. If this happens you won’t get the licence. You should organise your finance early, so that you’re able to pay on time, as you may not be able to get any extra time to pay.

4.2 How do you apply for a licence?

The application form will ask you for information that shows that you meet the criteria for getting a licence.

**The criteria for the issue of a new taxi licence are:**

* You must satisfy the Commission that you will be the operator of the taxi service operated under the licence.
* You must have no outstanding fees (e.g. annual administration fees for another taxi licence) due to the Commission. You should have paid any outstanding fees before you submitted your tender.
* You must be accredited to operate a passenger transport service.
* You must be the registered operator of a suitable vehicle that isn’t being used as a taxi on another taxi licence.

These criteria are explained below. You need to make sure that you meet all of these criteria **before** you put in your application form and pay for the licence.

**4.2.1 Operator of service**

Even if you are an accredited operator, you might need to provide more information to show that you will be genuinely operating the taxi service to be provided under the owner-operator taxi licence.

For example, if you live outside the taxi area for which you are successful at tender, you might need to explain the systems you will put in place to make sure you will be responsible for the day-to-day operation of your service. If you live a long way from the taxi area, you will most likely have to move closer to that area to operate the service.

If you’re in this situation, you should discuss this with the contact officer before you decide to put in a tender.

**4.2.2 Fees**

If you still have any outstanding fees due to the Commission, you must pay these fees before the Commission will issue your owner-operator taxi licence.

**4.2.3 Accreditation**

Operator accreditation is different to the authorisation you need to drive a taxi (an ancillary certificate). Accreditation is about running a taxi business. To get accredited, you have to have processes and record-keeping systems to make sure that your taxi service meets the safety and other standards.

Getting accredited can take several weeks, so you should start now. You’ll need to:

1. Visit the Self-Assessment Tool on the Transport website at:

<http://www.transport.tas.gov.au/passenger/operators/accreditation>

This will take you to the Accreditation Guide for Category A and B (which covers commercial transport), and an application form for accreditation.

1. Appoint an approved auditor to do a System Audit of your business systems. The auditor will send an audit report to the Department.
2. Get a National Police Certificate from Tasmania Police.
3. Fill in the application form.
4. Take the application form, the application fee ($124.82), your National Police Certificate and any other information the form asks for to Service Tasmania.

State Growth will assess your application. If a decision is make to issue accreditation, the Commission will send you a letter providing notice of the decision and an accreditation certificate.

**4.2.4 Vehicle**

This vehicle you are going to use as a taxi with the new owner-operator taxi licence must:

* Be registered in your name.
* Meet the relevant vehicle standards and age requirements. (In metropolitan areas (Launceston, Burnie and Devonport) a vehicle can’t be older than 5 years when it starts operating as a taxi and can’t operate past 8 years. In all other areas a vehicle can’t be older than 7 years when it starts operating as a taxi and can’t operate past 10 years.)
* Have the correct taxi equipment installed (taximeter, security camera (if required), roof-sign and tariff indicator lights).
* Have passed an inspection at a Type 2 Approved Inspection Station.
* Be correctly registered as a taxi with the correct (Class 6) MAIB premium.

State Growth recommends that you start looking for a vehicle as soon as you submit your tender. It could be difficult to find a vehicle quickly unless you already know the market for suitable cars.

4.3 How do you get your licence?

Once you’ve put in your application and paid for the owner-operator taxi licence, State Growth will assess your application. If the Commission is satisfied that you meet the criteria in section 4.2 and have paid the application fee and the tendered amount, it will issue the licence to you.

4.4 What happens if you don’t meet the criteria?

If your application doesn’t show that you meet the criteria, you might not get the owner-operator taxi licence.

In some circumstances, your application may be returned to you and you will be asked to provide more information. If you still can’t show that you meet the criteria after that, the Commission will rescind the contract to issue the licence to you and you won’t get the licence.

If you’ve already paid for the licence, the Commission will refund your payment, less a $200 administration fee. State Growth won’t pay any interest on a payment that is refunded to you.

4.5 What happens if you don’t pay for the licence?

You have to pay for the owner-operator taxi licence when you put in your application.

If you don’t pay on time, the Commission may rescind the contract to issue the licence to you and you won’t get the licence.

4.6 What happens if you change your mind?

You may change your mind at any time between lodging the tender and before making payment for the owner-operator taxi licence. If you decide to change your mind, you can:

* Withdraw your tender or
* Not agree to enter into the contract with the Commission to purchase the licence; or
* Not submit an application for the issue of an owner-operator taxi licence.

1. Taxi industry information

Taxi licences in some areas are expensive to buy and operate.

It’s important that, before you spend a lot of money, you understand how the taxi industry works in the area you want to operate in. It’s also important that you know the laws that apply to taxi services.

Changes to legislation were approved by the Tasmanian Parliament in August 2016 which allow for ride-sourcing services to operate in Tasmania.

A comprehensive review of the legislation relating to passenger transport in Tasmania is underway and it is possible that there will be changes to the taxi licence arrangements in the future. This might affect people who already hold taxi licences.

The Department strongly advises you to do some background research before you tender for a licence. This includes talking to people in the taxi industry such as network operators, taxi fleet operators and taxi drivers in the area you want to operate in.

Some things you should find out are listed below:

1. Find out about the proposed taxi and hire vehicle industry framework and how it affects taxi owners. Find out information at https://www.transport.tas.gov.au/passenger/taxi/taxi\_and\_hire\_vehicle\_industries\_regulatory\_review.
2. If you don’t already hold an owner-operator taxi licence, find out about the laws and other information specifically about owner-operator taxi licences. There are important differences between these licences and perpetual taxi licences. In particular:

* Owner-operator taxi licences must not be leased. You have to operate the service yourself.
* The Commission can cancel or suspend owner-operator taxi licences. You won’t get your money back if your licence is cancelled.
* The Commission can put conditions onto owner-operator taxi licences.
* You can only sell an owner-operator taxi licence to someone who meets the criteria for holding one of these licences.

1. Find out about the taxi area where you are seeking a licence. For example:

* Where are the boundaries?
* Which cities or towns do taxis operate in?
* Where are the taxi ranks?
* Where are the main places people might catch taxis to and from (e.g. hospitals, major employment centres, airports, tourist attractions, shopping centres, medical centres, retirement villages, nursing homes, entertainment precincts, sports grounds, etc)?
* Are there opportunities for work to or from nearby taxi areas?
* How many taxis are already operating in the area?
* Are more taxis needed in the area?

1. Find out if there is anything that might mean fewer people catch taxis at some times of the year. This might reduce your fare takings at these times.
2. Work out how you’re going to operate your taxi service. For example:

* Will you drive the taxi yourself or will you engage drivers for some or all of the driving?
* What will you do if you can’t get drivers?
* How will you get people to use your taxi service?
* What sort of advertising will you do?
* Do you want to join a radio network (taxi dispatch service) or will you arrange your own taxi bookings?

Taxi operators in Tasmania don’t have to join a dispatch service. Some dispatch services might not accept new members, and there might be waiting lists for those that do. You should talk about this with the dispatch service that you might want to join.

1. Develop a budget that covers your expected costs and revenues. At a minimum, a budget should include the following items:

* Estimated fare revenue and any other sources of revenue
* Driver costs, including Workers Compensation insurance
* Vehicle purchase/lease payments
* Taxi equipment purchase and maintenance
* Network/Dispatch service fees (if applicable)
* Fuel
* Vehicle repairs, parts and maintenance
* Vehicle registration and insurance
* Annual taxi licence administration fees
* Other fees such as inspection fees, accreditation audit fees
* Contingency for unexpected expenses.

1. Find out where you can get your taxi serviced and maintained, and where to get spare parts from.
2. Look at the different taxi equipment (e.g. taximeters, security cameras, etc), that’s available and decide which models you want to get.

* Find out where to get this equipment and where to have it serviced and tested.
* Make sure there’s a download agent that can perform downloads from security cameras in your taxi area.

1. Think about what you’ll do with the licence if you decide to stop operating your taxi.

* You can sell it to another operator, but this person also has to meet the criteria for holding an owner-operator licence.
* You can give the licence back to the Commission but you won’t get your money back.

1. The RFT

This section briefly explains the information in the RFT. It is not a substitute for reading the RFT. This means you can’t rely on this section to tell you everything you need to know about submitting a tender.

Make sure that you read and fully understand the information in the RFT before you put in a tender. If you need to, please seek your own independent, professional advice.

6.1 Important Information (Part 1)

This part explains that:

* Your tender has to meet all the terms of the RFT or the Commission might not accept it.
* You must submit your tender on the tender form. You must complete all the information on the form.
* You must only speak to the contact officer in the Department of State Growth about the tender. If you speak to anyone else in the Department your tender might be disqualified.
* If you submit a tender you are agreeing with the conditions outlined in Part 2 of the RFT.

6.2 Conditions of Tender (Part 2)

This part explains that:

* The Commission can change the tender conditions or extend the closing time. It has to advise people that it has done this.
* The Commission may not accept a tender if it doesn’t meet the conditions in the RFT.
* The Commission isn’t bound by anything that someone from the Department says about the tender unless this is in writing and is part of a contract to issue a licence.
* You must only speak to the contact officer in the Department of State Growth about the tender. If you speak to anyone else in the Department your tender might be disqualified.
* You must submit your tender on the form in the RFT and you must include all the information the form asks for.
* You can tender for more than one licence, but you need to complete a new form for each tender.
* You can only tender for the number of licences that are available.
* You must complete the Authorisation for Release of Driver Licence Information on the tender form.
* You must sign your tender yourself.
* Someone else must witness your tender.
* You must tender in Australian dollars.
* GST doesn’t apply to taxi licences.
* By putting in a tender, you are agreeing with everything that’s in the RFT.
* The Commission won’t pay any costs to help you prepare or lodge your tender or to provide any extra information the Commission asks for.
* The Commission may accept your tender any time within 90 days of the tender closing date.
* You must submit your tender at the tender box before the closing time.
* The Commission won’t accept late tenders. If your tender is late it will be sent back to you.
* If you don’t think the Department has conducted the tender according to the Tasmanian Government’s policies you can make a complaint about this.
* The criteria for whether a tender will be accepted are:
  + The tender form must be complete
  + The tender must comply with the conditions of tender
  + The price tendered must be equal or more than the reserve price
* If you don’t meet the criteria relating to being the operator of the service or having no outstanding fees, your tender might be rejected.
* If the Commission asks you to provide extra information, you have to provide this or your tender might be rejected.
* The highest compliant tender for each licence will be issued that licence.
* If there is more than one tender at the same highest price for one licence, the Commission will rank the tenders according to the criteria for the issue of a licence they meet in the following order:

1. Will be operator of the service.
2. Has no outstanding fees.
3. Is accredited.
4. Has a suitable vehicle.

* If there are still equal tenders after the equal tenders have been ranked, the Commission will ask the tenderers to provide further information about their performance in the industry. The Commission will assess that information and make a decision on which tenderer will get the licence.
* The Commission will write to all tenderers to tell them the outcome of their tender.
* The criteria for issue of a licence are as set out in section 4.2 of this guide.
* You must submit:

(a) An application form that shows you meet the criteria for issue of a licence;

(b) The $158 application fee; and

(c) The amount you have tendered.

within 56 days of the date of the letter from the Commission.

* If you can’t show that you comply with the criteria for the issue of a licence and/or don’t submit the application form, application fee and payment in the time you’re given, you might not get the licence. You may be given more time to show that you meet the criteria, but this won’t always happen.
* Once the Commission has accepted your tender, you are bound by the terms of the tender.

6.3 Tender Description (Part 3)

This part describes the tender.

* It explains why the tender is held, how many licences are available and the reserve price in each taxi area.
* It has background information about owner-operator taxi licences.
* It says that you should seek further information about taxi licences, including the laws that apply to taxis, before you decide to tender.
* It says that you must submit a fully completed tender form.
* It advises that government policy about taxis (and other types of transport services) can change at any time and that ride-sourcing services operate in Tasmania.

6.4 Tender Form (Part 4)

Part 4 is the form you have to fill in if you want to submit a tender.

Make sure that you fill in all the sections of the form, as your tender won’t be accepted if you leave any sections blank. If a question doesn’t apply to you, write “N/A” in the box.

**Section A – Date**

The date that you fill in the form.

**Section B – Your details**

Your:

* Full name (as it appears on your driver licence)
* Address
* Telephone number
* Date of birth
* Driver licence number.

**Section C – Details of your Tender**

**Taxi area**

The taxi area you want a licence for.

**Tender price**

The price you are tendering for the licence.

This must be greater than or equal to the reserve price (page 7 of this document) for the taxi area you want the licence for. Don’t include GST in your price, as GST doesn’t apply to taxi licences.

**Section D – Details relating to the criteria for issue of a licence**

This information is used to assess whether you meet the criteria for issue of an owner-operator taxi licence. You need to provide the following information:

1. ABN (if you have one – otherwise write N/A).
2. Whether you live in or near the area you’re tendering for.
3. Your current involvement with the taxi industry in the area you’re tendering for. If you’re not currently involved in the taxi area you will need to explain how you will operate the service if you don’t live in the taxi area (including potentially making arrangements to move into the area).
4. If you have any fees due to the Commission (e.g. annual administration fee for another taxi licence). You should pay any outstanding fees before you submit your tender.
5. Accreditation number (if you are accredited – otherwise write N/A).
6. If you currently have any taxis or vehicles that can be used as taxis.
7. The registration numbers of your taxis or vehicles that can be used as taxis.
8. If you currently operate any taxi licences.
9. The licence numbers of the licences you operate.
10. The vehicle that is normally used on each licence.
11. Which vehicle you will use on the new licence issued (if you have one – otherwise write N/A).
12. If the vehicle in (7) is already being used as a taxi, what you will do with that licence if you get a new licence.

You don’t have to meet all of the criteria when you put in a tender, but if there are two equal tenders for the same licence, a tenderer who meets the criteria would be ranked higher than a tenderer who doesn’t. If your tender is successful and you don’t have any of these things, you will only have a month to put this into place. This includes:

* Showing how you will operate the service if you don’t live in the taxi area (including potentially making arrangements to move into the area)
* Getting an Australian Business Number for your business
* Getting accredited
* Buying a vehicle suitable for use as a taxi.

**Section E – Tenderer’s Agreement and Signature**

By signing the form you

* Agree to be bound by the terms and conditions of the tender
* Confirm that the information you have provided is correct
* Agree that each party (yourself and the Commission) has obligations under relevant privacy legislation
* Agree that you will pay the tender price if the Commission accepts your tender
* Confirm that you are the person who is tendering for a licence.

**Section F – Witness**

You must get someone else to sign the form to show that they have seen you signing it.

**Section G – Witness details**

Name, address and driver licence number of the witness who signed the form.

**Section H – Authorisation for release of driver licence information**

Fill in your name and sign this declaration to authorise the Department to check details of your driver licence in its records.

**If the Tenderer does not have a driver licence, any documentation advised to the Tenderer by the Contact Officer is included with the Tender**

If you don’t have a driver licence, make sure that you put in any documents that the contact officer has asked you to include with your tender.

**Tick this box if the Tenderer is submitting more than one Tender**

You may submit more than one tender if a taxi area has more than one licence available. Please tick this box if you are submitting more than one tender.

6.5 Lodging your tender

Put your completed form in an envelope, seal it, and write the following information on the front:

* The tender number (OOTL321/18).
* The tender description (owner-operator taxi licence issue).
* The closing time (2.00 pm, Wednesday 17 October 2018).
* Your name and return address.

Lodge your tender form at:

The Tender Box  
Ground Floor, Parliament Square  
4 Salamanca Place  
HOBART TAS 7000

The closing date for the tender is 2.00pm (Tasmanian time) on Wednesday 17 October 2018. No tenders will be accepted after that time.

You must lodge it by putting it in the tender box or by submitting electronically at the tenderbox at [www.tenders.tas.gov.au](http://www.tenders.tas.gov.au).

You cannot mail, fax or email or send it, or leave it at Service Tasmania or other Government Department.

If your tender is not put into the tender box it will not be considered or accepted.

**Important**: Do not take your tender form to Service Tasmania. It will only be accepted if it is lodged in the tender box.

**Attachment 1**

Number of taxi licences issued for Tasmania (current and lapsed < 5 years)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Taxi area** | **Licence type** | | | | | | **Total** |
| **Owner-operator** | | **Perpetual** | | **Wheelchair** | |
| **Current** | **Lapsed** | **Current** | **Lapsed** | **Current** | **Lapsed** |
| Hobart | 89 |  | 228 |  | 47 | 3 | 367 |
| Launceston | 3 |  | 101 |  | 17 |  | 121 |
| Burnie | 0 |  | 21 | 1 | 0 |  | 22 |
| Break O’Day | 0 |  | 3 |  | 0 |  | 3 |
| Bruny Island | 0 |  | 0 | 1 | 0 |  | 1 |
| Central Highlands | 0 |  | 0 |  | 0 |  | 0 |
| Circular Head | 0 |  | 5 |  | 0 |  | 5 |
| Devonport | 4 |  | 23 |  | 11 |  | 38 |
| Dorset | 0 |  | 3 |  | 0 |  | 3 |
| Finders Island | 0 | 1 | 0 |  | 0 |  | 1 |
| George Town | 0 |  | 5 |  | 0 |  | 5 |
| Glamorgan Spring Bay North | 0 |  | 0 |  | 0 |  | 0 |
| Glamorgan Spring Bay South | 0 |  | 0 | 3 | 0 |  | 3 |
| Huon Valley | 3 |  | 5 |  | 0 | 1 | 9 |
| Kentish | 0 |  | 0 |  | 0 |  | 0 |
| King Island | 0 |  | 1 |  | 0 |  | 1 |
| Meander Valley | 0 |  | 2 |  | 0 |  | 2 |
| New Norfolk | 0 |  | 9 |  | 0 |  | 9 |
| Penguin | 0 |  | 2 |  | 0 |  | 2 |
| Perth | 5 |  | 8 |  | 0 |  | 13 |
| Tasman | 1 |  | 1 |  | 0 |  | 2 |
| Ulverstone | 2 |  | 7 |  | 2 |  | 11 |
| West Coast | 0 |  | 2 | 2 | 0 |  | 4 |
| West Tamar | 0 |  | 2 |  | 0 |  | 2 |
| **Total** | **107** | **1** | **428** | **7** | **77** | **4** | **624** |

Note- Not included in the above are licences which lapsed more than five years ago. A lapsed licence (including one which has been lapsed more than five years) can continue to hold the current status, but only when outstanding fees are paid.

Department of State Growth

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