



# **Tenders ACT**

## **Supplier User Manual**

### **Version 3.0**

**[www.tenders.act.gov.au](http://www.tenders.act.gov.au)**

**xx February 2020**

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## 1. Introduction

### 1.1 Background

The ACT Government (Territory) invites businesses to tender for procurement opportunities across the Territory. Using the Tenders ACT system you will find the information and support you need to participate in Territory procurement opportunities.

### 1.2 Purpose

This Tenders ACT Supplier User Manual is intended to be used as reference for registered suppliers.

### 1.3 Audience

The primary audience for this user manual is *Suppliers*. It may also provide as a useful context to *Directorate and Admin* users.

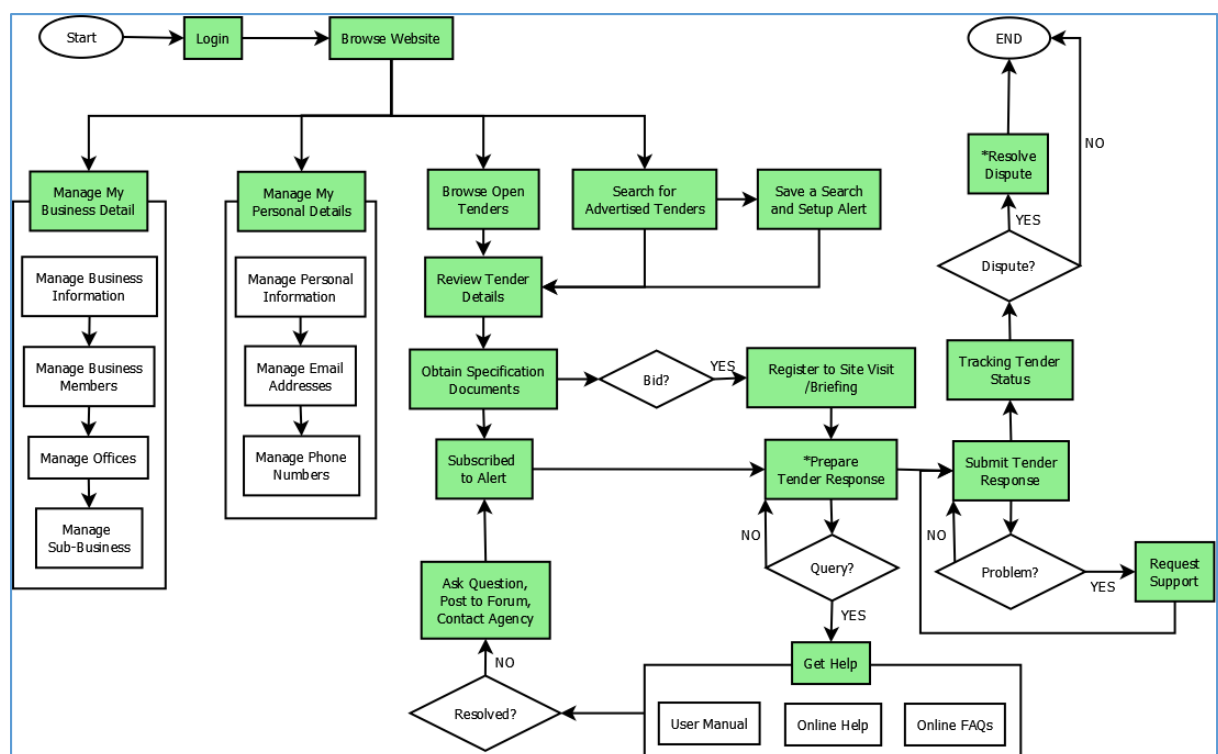
## 2. How to Use This Manual

### 2.1 Technical Requirements

Some technical adjustments may need to be made to your computer in order to use the Tenders ACT System. Refer to [Section 3](#) of this manual for details.

### 2.2 Supplier Processes

A high level overview of the process for registered suppliers supported by Tenders ACT. See [Section 4.4.1](#) on how to register as a user.



## 3. Technical Requirements

### 3.1 Minimum System Requirements

To access the Tenders ACT System, you need the following:

- Computer or Laptop
- Access to the internet e.g. through an ISP ( Internet Service Provider)
- PDF Document Reader e.g. Adobe Acrobat Reader
- One of the following Internet Browsers
  - Microsoft Internet Explorer version 8 or above
  - Mozilla Firefox version 30 or above
  - Google Chrome

Use of the following browsers is likely viable but, they have not been fully tested

- Apple Safari
- Opera version

### 3.1.1 Minimum Windows PC Requirements

- Pentium Processor 166MHz or faster
- At least 32MB of RAM
- 67MB free space
- Internet access
- Windows NT, Windows 2000, Windows XP or later

### 3.1.2 Minimum Mac Requirements

- Mac PC with a PowerPC processor or faster
- At least 64MB of RAM
- 67MB free space
- Internet access
- MacOS 8.1 or later

## 3.2 Web Browser Compatibility

### 3.2.1 Web Browsers

Use of the latest browser version is recommended, as previous versions may be limited to view only capability, leaving you unable to upload tender responses. The site uses cookies to keep track of users. If your browser is not cookie enabled you will have to re-enter your password every time you download a tender or submit a tender response.

To check the brand and version of your browser

- Open the browser
- Click Help or About if using Windows
- Click Chooser Menu or About if using Mac

If you encounter problems when viewing or transferring secure information to and from the Tenders ACT System, you may need to update your browser to the latest version.

The Tenders ACT web site is best viewed in

- 800 x 600 screen resolution or higher
- 256 colours or higher

### 3.2.2 Technical Queries

Any technical queries should be addressed to the Tenders ACT Team by

- clicking on the Help link on the menu on the left of the web page
- clicking the Request Support link, and
- filling out a request for support

If the Tenders ACT system is not available, you can send an email to the Tenders ACT Team at [tendersACT@act.gov.au](mailto:tendersACT@act.gov.au), or contact the Team on (02) 6207 7377.








## 4. Supplier Processes

### 4.1 Terminology and Symbols



#### 4.1.1 Some Common Icons

There are some common icons used throughout the web site which you should become familiar with. They are shown next to a heading or an object (e.g. an email address or phone number) and are directly associated with that heading or object.

Some icons are clicked to perform an action:

Icon	Meaning
	You can click on this icon to edit the object it is next too.
	You can click on this icon to delete the object it is next too.
	You can click on this icon to go to the download page for the documents for this tender.
	You can click on this icon to launch the date/time chooser, and select a date and time which will be entered into the text box it is next too.
	If you click on this icon, it will clear the date/time previously entered in this field by the date/time chooser. (This option is not available for date fields that are mandatory).
	You can click on this icon to download the documents for this tender.
	You can click on this icon to submit an electronic response to this tender.

Other icons provide information about the object or heading they are next too:

Icon	Meaning
	You can roll your mouse over this icon to display help about the heading it is next too.
	The object this icon is next to is a PDF/XLSX/CSV.

#### 4.1.2 Terminology

Clarifications on terminology used across the site are provided here for reference:

- 'RFx', 'Tender' and 'Request' (in the context of Request for Proposal or Request for Quotation etc.), are terms which are used interchangeably. In some contexts 'Specification' also means 'tender' e.g. 'specification documents' are 'tender documents'.

- Tenders which are 'Open', 'Current' or 'Advertised' all have the same status i.e. these terms are also used as synonyms.

## 4.2 Finding the Tenders ACT Web Site

The new Tenders ACT website ([www.tenders.act.gov.au](http://www.tenders.act.gov.au)) is the central source for all future public procurement opportunities within ACT. The site provides easy-to-use Internet access to tender opportunities and a facility to submit electronic tender responses.

To access the Tenders ACT System:

- Launch your browser (in this example we are using Microsoft Internet Explorer)
- Enter the URL of the site ([www.tenders.act.gov.au](http://www.tenders.act.gov.au)) in the Address line
- The Welcome to Tenders ACT page appears:

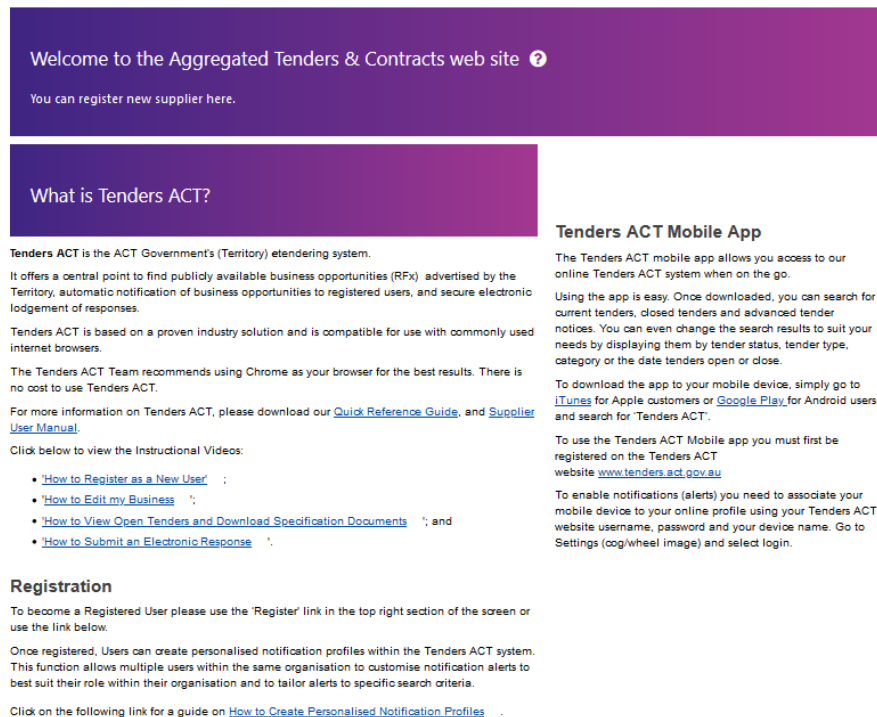


Figure 4-1 Welcome Page

## 4.3 Training

If you need training on any of the processes which follow in this User Manual

- click on the Help link on the menu on the left of the page
- click the Request Support link, and
- submit a request for training

## 4.4 Registration and Logging In

### 4.4.1 Registration

Registration allows you to login to the system using a Username and Password. Having an account will allow you to perform *Supplier* specific advanced functions including:

- Downloading soft copies of tender documentation and information.
- Setting up email notification of new tenders
- Receiving notification of amendments to tenders



- Uploading one or many tender responses through the System
- Receiving notification to that your business has been invited to take part in a selective tender.

It is recommended that all listed members of the business shall use their own credentials to access the Tenders ACT System for security purposes. This practice

- Will make it easier to identify the appropriate person to contact in the event of enquiries
- Will not complicate the use of personalized notification services

The Tenders ACT registration process will not process multiple registrations of the same business, although it will allow you to register sub-businesses (see [Section 4.7.4](#)). If your business is already registered and you want to be a user of Tenders ACT under that business, contact the Tenders ACT Team (see [Section 4.8.8](#)) to find out who the Primary Contact within your business is. This person will be able to add you as a user, if appropriate.

The use of the Tenders ACT website is governed by the Terms of Use, which when accepted constitutes an agreement between the person who wants to use the Tenders ACT Website and the Territory (including its agents, employees and subcontractors). Before using the system you are required to read and accept the Terms of Use.

#### *4.4.1.1 Register as Tenders ACT Supplier or User*

If you are aware that a primary contact of your organization has already been registered to Tenders ACT, you should ask them to login and add your personal registration to the existing business registration. This can be done by clicking on the *Administration* and then *Edit My Business* (Refer to [Section 4.7](#) for details)

If your organisation is not registered yet,

Click on the *Register* link shown on Figure 4-2.

**Welcome to Tenders ACT**

**What is Tenders ACT?**

Tenders ACT is the ACT Government's (Territory) tendering system.

It offers a central point to find publicly available business opportunities (RFx) advertised by the Territory, automatic notification of business opportunities to registered users, and secure electronic lodgement of responses.

Tenders ACT is based on a proven industry solution and is compatible for use with commonly used internet browsers.

The Tenders ACT Team recommends using Chrome as your browser for the best results. There is no cost to use Tenders ACT.

For more information on Tenders ACT, please download our [Quick Reference Guide](#), and [Supplier User Manual](#).

Click below to view the Instructional Videos:

- ['How to Register as a New User'](#)
- ['How to Edit my Business'](#)
- ['How to View Open Tenders and Download Specification Documents'](#)
- ['How to Submit an Electronic Response'](#)

**Registration**

To become a Registered User please use the 'Register' link in the top right section of the screen or use the link below.

Once registered, Users can create personalised notification profiles within the Tenders ACT system. This function allows multiple users within the same organisation to customise notification alerts to best suit their role within their organisation and to tailor alerts to specific search criteria.

Click on the following link for a guide on [How to Create Personalised Notification Profiles](#)

**Tenders ACT Mobile App**

The Tenders ACT mobile app allows you access to our online Tenders ACT system when on the go.

Using the app is easy. Once downloaded, you can search for current tenders, closed tenders and advanced tender notices. You can even change the search results to suit your needs by displaying them by tender status, tender type, category or the date tenders open or close.

To download the app to your mobile device, simply go to [iTunes](#) for Apple customers or [Google Play](#) for Android users and search for Tenders ACT.

To use the Tenders ACT Mobile app you must first be registered on the Tenders ACT website [www.tenders.act.gov.au](http://www.tenders.act.gov.au)

To enable notifications (alerts) you need to associate your mobile device to your online profile using your Tenders ACT website username, password and your device name. Go to Settings (cog/wheel image) and select login.

[Click Here to become a Registered User](#)

Figure 4-2 Main Page

- Terms and Condition page will appear. Please see Figure 4-3 & 4-4.

**Terms and Conditions**

[Site Map](#)

Review these Terms of Use and either Agree or Disagree (bottom of the page). You cannot proceed further if you disagree with the Terms of Use.

#### Important Notice

The use of the ACT Government's (the Territory) electronic tendering system (Tenders ACT) is governed by the following Terms of Use which when accepted, constitutes an agreement between the Territory (including its agents, employees and subcontractors) and the User. A User is any person including an individual or body corporate or organisation that is accessing or using the website of Tenders ACT and includes a registered user.

By accessing or using Tenders ACT, the User agrees to be bound by these terms and conditions and any applicable instructions, processes, procedures and recommendations as advised on Tenders ACT. Before continuing, the User should read these terms and conditions as they form a binding agreement between the User and the Territory regarding the use of Tenders ACT.

Tenders ACT will enable a User to:

- a. View tender documentation and information;
- b. Download tender documentation electronically via the Internet;
- c. Upload tender responses electronically via the Internet; and
- d. View details of Contracts Awarded in accordance with the Territory's contracts disclosure requirements.

The Territory may amend the Terms of Use at any time.

Figure 4-3 Terms of Use 1

## PRIVACY STATEMENT

<https://www.tenders.act.gov.au/ets/privacy.vm>

To continue with registration, please accept or decline these Terms & Conditions:

The image shows two rectangular buttons side-by-side. The left button is white with a thin grey border and contains the text 'I AGREE' in black. The right button is solid red and contains the text 'I DISAGREE' in white.

Figure 4-4 Terms of Use 2

- To continue with the registration, either click *I AGREE* or *I DISAGREE*
  - Click on the *I DISAGREE* button will just return you to the home page and you will not be able to login and use advanced functions of the System
  - Click on the ***I AGREE*** button will proceed to the Register New Supplier page.

## Register New Supplier ?

[Site Map](#)

### Business Information

Business Name*	<input type="text" value="Business Name"/>
Legal Name*	<input type="text" value="Legal Name"/>
ABN	Does your business have an Australian Business Number (ABN)? <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="text"/>
Organisation Type*	-- Select --
Address*	<input type="text" value="Address"/> <input type="text"/>
City*	<input type="text" value="City"/>
State/Province*	<input type="text" value="ACT"/>
Zip/Postcode*	<input type="text" value="Zip/Postcode"/>
Country*	<input type="text" value="Australia"/>

Figure 4-5 Register New Supplier 1

### Products/Services ?

☐ Check All Categories

<input type="checkbox"/> Apparel and Luggage and Personal Care Products
<input type="checkbox"/> Building and Construction Machinery and Accessories
<input type="checkbox"/> Building and Facility Construction and Maintenance Services
<input type="checkbox"/> Chemicals including Bio Chemicals and Gas Materials
<input type="checkbox"/> Cleaning Equipment and Supplies
<input type="checkbox"/> Commercial and Military and Private Vehicles and their Accessories and Components
<input type="checkbox"/> Defense and Law Enforcement and Security and Safety Equipment and Supplies
<input type="checkbox"/> Distribution and Conditioning Systems and Equipment and Components
<input type="checkbox"/> Domestic Appliances and Supplies and Consumer Electronic Products

Register New Supplier 2

### Trading Information (Fields with \* are mandatory)

Field	Description
Business Name *	Enter the full trading name of your business
Legal Name *	Enter the full legal name of your business
ABN *	Enter your Australian Business Number (11 digits, no spaces) or if you don't have an ABN, enter <b>NOABN</b> (with no spaces)
Organisation type *	Select a description which best describes your organisation type from the drop down list e.g. commercial Australian supplier, or public (non-business), etc.

Address *	Enter your business postal/physical address, including the City, State/Province, Country, and Zip/Post Code
Product/Services	If you wish to receive email notifications regarding new requests, please select one or more of the industry categories that suit your business

Website

Enter your business web address (if applicable)

Contact Information

First Name\*

Last Name\*

Position

User Name\*

Email Address\*

Phone Number

Figure 4-6 Contact Information Section

Supplier Contact Information

Field	Description
First name	
Last name	Enter the name and position details of the person you are registering as the Primary Contact for your business.
Position	
Username	Select a meaningful username consisting of at least six characters (numbers and/or letters). This will be used each time that you log in to the site. Tenders ACT does not support multiple registrations of a username, so if you receive an alert during registration that your username is already on the system, please try altering or rewording the username.
Email address	Enter the email address of the Primary Contact, which will be used by the system to send a registration confirmation and details of how to login to the site. This will also be used to dispatch automated notifications to you.  Tick Plain Text if you wish to receive plain text emails and not HTML emails.
Phone number	Enter the Primary Contact's telephone number with no spaces.

- Click on the *Register* button
- A confirmation page will displayed with the credentials mailed as well. See Figure 4-8

## Created MW Business

"MW Business" has been created

"Mel Williams" has been created and assigned to "MW Business".

Registration details and password have been emailed to:

- [asailendran@mortonblacketer.com.au](mailto:asailendran@mortonblacketer.com.au)

[Manage new business](#)

*Figure 4-8 Registration Confirmation*

- System generated password will be emailed to you with a confirmation of your registration. See Figure 4-9

Thank you for registering with [Tenders ACT](#).

Below is a confirmation of your username and password. You will only need to sign in to download tender documents and lodge electronic tender responses.

Your login details are:

Username: TestPerson

Password: id4vlejaALfO

Prior to using Tenders ACT you will have to log in to finalise your registration.

You can log in by following this link [Tenders ACT](#)

Once logged in you will be prompted to:

- Accept the Terms of Use of the site; and
- Change your password from the system generated one above. (This will ensure your password is more meaningful to you and will not be stored in clear text anywhere)

Your new password must be a minimum of 10 characters and must include at least three characters sets - uppercase letters, lowercase letters, numbers and special characters.

Please note you can change your password at anytime by selecting "Edit My Details" once logged in.

Your personal details are kept confidential and are only used for statistical purposes and to notify you of any alterations to tenders you have downloaded.

Please do not reply to this email.

If you have any questions or require further information about the operation of this site, please contact:

Tenders ACT Team

Email: [test@tenders.act.gov.au](mailto:test@tenders.act.gov.au)

Ph: +61 2 6207 7377

*Figure 4-9 Registration System Generated Password*

- Once you have logged in using the supplied password, you can change it to the password of your choice.

#### *4.4.1.2 Multiple Registration*

The Tenders ACT System does not allow multiple registrations of a business. You may receive an alert telling you that your business is already registered on the system. If this happens contact the Tenders ACT Team (See [Section 4.8](#)) and they will tell you who your primary contact is. Ask your primary contact to add you as a user for your business.

#### *4.4.1.3 Duplicate Registration*

If during the registration you receive an alert telling you that your name and email address are already registered but cannot remember your password see [Section 4.4.2.3](#) to reset it.

### 4.4.2 Logging In

#### *4.4.2.1 Initial Login (After Registration)*


- Click on the *Login* link on the public home page
- The member Login Page will appear. See Figure 4-10





You've been logged out successfully.


Supplier Login

Buyer Login









[Forgot your password?](#)

Sign in

Figure 4-10 Member Login Page

- Enter the username and the system generated password supplied from the confirmation email sent to you and click *Sign In* link.
- The first time you login, you will be presented by the Terms & Conditions page again.
- To continue with the first time login click *I AGREE* or *I DISAGREE*
  - Click *I DISAGREE* and it will take you back to home page and you will not be able to login and use the advanced functions of the system.
  - Click *I AGREE* and it will take you Reset Password Page.

Figure 4-11 Change Password Page

Changing Password ?

Site Map

For security purposes, passwords must be in the following structure:

- Password must be at least 10 characters long
- Password must contain an uppercase letter.
- Password must contain a lowercase letter
- Password must contain a number
- Password must contain a symbol such as %, \$, #, etc.
- Password must not contain spaces

Current Password\*

Current Password

Change Password\*

Change Password

Confirm Password\*

Confirm Password

Save Changes

- Enter the following information

Field	Description
Current Password	Enter the system-generated password provided in the confirmation email.
New password	Enter the password you have chosen. <b>It must be at least 10 characters, with at least one uppercase, one lower case, a symbol, no spaces and one numeric.</b>
Confirm password	Re-enter your password (so that any errors in entry the first time can be detected)

- Click the *Save Changes* button and a Confirmation Details Page will appear.

## Editing Person 'Test Person' ?

This page is used to manage your personal information, or the personal information of another member of your business.

### Personal Information ?

First Name *	<input type="text" value="Test"/>
Last Name *	<input type="text" value="Person"/>
Position	<input type="text" value="Position"/>
Allow Login	<input checked="" type="checkbox"/>
User Name *	<input type="text" value="TestPerson"/>
Password	<input type="button" value="Change Password"/>

### Role ?

Role	<input type="text" value="Respondent User"/>
------	--

### Email Addresses ?

<input type="button" value="+ Add Email"/>
<input type="text" value="asailendran@mortonblacketer.com.au"/>

### Phone Numbers ?

<input type="button" value="+ Add Phone"/>			
<input type="text" value="PHONE"/>	<input type="text" value="61"/>	<input type="text" value="02"/>	<input type="text" value="0432645362"/>
<input type="button" value="Save Changes"/>			

Figure 4-12 Confirmation Details Page

- Edit Details buttons will allow you to correct any mistakes entered.
- If all the details are correct, click on the *Save Changes* button to proceed.

#### 4.4.2.2 Subsequent Logins

To login:

- Click on *Login* link on the public home page
- Enter your registered Username and Password on the Login page
- Click on the *Sign In* button. Home page will be displayed and you will see your name at the top hand right corner of the page. See Figure 4-13

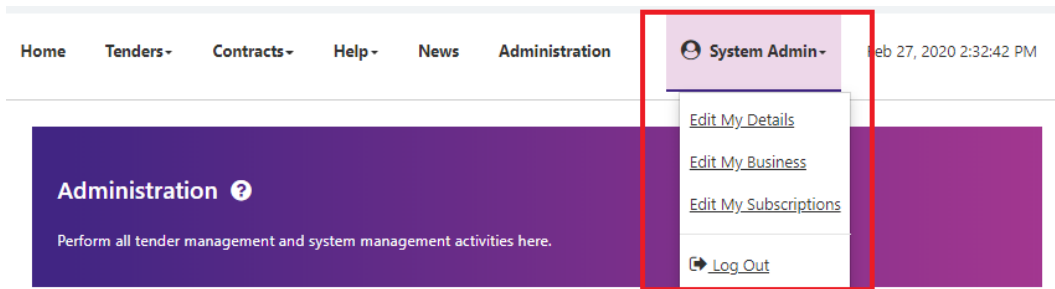


Figure 4-13 Home Page

#### 4.4.2.3 Reset Password

If you are logged in, you can change your password at any time using *Edit My Details* ([See Section 4.6](#))

If you are not logged in and have forgotten your password:

- If you have entered wrong Username or Password a Sign in Failed Page will be displayed (See Figure 4-14), click on the link *Click here to reset and have the new one sent to you* to reset your password. The Reset Password page will be displayed.
- If you simply wanted to reset your password without logging in, click the link *Reset Password* to direct you to Reset Password Page (See Figure 4-15)

 The image shows a login page for 'ACT Government'. At the top, there are two tabs: 'Supplier Login' (active) and 'Buyer Login'. Below the tabs is the ACT Government logo. There are two input fields: 'Username' and 'Password'. Below the 'Password' field is a 'Sign Up' link and a 'Forgot your password?' link, which is highlighted with a red box. Below these links is a blue 'Sign in' button. Below the button is an 'OR' separator and the text 'Sign in with'. Below this is the 'Consolidated Tenders' logo and a 'Tell me more!' link.

Figure 4-14 Wrong Login Credentials Page

Figure 4-15 Reset Password Page 1

- Enter the email address you used when you registered then click *Reset Password* button. The next page that will be displayed will ask for more details
- Enter your first and last name. Take note that the fields are case sensitive
- Enter the email address again
- Click *Reset Password* button
- If the details you have entered don't match the record the Tenders ACT System has, you will see an error advising you to Contact Tenders ACT Team. Otherwise, Reset Password Confirmation page will be displayed.
- Your username and a system-generated password will be emailed to you. (See Figure 4-16)

You have requested your password be reset for you using the "Reset Password" feature on Tenders ACT.

A password reset link has been generated for you. You will be able to use this link **once** and select a password of your choice. This link will expire in **4 hours**.

**Username** devadmin

**Password Reset Link** [Click Here to reset your Password](#)

If the link is not working for you, please copy and paste the below text into your address bar and hit the enter key:

<http://act.ct.qa.local/person/validateToken?id=327251&token=1cc4de8c-1929-40c5-93aa-d579ebdd5b32>

You will be redirected to a change password form on the system. This will ensure your password is more meaningful to you and will not be stored in clear text anywhere.

If you did not request a password reset, please ignore this email or contact support if you have questions.

You can change your password at anytime by selecting "**Edit My Details**" once logged in.

**Please do not reply to this email.**

Any enquiries related to this tender should be directed to the contact person shown on the information for the tender.

If you have any questions or require further information about the operation of this site, please contact:

**Tenders ACT Team**

Email: [test@tenders.act.gov.au](mailto:test@tenders.act.gov.au)

Ph: +61 2 6207 7377

**DISCLAIMER:**

This email, and any attachments, may be confidential and also privileged. If you are not the intended recipient, please notify the sender and delete all copies of this transmission along with any attachments immediately. You should not copy or use it for any purpose, nor disclose its contents to any other person. The Territory does not accept liability for any damage caused by this email or its attachments due to viruses, corruption, delay, interruption, unauthorised access or use.

**This notice should not be removed.**

Figure 4-16 Reset Password Confirmation Email

- Login using these details and reset your password to one only you know.

## 4.5 Browsing the Tenders ACT Web Site

This section covers the interactions that suppliers will have in regard to tenders, tender responses, and managing their own supplier details. Most tender related activities require the user to be registered and logged in.

### 4.5.1 Tenders ACT Homepage

The homepage is your primary access point. All Tenders ACT (except popup windows) retain the same basic layout, with consistent navigation and header and footer.

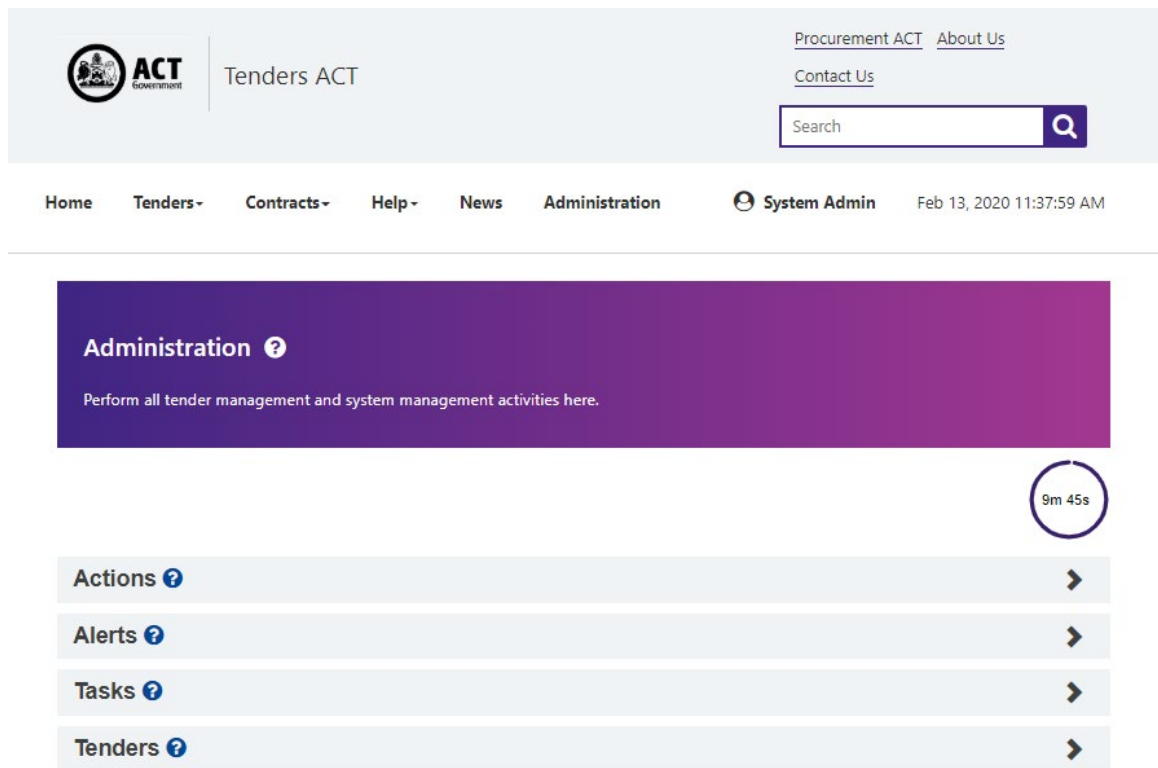


Figure 4-17 Tenders ACT Home Page

The main menu is located under the *Action* tab and allows you to navigate through the site:

Link	Description
<b>Home</b>	Clicking on this link at any time returns you to the home page.
<b>Tenders</b>	The Tenders page displays a condensed view of all tenders on the site.
<b>Open Tenders</b>	This page shows all open tenders. The list includes all public tenders, as well as selective tenders to which your business can respond. You must be signed in, and invited to bid, to see selective tenders.
<b>Closed Tenders</b>	This page shows those tenders that have closed for responses and not yet been awarded. The list includes all public tenders as selective tenders to which your business was invited to respond. You must be signed in to see selective tenders.

**Standard Conditions of Contract and Tender**

Displays Shared Services Procurement range of standard condition of contract and tender. However the standard terms and conditions can be changed anytime so it is the tenderer's responsibility to familiarise themselves with these.

**Search**

This is where you can search for a tender using a keyword, category and/or date and time. When signed in you can save searches and set

Up notification alert.

#### 4.5.2 Personal Functions

Several other functions that are available at the left hand side menu are features which allows you to edit your personal details, business details, request for help and logout.

Link	Description
<b>Help</b>	Here you will find general information about the site, together with questions and answers to some common enquiries.
<b>Request Support</b>	You can request support, or provide feedback on the Tenders ACT service. Support requests will be routed to the Tenders ACT Team, who may forward them on to others for resolution.
<b>Document Library</b>	This page is an access point to user guides, documents and further information relevant to Tenders ACT contracts
<b>Administration</b>	
<b>Edit My Details</b>	This will take you to a page where you can edit your registration details and manage some personal information such and username and password.
<b>Edit My Business</b>	This will take you to a page where you can edit details of your business. For example this will allow you to add multiple offices (if that applies to you). You may do this under this feature.
<b>Logout</b>	This will log you out of the Tenders ACT System.

#### 4.5.3 Additional Links

At the footer or bottom of all pages there are several additional links that will provide useful information:

Link	Description
<b>Feedback</b>	This page provides ways on how you will be able to communicate your comments and feedback.
<b>Languages</b>	Provides details of contact information to assist people speaking other languages than English.
<b>Sitemap</b>	Provides list of pages of all features the Tenders ACT has that isn't necessarily shown on the navigation menu.
<b>Jobs ACT</b>	This link will take you to <a href="http://www.jobs.act.gov.au">http://www.jobs.act.gov.au</a>
<b>Privacy</b>	The Tenders ACT website is operated in compliance with the ACT Government's Information Privacy Principles.



<b>Disclaimer</b>	This page describes the source of the data and includes disclaimers Relating to its origins and other disclaimers relating to links to external sites.
<b>Copyright</b>	The ACT Government Tenders ACT web site copyright details are outlined on this page.

- 4.6

Managing Personal Details
- 4.6.1

Managing Personal Information

To change your personal information login first and click on *edit My Details* link. This will take you to Editing Supplier Person page. See Figure 4-18

Editing Person 'System Admin' ?

This page is used to manage your personal information, or the personal information of another member of your business.

Personal Information ?

First Name \*System

Last Name \*Admin

PositionAdmin

Allow Login☒

User Name \*devadmin

Password

Change Password

Role ?

Is SysAdmin☒

Email Addresses ?

+ Add Email

asailendran@mortonblacketer.com.au

Phone Numbers ?

+ Add Phone

PHONE610881111111

PHONE6502876544

Manage Business ?

ACT Building & Construction Industry Training Fund Authority

+ Add Business

ActionsPrimary ContactBusinessAdmin Functions

No managed businesses.

Save Changes

Deactivate This Account

Figure 4-18 Edit My Details

25

Change your personal information as required:

Field	Description
<b>First Name</b>	These are used in correspondence by email and for reference purposes.
<b>Last Name</b>	
<b>Position</b>	Positions are used when trying to identify the appropriate person in your business for an agency to contact about an issue.
<b>Username</b>	You cannot alter your username
<b>Current password</b>	These three password fields are used to change your password
<b>Change password</b>	
<b>Confirm password</b>	

- When you have changed your details click *Save Changes* button. The changes will then be reflected to your account otherwise it will be discarded.
- The Person Information Modified page will be displayed.

#### 4.6.2 Managing Email Addresses

The Tenders ACT system can store multiple email addresses against your user account. These emails are used to inform you of the release of new tenders, updates to tenders, confirmations of tender submissions, and other important tender information, which will be sent to all email addresses entered against your name.

##### 4.6.2.1 Multiple Email addresses

Although you are only required to specify one email address, you are encouraged to enter multiple email addresses for the following reasons:

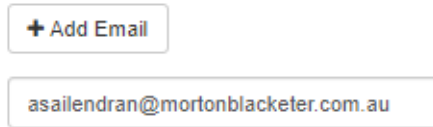
- Improved likelihood of receiving emails as soon as possible. Using more than one address ensures that you will receive the email if one of the services is temporarily unavailable.
- Entering the email address of an appropriate alternate person to yourself ensures that if you are unexpectedly away from the office, your alternate will receive the email and act accordingly.

##### 4.6.2.2 Adding an Email Address

To add an additional email/s

- Previously registered email will be listed on the Email Addresses Section. See Figure 4-19.

## Email Addresses ?

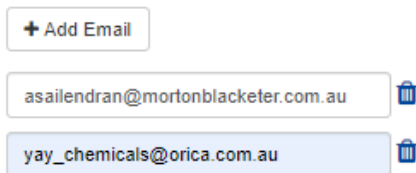


A screenshot of the 'Email Addresses' section. At the top is a button labeled '+ Add Email'. Below it is a single text box containing the email address 'asailendran@mortonblacketer.com.au'.

Figure 4-19 Registered Email

- Enter the additional or alternate email addresses in the text box by clicking the *Add Email Button*. See Figure 4-20

## Email Addresses ?



A screenshot of the 'Email Addresses' section. At the top is a button labeled '+ Add Email'. Below it are two text boxes. The first contains 'asailendran@mortonblacketer.com.au' and the second contains 'yay\_chemicals@orica.com.au'. Each text box has a trash can icon to its right.

Figure 4-21 New Email Address Added

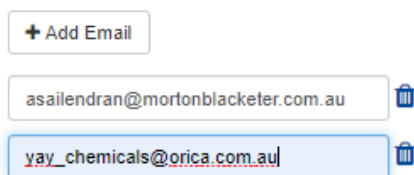
- Repeat the process if you still need to add more alternate email addresses
- Click *Save Changes* to have the new details reflected to your account otherwise it will be discarded.
- Person Information Modified Page will be displayed

### 4.6.2.3 Editing an Email Address

To modify an email address:

- Click on the *text box* of the email address that you wish to modify.

## Email Addresses ?



A screenshot of the 'Email Addresses' section. At the top is a button labeled '+ Add Email'. Below it are two text boxes. The first contains 'asailendran@mortonblacketer.com.au' and the second contains 'yay\_chemicals@orica.com.au'. Each text box has a trash can icon to its right. The second text box is highlighted with a blue border, indicating it is selected for editing.

Figure 4-22 Update Email Address

- Click the *Save Changes* button to have the modifications reflected to your account otherwise it will be discarded.
- Person Information Modified page will be displayed

#### 4.6.2.4 Deleting an Email Address

To delete an email address:

- Click on the *Delete* icon next to the email address you wish to remove

### Email Addresses ?

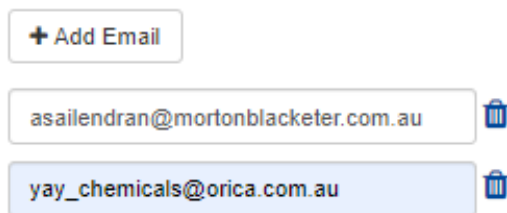


Figure 4-23 Email Addresses

- The email address will be deleted and will no longer be listed.
- Click *Save Changes* to have the modifications reflected to your account otherwise it will be discarded.
- Person Information Modified page will be displayed. Click *Return to where you were button* to return to home page.

### 4.6.3 Managing Phone Numbers

The Tenders ACT website can store multiple phone numbers against your user account. The Tenders ACT support staff may use these phone numbers to contact you when resolving support requests or problems relating to tenders. You are encouraged to provide both an office and mobile number so that you can be contacted when necessary. You may also provide the phone number of an alternate person to ensure that if you are unexpectedly away from the office, your alternate will be contacted.

#### 4.6.3.1 Adding a Phone Number

To add an additional phone number:

- Enter the new phone number without spaces in the textbox.

### Phone Numbers ?

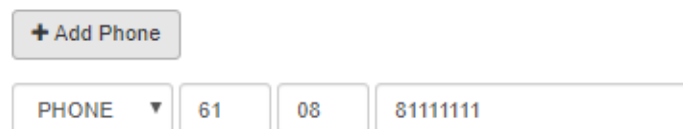


Figure 4-24 Phone Numbers

- Click the *Add* button to add the new phone number.

- The newly added phone number will be listed.

#### Phone Numbers ?

The screenshot shows a web interface for managing phone numbers. At the top is a button labeled '+ Add Phone'. Below it is a table with three rows of phone numbers. Each row has a 'PHONE' dropdown menu, a country code field, an area code field, and a main number field. To the right of each row is a trash can icon for deletion.

PHONE				
PHONE ▼	61	08	81111111	
PHONE ▼	61	02	1231312	
PHONE ▼	61	02	234243	

Figure 4-25 Phone Numbers with new Entry

- Repeat the process to add more contact details (Fax, Mobile, Home)
- Click *Save Changes* button to reflect the modifications to your system account otherwise it will be discarded.
- The Person Information Modified page will be displayed. Click *Return to where you were button* to return to home page.

#### 4.6.3.2 Editing a Phone Number

To modify a phone number:

- Click the text box of the phone number that you wish to modify.

#### Phone Numbers ?

This screenshot is identical to Figure 4-25, showing the 'Phone Numbers' interface with the '+ Add Phone' button and a table containing three phone number entries, each with a trash can icon for deletion.

Figure 4-26 Update Phone Number

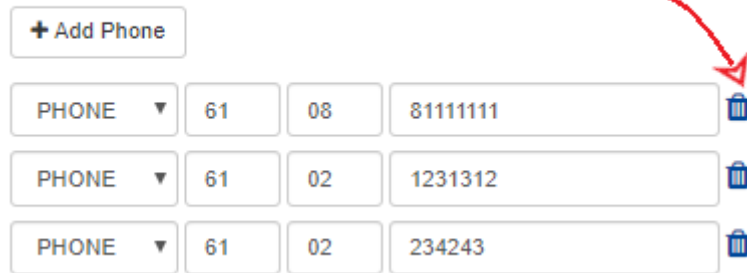
- Make the necessary modifications and click *Save Changes* button at the bottom of the page to reflect the modification to your system account otherwise it will be discarded.
- The Person Information Modified page will be displayed. Click *Return to where you were button* to return to home page.

#### 4.6.3.3 Deleting a Phone Number

To delete a phone number:

- Click the *Delete* icon next to the phone number that you wish to remove.

## Phone Numbers ?



+ Add Phone				
PHONE ▼	61	08	81111111	🗑️
PHONE ▼	61	02	1231312	🗑️
PHONE ▼	61	02	234243	🗑️

Figure 4-27 Phone Numbers

- The phone number will be deleted and will no longer be listed.
- Click *Save Changes* to have the modifications reflected to your system account otherwise it will be discarded.
- Person Information Modified page will be displayed. Click *Return to where you were* button to return to home page.

### 4.7 Managing Business Detail

To change your business details, click on the *Edit My Business* link on the left hand menu of the page. **You should not do this unless you are the Primary Contact for the business, or have the approval of the Primary Contact.**

This page is used to manage the details of your business. For example, when a new supplier registers, a business is created with one office and one member. More users and offices can be added to the business - this functionality is covered in [Sections 4.7.2](#) and [Sections 4.7.3](#).

#### 4.7.1 Managing Business Information

To change your business information:

- Update your business details as required:

## Manage Business ?

Manage this business and this business' people, offices, and sub-businesses.

### Business Information ?

Name *	<input type="text" value="Morton Blacketer"/>
Legal Name *	<input type="text" value="Morton Blacketer Pty Ltd"/>
ABN	Does your business have an Australian Business Number (ABN)? <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="text" value="12 3 _ _ _ _ _"/>
Abbreviation *	<input type="text" value="MB"/>
Default Invoicing * Address	<input type="text" value="Head Office - Level 6, 182, Victoria Square, Adelaide, SA, Australia, 5000"/>
Primary Contact *	<input type="text" value="System Admin"/>
Head Office *	<input type="text" value="Head Office"/>
Receive Summary * Mailout	<input type="text" value="Off"/>

Figure 4-28 Edit My Business

Field	Description
<b>Name</b>	If the trading name has changed for your business.
<b>Organisation type</b>	If the organisation type has changed e.g. from Commercial Australian Supplier to Commercial International Supplier.
<b>Legal Name</b>	If the legal name has changed for your business.
<b>ABN</b>	Enter the Australian Business Number (11 digits, no spaces) if the ABN has changed. Enter NOABN (with no spaces) if no ABN now exists for the business.
<b>ACN</b>	Enter the Australian Company Number (9 digits, no spaces) if the ACN has changed. Delete the number if ACN is now not available.
<b>Primary Contact</b>	You can only change the Primary Contact if you have multiple users registered, in which case they will show in the drop down list.
<b>Head Office</b>	You can only change the Head Office if you have multiple offices defined, in which case they will show in the drop down list.

<b>Phone Number</b>	Enter your business phone number (with no spaces) if your phone number has changed.
<b>Fax Number</b>	Enter your business fax number (with no spaces) if your fax number Has changed.
<b>Products/services</b>	Tick or un-tick the check boxes to change the codes that match your products or services. The codes refer to the United Nations Standard Products and Services Code (UNSPSC). Refer to <a href="#">Section 4.8.2</a> for setting up Email Notification Alerts related to these codes.

- 
- Once complete, click the *Save Changes* button to reflect the modifications to your system account otherwise it will be discarded.
    - If you entered NOABN on the ABN field, you may get a warning that another organisation also has an ABN of NOABN. In this case, simply click on the Save Changes button once again.
  - A confirmation page is displayed telling you that the update has been successful. Click *Return to where you were button* to return to Edit My Business page.

#### 4.7.2 Managing Business People

The Tenders ACT System requires that users be associated with a business. The primary reason for this is that people act on behalf of businesses when they transact tender activities. For example, when tender documents are issued and when responses are submitted, these activities are seen to be between the businesses themselves, rather than the people who performed them.

The most obvious benefit with business membership is that if a person within a business needs to be contacted urgently but is unavailable, then alternate members of the business can be contacted instead.

##### 4.7.2.1 Adding a Person

To register a new person for your business:

- Scroll down until you reach the People section of the page. The section is just after the Products/Services.
- Click *Add Person* link and Creating New Supplier Person page will be displayed



## Register New Supplier ?

This page is used to register your business with Tenders ACT. You are urged to read the detailed help before proceeding. Note that Tenders ACT will not process multiple registrations of the same business. If you have forgotten your password, rather retrieve it using the "Retrieve Password" service.

### Business Information

Business Name *	<input type="text" value="Business Name"/>
Legal Name *	<input type="text" value="Legal Name"/>
ABN	Does your business have an Australian Business Number (ABN)? <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="text"/>
Organisation Type *	-- Select --
Address *	<input type="text" value="Address"/> <input type="text"/>
City *	<input type="text" value="City"/>
State/Province *	<input type="text" value="ACT"/>
Zip/Postcode *	<input type="text" value="Zip/Postcode"/>
Country *	<input type="text" value="Australia"/>

### Products/Services ?

☐ Check All Categories

<input checked="" type="checkbox"/> Environmental Services
<input type="checkbox"/> Farming and Fishing and Forestry and Wildlife Contracting Services
<input type="checkbox"/> Farming and Fishing and Forestry and Wildlife Machinery and Accessories
<input type="checkbox"/> Financial and Insurance Services
<input type="checkbox"/> Financial Instruments, Products, Contracts and Agreements
<input type="checkbox"/> Food Beverage and Tobacco Products
<input type="checkbox"/> Fuels and Fuel Additives and Lubricants and Anti corrosive Materials
<input type="checkbox"/> Furniture and Furnishings
<input type="checkbox"/> Healthcare Services

### Contact Information

First Name *	<input type="text" value="First Name"/>
Last Name *	<input type="text" value="Last Name"/>
Position	<input type="text" value="Position"/>
User Name *	<input type="text" value="User Name"/>
Email Address *	<input type="text" value="Email Address"/>
Phone Number	PHONE <input type="text" value="61"/> <input type="text" value="02"/> <input type="text" value="Number"/>

Figure 4-29 Create New Supplier Person

- Enter the First Name, Last Name and Position of the new person
- Insert the Username the person will use to access the system. This needs to be unique, so if you are warned of a duplicate when you click the *Create* button, you may have to change this to something different.
- Insert a valid email Address.
- Enter the person's Phone Number (with no spaces) in the space provided.
- At the bottom of the page click on the *Create* button
- The Person Information Modified page will be displayed.
- Click *Return to where you were button* to return to Edit My Business Page.
- The newly added user/person will now be included in the list of registered user under the same business organization.

#### 4.7.2.2 *Editing a Person's Details*

To edit a person's details:

- Click the edit icon next to the person you wish to modify. The Editing Supplier Person page will be displayed

## Editing Person 'System Admin' ?

This page is used to manage your personal information, or the personal information of another member of your business.

### Personal Information ?

First Name \*

System

Last Name \*

Admin

Position

Admin

Allow Login

☒

User Name \*

devadmin

Password

Change Password

### Role ?

Is SysAdmin

☒

### Email Addresses ?

+ Add Email

asailendran@mortonblacketer.com.au

### Phone Numbers ?

+ Add Phone

PHONE

61

08

81111111

PHONE

65

02

876544

### Manage Business ?

ACT Building & Construction Industry Training Fund Authority

+ Add Business

Actions

Primary Contact

Business

Admin Functions

No managed businesses.

Save Changes

Deactivate This Account

Figure 4-30 Editing Supplier Person

- Edit the necessary fields required except for Role and Username which are not allowed to be modified at any given time.
- Once complete, click the *Save Changes* button to reflect the modifications to your system account otherwise it will be discarded.
- The Person Information Modified page will be displayed. Click Return to where you were button to return to the Edit My Business page.

#### 4.7.2.3 Deleting a Person

You will not be able to delete the person who is nominated as the Primary Contact for the business. In order to remove this person, first appoint another Primary Contact by editing the business details (see [Section 4.7.1](#) above), then delete the original Primary Contact.

To delete a person:

- Click the *Deactivate* icon next to the person you wish to remove. You will not be able to delete your primary contact as shown on Figure 4-31, the first person on the list is the assigned primary contact.

People ?

[+Add Person](#) 

Action	Name	Email Addresses	Role	Phone Numbers	Admin Functions
  	Agency Administrator	asailendran@mortonblacketer.com.au	Agency Administrator	Office: +61 (02) 123456789	<a href="#">Login As</a>
  	closing officer	jmills@mortonblacketer.com.au	Agency Administrator	Office: +61 (02) 2222	<a href="#">Login As</a>

Figure 4-31 People

- A confirmation pop up window will ask *by deactivating this account, the user will no longer be able to log in or receive email alerts. The user's information will be retained for audit purposes. Please enter the word 'delete' to confirm the deactivation.*
- Enter the word 'delete' to proceed with the deletion/deactivation otherwise click *Cancel*.
- The person will be deleted and will no longer be listed.
- Click *Save Changes* to have the modifications reflected to your account otherwise it will be discarded.
- Confirmation page will be displayed telling you that the update has been successful. Click *Return to where you were* button to return to Edit My Business page.

#### 4.7.3 Managing Offices

All businesses registered with Tenders ACT must have at least one physical office that accepts postal deliveries. Depending on the business you may have multiple offices, and you may choose to enter the details of these offices (if they will be involved in Tenders ACT tendering processes).

##### 4.7.3.1 Adding a New Office

To add a new office for your business:

- Scroll down until you see the Offices section of the page. Click *Add Office* link
- The Creating New Office page will be displayed.

Offices ?

[+Add Office](#)

Action	Name and Address	Phone Numbers	ETB	PTB
 	ETB Key Create Test Office Testing Avenue, Adelaide, SA, Australia, 0000	Office: +61 (02) 123456		
	Head Office Level 6, 182, Victoria Square, Adelaide, SA, Australia, 5000			

## Creating New Office ?

This page is used to manage the details of an office.

### General Details ?

Name \*

Alternative Collection Details

Has Physical Tender Box

☐

An electronic tender box can be added to this office from the business management page.

### Phone Numbers ?

+ Add Phone

OFFICE ▼

61

02

### Addresses ?

+ Add Address

Save Changes

Figure 4-32 Creating New Office

- Under General Details, enter the Name of the office. This Name should be the name that is used and well known to other members of the business. Where this office will be used for another purpose in a tender response, ensure that the name is meaningful to any agency.
- Tenders ACT can store multiple phone numbers for each office location. Phone numbers include fixed line, mobile and fax numbers. Provide a phone number, and identify whether it is an Office, Home, Mobile or Fax Number, and click the *Add* button. (Repeat this step for any other phone numbers).
- Enter the office Address in the field provided
  - Optional: You can also identify whether the address is a Postal or Physical Address (or both) by ticking the applicable checkbox
  - Click *Add New Address* button
  - Repeat the Add address process if the office has multiple addresses.
- Once complete click the *Save Changes* button so the changes will be reflected on your system account otherwise it will be discarded.
- Office Information Modified page will be displayed. Click *Return to where you were button* to return to Edit My Business page.

#### 4.7.3.2 Editing an Office

To edit an office:

- Click on the *Edit* icon next to the office you wish to edit.
- This will open the Editing Office page.

The screenshot shows the 'Editing Office' page for 'Head Office'. The page has a purple header with the title 'Editing Office 'Head Office' ?' and a subtitle 'This page is used to manage the details of an office.' Below the header, there are three main sections: 'General Details', 'Phone Numbers', and 'Addresses'. The 'General Details' section includes a 'Name' field with 'Head Office', an 'Alternative Collection Details' field, and a 'Has Physical Tender Box' checkbox which is checked. The 'Phone Numbers' section has an '+ Add Phone' button and a form with a dropdown menu set to 'OFFICE', and two input fields containing '61' and '02', followed by a 'Number' input field. The 'Addresses' section has an '+ Add Address' button, a trash icon, and a pencil icon. Below these icons, there is text indicating 'This address accepts postal mail' and 'This address is a physical address', followed by the address details: 'Level 6, 182', 'Victoria Square', 'Adelaide, SA, 5000', and 'Australia'. At the bottom of the 'Addresses' section is a 'Save Changes' button.

**Editing Office 'Head Office' ?**

This page is used to manage the details of an office.

**General Details ?**

*This office is a Head Office*

Name \* Head Office

Alternative Collection Details

Has Physical Tender Box ☒

**Phone Numbers ?**

+ Add Phone

OFFICE 61 02 Number

**Addresses ?**

+ Add Address

*This address accepts postal mail*  
*This address is a physical address*  
Level 6, 182  
Victoria Square  
Adelaide, SA, 5000  
Australia

Save Changes

Figure 4-33 Edit Office

- Make the necessary changes e.g. editing the office addresses, providing additional phone numbers.
- Once complete click on the *Save Changes* button so the modification will reflect on to your system account otherwise it will be discarded.
- Office Information Modified page will be displayed telling you that the update has been successful. Click *Continue* to go back to Edit My Business page.

#### 4.7.3.3 Deleting an Office

The system will not allow you to delete an Office if it is the Head Office. To be able to delete this office, first select another office as the Head Office using the Edit Office function (see [Section 4.7.3](#) Above), then delete the original Head

Office. To delete an Office:

- Click the Delete icon next to the office you wish to remove. You will not be able to delete your Head Office details as shown on Figure 4-34, delete icon will only appear if the entry is not the Head Office set.

### Offices ?

[+Add Office](#)

Action	Name and Address	Phone Numbers	ETB	PTB
 	ETB Key Create Test Office Testing Avenue, Adelaide, SA, Australia, 0000	Office: +61 (02) 123456		
	Head Office Level 6, 182, Victoria Square, Adelaide, SA, Australia, 5000			
 	Test Office test Street, Test Town, ACT, Australia, 3555	Office: +61 (02) 234234324		

Figure 4-34 Delete Office

- A confirmation pop up window will ask *Are you sure?*
- Click *Delete* to proceed with the deletion otherwise click *No*.
- The office will be deleted and will no longer be listed.
- Click *Save Changes* to have the modifications reflected to your account otherwise it will be discarded.
- Confirmation page will be displayed telling you that the update has been successful. Click *Return to where you were button* to return to Edit My Business page.

#### 4.7.4 Managing Sub-Businesses

If you have additional sub-businesses which offers further services you can add them using the Add Sub-Business function in the system. You should only do this if the sub-business will deal with Tenders ACT in its own right. The users and business details of the sub-business will be separate from the parent business.

##### 4.7.4.1 Adding Sub-Businesses

To add new Sub-Businesses:

- In Sub-Business section of the page, click *Add Sub-Business* link. The Register New Supplier page will be displayed.
- Enter the Trading Information, Supplier Contact Information, and Products/Services for the Sub-Business in the fields provided.

- Once completed click the *Register* button. A confirmation page will be displayed. See Figure 4-36

## Sub-Businesses

 Add Sub-Business

### Create New Sub-Agency

This page is used to register an agency with Tenders ACT.

#### Business Information

Business Name *	<input type="text" value="Test Sub-Business"/>
Legal Name *	<input type="text" value="TS Business"/>
ABN	Does your business have an Australian Business Number (ABN)? <input type="radio"/> Yes <input checked="" type="radio"/> No
Agency * Abbreviation	<input type="text" value="TSB"/>
Address *	<input type="text" value="1 King William Road"/>
	<input type="text"/>
City *	<input type="text" value="Adelaide"/>
State/Province *	<input type="text" value="SA"/>
Zip/Postcode *	<input type="text" value="5005"/>
Country *	<input type="text" value="Australia"/>

#### Contact Information

First Name *	<input type="text" value="Test"/>
Last Name *	<input type="text" value="Sub Business Person"/>
Position	<input type="text" value="Position"/>
User Name *	<input type="text" value="TSBPerson"/>
Email Address *	<input type="text" value="asailendran@mortonblacketer.com.au"/>
Phone Number	<input type="text" value="PHONE"/> <input type="text" value="61"/> <input type="text" value="02"/> <input type="text" value="0453625321"/>

Figure 4-36 Register New Supplier Page

- If the details are correct, click the Register button. In this case, a confirmation page will be displayed telling you that the registration has been successful.



## Created Test Sub-Business

"Test Sub-Business" has been created as a sub-business of "Morton Blacketer".  
"Test Sub Business Person" has been created and assigned to "Test Sub-Business".

Registration details and password have been emailed to:

- [asailendran@mortonblacketer.com.au](mailto:asailendran@mortonblacketer.com.au)

[Manage new business](#)

Figure 4-37 Register New Supplier Confirmation Page

- Login details for your Sub-Business will be emailed to the email address you entered.
- The newly added Sub-Business will now be listed. See Figure 4-38
- 

## Sub-Businesses ?

[+Add Sub-Business](#)

Action	Company
  	<b>Test Sub-Business</b> 1 King William Road, Adelaide, SA, Australia, 5005

Figure 4-38 Sub-Businesses List

### 4.7.4.2 Editing Sub-Businesses

To edit a sub-business:

- Click the *Edit* icon next to the sub-business you wish to modify
- Managing Sub-Business page will be displayed

## Manage Business ?

Manage this business and this business' people, offices, and sub-businesses.

### Business Information ?

This business is a Sub-Buyer of **Morton Blacketer**.

Name *	<input type="text" value="Test Sub-Business"/>
Legal Name *	<input type="text" value="TS Business"/>
ABN	Does your business have an Australian Business Number (ABN)? <input type="radio"/> Yes <input checked="" type="radio"/> No
Abbreviation *	<input type="text" value="TSB"/>
Default Invoicing * Address	<input type="text" value="Home Office - 1 King William Road, Adelaide, SA, Australia, 5005"/>
Primary Contact *	<input type="text" value="Test Sub Business Person"/>
Head Office *	<input type="text" value="Home Office"/>

### People ?

[+Add Person](#)

Action	Name	Email Addresses	Role	Phone Numbers	Admin Functions
	Test Sub Business Person	asailendran@mortonblacketer.com.au	Agency Administrator	Phone: +61 (02) 0453625321	<a href="#">Login As</a>

### Offices ?

[+Add Office](#)

Action	Name and Address	Phone Numbers	ETB	PTB
	Home Office 1 King William Road, Adelaide, SA, Australia, 5005			

### Sub-Businesses ?

[+Add Sub-Business](#)

### Prequalification Codes ?

[+Add Prequalification Code](#)

Action	Name
--------	------

Figure 4-39 Managing Sub-Business

- Follow the steps in [Sections 4.7.2](#) and [4.7.3](#) to Add, Edit, or Delete People or Offices for the Sub-Business
- Once complete, click the *Save Changes* button
- A confirmation page will be displayed telling you that the update has been successful. Click *Return to where you were* button to return to Managing Sub-Business page.

#### 4.7.4.3 Deleting Sub-Businesses

You cannot delete a sub-business.

The Tender ACT Team can do this for you. You can contact them using the Request Support

function.

## 4.8 Tender Processes

### 4.8.1 Browsing Tenders

To browse for tenders or contracts:

Click on the Tenders link on the menu at the left of the page

If browsing tenders, click on the type of tender you are interested in (Open/ Current, Closed etc.).

The related tender or contract page is displayed. It shows a condensed view of all tenders of the type selected.

Tenders are generally grouped according to their UNSPSC category i.e. product/service code, and then sorted in date order. Contracts are generally grouped by agency, and then in date order.

#### 4.8.1.1 Open or Current Tenders

The Open Tenders page displays a condensed view of all open/current tenders to which you can respond. This includes both public tenders and any selective tenders, which your company has been invited to respond to. Selective tenders will only show up if your company is selected as a respondent and you are signed in as a registered user of that company.

The condensed view provides basic tender information such as the Tender code, the tender status, the tender title, the issuing agency, closing date and a link to view full details of each tender.

To review open tenders:

**Current Tenders ?**

This page shows all open tenders. The list includes all public tenders, as well as selective tenders to which your business can respond. You must be signed in to see selective tenders.

**Search Results ?** Export to XLSX file

RFX Number	Details	Date	
99999.8 Open Other Arrangements	<a href="#">MOCK RFT for Practice Purposes</a> Prequalification Category: Not applicable ! Issued by ACT Government UNSPSC 1: 22000000 - Building and Construction Machinery and Accessories - 60% UNSPSC 2: 72000000 - Building and Facility Construction and Maintenance Services - 20% UNSPSC 3: 80000000 - Management and Business Professionals and Administrative Services - 20%	released Tue, 29 October 2019 2:30 PM closing Fri, 28 October 2022 2:00 PM	... ➔
31022.110 Open Other Arrangements	<a href="#">Medical Services Scheme</a> Issued by Chief Minister UNSPSC: 85000000 - Healthcare Services	released Fri, 30 August 2019 12:30 PM closing Wed, 31 August 2022 2:00 PM	... ➔
2017.29059.110 LRS2 Open Other Arrangements	<a href="#">Light Rail Stage 2 Advisory Services Panel</a> Prequalification Category: Eight In-Scope 'Sub-disciplines have mandatory Pre-Qualification Requirements Section 4.3.1 of RFT Issued by Transport Canberra and City Services UNSPSC 1: 72000000 - Building and Facility Construction and Maintenance Services - 10% UNSPSC 2: 78000000 - Transportation and Storage and Mail Services - 40% UNSPSC 3: 80000000 - Management and Business Professionals and Administrative Services - 50%	released Mon, 08 January 2018 3:00 PM closing Sun, 01 November 2020 2:00 PM	... ➔
27791.113 Open Other Arrangements	<a href="#">Valuation Services Scheme</a> Issued by Chief Minister UNSPSC 1: 80000000 - Management and Business Professionals and Administrative Services - 30% UNSPSC 2: 83000000 - Public Utilities and Public Sector Related Services - 40% UNSPSC 3: 84000000 - Financial and Insurance Services - 30%	released Fri, 08 July 2016 9:30 AM closing Mon, 06 July 2020 2:00 PM	... ➔

Records: 4

- Click on the **Open Tenders** link under *Tenders* menu. The Open Tenders page will be displayed.

Figure 4-40 Open Tenders

#### 4.8.1.2 Closed or Under Evaluation Tenders

This page lists all categories with tenders that have closed for responses, and not yet been awarded. The type of tenders includes all public tenders, as well as selective tenders to which your business was invited to respond. Selective tenders will only show up if your company is selected as a respondent and you are signed in as a registered user of that company.

If a tender is on this page it means that responses are being evaluated prior to award. It is possible that tenders may remain in this state for some time due to the time required for the evaluation of responses.




Recently Closed Tenders ?			
This page displays all tenders that closed in the last month. The list includes all public tenders, as well as selective tenders to which your business can respond. You must be signed in to see selective tenders. For a full list of Closed Tenders please use the Tender Search page.			
Search Results ?			
 Export to XLSX file			
RFx Number	Details	Date	
VC.2019.101 Closed Other Arrangements	<a href="#">Market Sounding for the Design and Construction Eco Lodge at the National Arboretum Canberra</a>  Prequalification Category: n/a Issued by Chief Minister UNSPSC 1: 72000000 - Building and Facility Construction and Maintenance Services - 40% UNSPSC 2: 83000000 - Public Utilities and Public Sector Related Services - 20% UNSPSC 3: 90000000 - Travel and Food and Lodging and Entertainment Services - 40%	released Mon, 28 October 2019 1:30 PM Closed Thu, 20 February 2020 2:00 PM	***
UAT05 Closed Request for Tender	<a href="#">Test 05</a> Issued by Glenns Testing Agency UNSPSC: 22000000 - Building and Construction Machinery and Accessories	released Thu, 06 February 2020 2:10 PM Closed Thu, 20 February 2020 2:00 PM	***
ATN 1654130 Closed Advanced Tender Notice	<a href="#">fsdarfsd</a> Issued by Glenns Testing Agency UNSPSC: 72000000 - Building and Facility Construction and Maintenance Services	released Thu, 06 February 2020 11:56 AM Closed Thu, 20 February 2020 2:00 PM	***
1212 Closed Request for Tender	<a href="#">132</a>  Prequalification Category: 13213 Issued by Morton Blacketer UNSPSC: 54000000 - Timepieces and Jewelry and Gemstone Products	released Thu, 20 February 2020 12:00 PM Closed Thu, 20 February 2020 2:00 PM	***

Figure 4-41 Closed Tenders

#### 4.8.2 Searching for Tenders and Setting up Alert

There are two search pages – one under Tenders on the left hand side menu and one under Open Tenders page. When a search is initiated, it will return all results that match the specified criteria. In other words, if a category and agency are specified, then the tender must meet both those criteria, as opposed to either of them. If you can't find a particular tender or contract, try reducing the number of criteria.

If you are a registered Tenders ACT user and you are signed in, then you can also create saved tender searches. Saved searches provide an easy way to perform frequently used search operations.

To search for tenders

- Click on the Search link under Tenders on the left hand side menu of the page
- The Search page will display. See Figure 4-42

**Tender Search** ?  
Site Map

**Profiles** ?

Profile	Delete	Alert
<a href="#">everything</a>		On
<a href="#">Vehicles</a>		Off
<a href="#">Clothing</a>		On

## Search Criteria










Keywords	<input type="text" value="Keywords"/>
Tender Code	<input type="text" value="Tender Code"/>
Tender Title	<input type="text" value="Tender Title"/>
Tender State	<input type="text" value="Open"/>
Tender Type	<input type="text" value="Any"/>
Prequalification Category	<input type="text" value="Prequalification Category"/>
Procurement Category	<input type="text" value="-- Select --"/>
Category	<input type="text" value="Start typing for autocomplete"/> 
Issued By	<input type="text"/>  
Opening Date	<div><input checked="" type="radio"/> From <input type="text"/>  To <input type="text"/> </div> <div><input type="radio"/> This Week (Monday - Sunday)</div>
Showing less than	<input type="text"/> Days old (0 Days indicates No Restriction)
Closing Date	<div><input checked="" type="radio"/> From <input type="text"/>  To <input type="text"/> </div> <div><input type="radio"/> This Week (Monday - Sunday)</div>
Awarded Date	<div><input checked="" type="radio"/> From <input type="text"/>  To <input type="text"/> </div> <div><input type="radio"/> This Week (Monday - Sunday)</div>
Secure Local Jobs Initiative	<input type="text" value="Any"/>
Order By	<input type="text" value="Any"/>
Grouping	<input type="text" value="None"/>
<div><input type="button" value="Search"/> <input type="button" value="Reset"/></div>	

Figure 4-42 Search Tender

#### 4.8.2.1 Search Criteria

The table below lists the various search criteria. In this table, the Wildcard column indicates the value that will cause the specific criterion to be ignored.

Search Criterion	Wildcard	Possible Values	Behaviour
Keywords	[blank]	Terms or phrases, optionally separated by AND or OR for complex searches	Performs a full text search on the tender title, description and category description, using the specified terms.
Tender State	Any	A specific tender status.	Returns tenders in the specified status
Tender Type	Any	A specific type of tender	Returns tenders of the specified type
Category	Any	A top level category	Returns tenders with a category that is equal to the specified category, or is a sub-category of the specified category.
Issued by	Any	A tender issuing agency	Returns tenders issued by the specified agency
Release date	[blank]	A start date, and optional end date	Returns all tenders that open after the specified start and before the specified end date.
(Open) This Week (Monday - Sunday)	[blank]	Appears under the Opening Date	Selecting this option will return the results for all tenders with Open status which opened This Week.
Closing date	[blank]	An end date, and optional start date	Returns all tenders that close before the specified end date, and after the specified Start date.
(Closing) This Week (Monday - Sunday)	[blank]	Appears under the Closing Date	Selecting this option will return the results for all tenders with Closed

#### 4.8.2.2 Ordering of Search Results

When the search results are presented, they are grouped and ordered according to one of the following options (depending on the criteria selected):

- Ungrouped and ordered by closing date
- Grouped by Agency, then ordered by closing date
- Grouped by Category, then ordered by closing date
- Grouped by Status, then ordered by closing date



### 4.8.2.3 Search Profiles (Saved Searches)

Search profiles are for tender searches and are an easy way to access frequently used search criteria. A search profile is created from an interactive search.

To save the search criteria created from the interactive search just type in a meaningful title in the *Save This Search As* field and click on the *Save Search* button.

Example below, search for tenders with “UNSPSC: 53000000 - Apparel and Luggage and Personal Care” category, when the results are displayed we could go to Profile section of the page and save the search under the title “Apparel and Luggage”. When the search page refreshes you would see the Apparel and Luggage Tenders profile:

lateResponseTest Closed Request for Tender	<a href="#">lateResponseTest</a> Issued by Chief Minister UNSPSC: : 53000000 - Apparel and Luggage and Personal Care Products	released Mon, 15 February 2016 9:11 AM Closed Mon, 15 February 2016 9:15 AM	***
32132321 Closed Request for Tender	<a href="#">Test - Mobile app %</a> Issued by Chief Minister UNSPSC: 53000000 - Apparel and Luggage and Personal Care Products	released Fri, 18 December 2015 11:53 AM Closed Fri, 01 January 2016 2:00 PM	***

Records: 14

### Profiles ?

Profile	Delete	Alert
<a href="#">Spacecraft</a>		<input checked="" type="checkbox"/> On
<a href="#">New this week</a>		<input checked="" type="checkbox"/> On
<a href="#">testing</a>		<input checked="" type="checkbox"/> On
<a href="#">new spacecraft</a>		<input type="checkbox"/> Off
<a href="#">Apparel and Luggage</a>		<input type="checkbox"/> Off

Save Search As

### Search Criteria ?

Keywords	<input type="text" value="Keywords"/>
Tender Code	<input type="text" value="Tender Code"/>
Tender Title	<input type="text" value="Tender Title"/>
Tender State	<input type="text" value="Any"/>
Tender Type	<input type="text" value="Any"/>
Prequalification Category	<input type="text" value="Prequalification Category"/>
Procurement Category	<input type="text" value="-- Select --"/>
Category	<input type="text" value="Start typing for autocomplete"/>
	<div>53000000 Apparel and Luggage and Personal Care Products </div>

Figure 4-43 Search Result

- The search profile stores the search criteria, not the search results. Therefore, the search results using the same profile will vary over time, as tenders change state and new tenders are published.

- You can save up to 10 named profiles. These profiles are saved against your username, so you must be logged in to see and use them.
- Once saved, the search profile provides one-click access to your favourite searches. Each time you go to the search page, you can simply click on the named profile to view currently open tenders in that category.

The search profile can be deleted any time by clicking on the Delete icon (see example above).

#### 4.8.2.4 Setting up Alert

Alerts notify you of relevant tenders by email. To create an alert:

- Create a search profile (see [Section 4.8.2.3](#) above)
- Click on the *Alert (On/Off)* button next to the search profile.
- For the example below, you could toggle the *Alert (On/Off)* button next to Spacecraft Tenders:

**Profiles** ?

Profile	Delete	Alert
<a href="#">Val's Search for Crooked tender</a>		
<a href="#">All tenders</a>		

Figure 4-44 Search Profile List

- The list would now show the alert as On/Off depending on the previous state of alert;

The creation of emails from these search profile alerts is automated and does not require you to be in the site or signed in. All registered users can receive email alerts.

Each day the web site performs the following sequence of automated events:

- Load profiles that are flagged for alerts
- Perform a tender search using each profile in turn and add tenders to the list of results
- Remove duplicate tenders from the list of results
- Remove tenders from the list that have already been sent in a notification email
- If there are any tenders left in the list, send email notifications to the user
- 

The above process means that:

- Any number of profiles can be flagged as an alert
- A tender will only be counted once, even if it appears in a number of search profiles
- You will only be alerted of a tender once
- The notification will be sent to all your email addresses. For example:

#### 4.8.2.5 Removing Alert

A profile can be deselected as an Alert by toggling on the *On/Off Alert* button next to the profile. See example below for the NASA Tenders profile:

## Profiles


Profile	Delete	Alert
<a href="#">Spacecraft</a>		 On
<a href="#">New this week</a>		 On
testing		 On
<a href="#">new spacecraft</a>		 Off
<a href="#">Apparel and Luggage</a>		 Off

Figure 4-46 Search Profile List

### 4.8.3 Reviewing Details of Open Tenders

To view details of a tender, or download specification documents, or submit responses:

- From the Tenders page click on the tender title you are interested in
- The Tender Details page will display (see the example on the next page)

The Tender Detail page is divided into sections as shown in the example. It will only display those sections that are relevant to the tender. For example if a tender does not have a briefing or site visit, then the Briefings section of the page will not appear.

The individual sections of the Tender Details page are described in the sections which follow. For more detailed information on a particular section refer to the Help next to that section.

#### 4.8.3.1 General Information

The top section of the page provides general information about the tender, including:


Page Section	Description
<b>Title</b>	A brief description/name of the request
<b>Issued by</b>	The agency that released the request
<b>Type</b>	The type of request issued e.g. Tender, Advance Tender Notice, Expression of Interest, etc.
<b>Status</b>	Identifies the status of the request e.g. current, future, etc.
<b>Number</b>	The reference number used by the agency to issue the request
<b>UNSPSC</b>	The allocated category code that best suits the tender

#### 4.8.3.2 Enquiries

This section provides the contact details of the person responsible for responding to any queries relating to the tender. This ensures suppliers direct their enquiries to the appropriate person.

## Display 2017.29059.110 LRS2 ?

This page displays the details of an RFx. See the detailed help in each section for specific information.

Light Rail Stage 2 Advisory Services Panel   
Directorate/Agency Transport Canberra and City Services

### Other Arrangements

**Status:** Open  
**Number:** 2017.29059.110 LRS2  
**UNSPSC**  
72000000 - Building and Facility Construction and Maintenance Services - (10%)  
78000000 - Transportation and Storage and Mail Services - (40%)  
80000000 - Management and Business Professionals and Administrative Services - (50%)  
**Prequalification Category:** Eight In-Scope 'Sub-disciplines have mandatory Pre-Qualification Requirements Section 4.3.1 of RFT




### Description

Establish a panel of consultants to provide transport-related advisory services for Stage 2 of the Canberra Light Rail Project. Eight In-Scope 'Sub-disciplines have mandatory Pre-Qualification Requirements Section 4.3.1 of RFT

*Under this Open Panel arrangement, interested Tenderers may submit a tender response at any time, until the prescribed closing date of 1 November 2020. Tender submissions will be evaluated in accordance with the endorsed process and Tenderers will be notified of the outcome of this assessment. If successful in being appointed under the Panel, Tenderers are advised that there is no guarantee of work and that other ACT Government Directorates may utilise the Panel outside of the Canberra Light Rail Project and in accordance with the Terms and Conditions of the Panel Deed.*

### Enquiries ?

#### Contacts

 Tenders ACT Team  
 Phone: +61 (02) 62077377  
 [tendersact@act.gov.au](mailto:tendersact@act.gov.au)

#### Other Contacts

 Ash Cahif / TCCS Director Project Development  
 Project Officer  
 FAX: +61 (02)  
 Office: +61 (02) 62051212  
 [ashley.cahif@act.gov.au](mailto:ashley.cahif@act.gov.au)

Figure 4-47 Tenders Enquiries Section

#### 4.8.3.3 Description

Tender description is the summary information or a brief overview of the requirements of the tender. The description is normally sufficient for a potential supplier to determine whether the tender is something that they should consider responding to.

#### 4.8.3.4 Responses

The Responses section contains the tender closing date and time. At this time the tender will change from open to closed status and will no longer accept responses. This section also details how responses can be submitted electronically, according to the options available for the tender (see [Section 4.8.7](#)).

#### 4.8.3.5 Specification Documents

Tenders are associated with one or more documents. These documents can include general tender information including the lodgement process, functional and technical specifications, drawings, plans, draft contracts and pro-forma documents for tender submission, etc. In some cases they may not be documents, but physical items such as samples.

The Specification Documents section lists all documents and items related to the tender. Each specification document or item has the following properties:

<b>Title</b>	This is the display title that is used to refer to the specification document or item. For downloaded (electronic) specification documents, this is set to the file name. For physical items, it is the item title.
<b>Description</b>	For electronic documents, the format of each individual file is communicated in the description field e.g. it may show a Word or PDF icon. The version, date and size of the file, and applicable collection options are also shown. For physical items, this is the item description.
<b>Note</b>	Instructions for collection (particularly for physical items – if any) may be provided here.

#### [4.8.3.6 Briefings](#)

This section provides details of any briefings or site visits relating to this tender.

A briefing or site visit has the following properties:

<b>Location</b>	Briefings and/or site visits can be held at any of the agency offices, or at an alternative venue.
<b>Date &amp; Time</b>	Date and time of the briefing or site visit.
<b>Mandatory</b>	Whether attendance at the briefing or site visit is a condition of responding to the tender.
<b>Registered Attendees</b>	Registration for the briefing can be done through this link.
<b>Special Notes/ Instructions</b>	Additional information regarding the briefing or site visit, for example preparation details, transport arrangements, etc.

#### [4.8.3.7 Online Forum](#)

If this option is available, it allows the user to submit a text question to the on-line forum for the tender. [Section 4.8.5](#) explains how to do this.

#### [4.8.3.8 Links to Document Viewers](#)

Links to third-party file viewers, which may be required to view downloadable specification documents, are provided at the bottom of the Display Tender page.

### [4.8.4 Obtaining Tender Documents](#)


Issuing agencies have the option to make documents or physical items available by Download (if they are electronic), or by Post, by Fax or by Order for Collection (if they are physical items). However, many tenders will only offer one or two of these options, with Download being the most likely option available for electronic documents.

#### [4.8.4.1 To Download Tender Documents](#)





From the relevant Tender Details page, in the Specification Documents section

- Click the *Download Now* link on the Specification Documents section



## Specification Documents ?

 Download Now

### Original Documents

- ▶ 2017.29059.110 Draft Services Panel Deed (Attachment 11) 
  - Version 1 (04/01/2018)
  -  Available by Download
- ▶ 2017.29059.110 RFT (LRS2 Advisors Panel) 
  - Version 1 (04/01/2018)
  -  Available by Download

### Addenda/Additional Documents

- ▶ 2017.29059.110 Standard Conditions of Tender (Attachment 1) Services 
  - Version 1 (16/01/2018)
  -  Available by Download



▶ [Click here to view a current list of document recipients](#)

Figure 4-48 Specification Document

- Download for Tender Document page will be displayed.

### Download for Tender Documents ?

This page allows you to easily download tender specification documents from the Tenders ACT website to your PC. File downloads are coordinated by the use of Java Applet technology which provides greater functionality OR the standard HTML download technology, which does not require the use of the applet.


RFx Number	Details	Date	
2017.29059.110 LRS2 Open Other Arrangements	<a href="#">Light Rail Stage 2 Advisory Services Panel</a>  Issued by Transport Canberra and City Services UNSPSC 1: 72000000 - Building and Facility Construction and Maintenance Services - 10% UNSPSC 2: 78000000 - Transportation and Storage and Mail Services - 40% UNSPSC 3: 80000000 - Management and Business Professionals and Administrative Services - 50%	released Mon, 08 January 2018 3:00 PM closing Sun, 01 November 2020 2:00 PM	... 

Download Documents To download the documents, click on the Download Documents button. If you do not wish to download all the documents electronically just uncheck the box next to the file name(s) you do not want.


### Specification Documents

☒ Select All ☐ Select None


2017.29059.110 Draft Services Panel Deed (Attachment 11) (version 1, dated 04/01/2018 09:25)

☒  2017.29059.110 Draft Services Panel Deed (Attachment 11).doc

2017.29059.110 RFT (LRS2 Advisors Panel) (version 1, dated 04/01/2018 09:25)

☒  2017.29059.110 RFT (LRS2 Advisors Panel).doc

2017.29059.110 Standard Conditions of Tender (Attachment 1) Services (version 1, dated 16/01/2018 15:02)

☒  2017.29059.110 Standard Conditions of Tender (Attachment 1) Services.pdf

Download Documents

Figure 4-49 Download Tender Documents

- A File Download dialog box will be displayed asking you to Open or Save the file
- Click/Select on the *Save* button to continue.
- Once complete, the downloaded file is usually stored under [SYSTEM DIRECTORY] /Users/<YourComputerUsername>/Downloads folder if you did not specify a folder to store the file.
- Navigate through the folder where the document is saved.
- If the document is an archived file (e.g. file ending in .zip/.rar) right click on it and select *Extract All*.
- The extract dialog box will be displayed.
- Navigate to the folder where you want to save the files to be extracted in, and click *Extract* button.
- The files will be extracted.

#### 4.8.5 Communication about the Tender

##### 4.8.5.1 Post to a Forum

The Online Forum provides a place to obtain clarification about a tender. The Forum can only be submitted if tender documents are downloaded.

To submit a post:

- Browse or search for the tender
- Click on the tender title to display the tender details
- Click Download Now link to download documents (applicable only if documents are downloaded prior to submitting a forum)
- Click on the *Link to Forum* link

#### Online Forum

**Forum posts cannot be posted after 13 March 2021 09:57 AM**

The online forum provides a place to comment and obtain further clarification if needed.

In order to submit or comment on a post you must be logged-in and have downloaded the documents.

Comments cannot be posted after 13 March 2021 09:57 AM.

[▶ Link To Forum](#)

*Please note that the use of the forum for supplier self-promotion is unacceptable and may result in the supplier having their account suspended. Such posts shall not be responded to or published on the forum.*

Figure 4-50 Link to Forum

- The Online Forum page will be displayed

In order to submit a post you must be logged in, have downloaded specification documents for this tender and the tender must not be closed.

RFx Number	Details	Date
2017.29059.110 LRS2 Open Other Arrangements	<a href="#">Light Rail Stage 2 Advisory Services Panel</a> Issued by Transport Canberra and City Services UNSPSC 1: 72000000 - Building and Facility Construction and Maintenance Services - 10% UNSPSC 2: 78000000 - Transportation and Storage and Mail Services - 40% UNSPSC 3: 80000000 - Management and Business Professionals and Administrative Services - 50%	released Mon, 08 January 2018 3:00 PM closing Sun, 01 November 2020 2:00 PM

Forum Created 09/01/2018 08:45

### Supplier Post #2 - Prequalification

[Publish Post](#) [Reply](#) [Edit](#) [Delete](#)


Posted on 29/10/2019 09:30 by Phil Bird of *Estimating & Construction Support (ECS)*


[Publish Post](#) [Reply](#) [Edit](#) [Delete](#)


Posted on 09/01/2018 14:05 by Amaranth King of AECOM Australia


Subject\*


Content\*






















































































































































































































































































































Figure 4-51 Online Forum

- Enter your query in the Submit Post text box (See example above) and click the *Submit*



Post button.

- Your post will not be immediately displayed on the forum, as the responsible tender officer needs to review it. (Your post may never be displayed if the officer thinks it should not be published).
- The officer may choose to:
  - Not publish the post and answer the query through a Question & Answer addendum to the tender, in which case you will be notified of the Addendum by email, or
  - Publish the post with a response.
- If other suppliers make posts to the forum which are published, you will receive an email notification.

#### 4.8.5.2 Enquiries Contact

If neither the Ask a Question nor Post to Forum options are available, use the Enquiries contact on the Tender Details page to communicate with the agency about the tender.

#### 4.8.5.3 Briefing Registration

To register for a briefing:

- click on the “Registered Attendees” link from Tender Display

### Briefings ?

#### About Us

A briefing session will be held at **2 King William Road, Adelaide, SA, Australia, 5005** on **16 April 2020 03:11 PM**.



A site visit is a pre-requisite to submission and consideration of a bid.



Attendance at the briefing is a pre-requisite to submission and consideration of a bid.



Registration closes on **28 February 2020 03:11 PM**



Briefing Registrations

Figure 4-52 Briefings Availability

- The Briefing Register page will display

Figure 4-53 to register to one of the briefings

- To register yourself, click “Add Yourself”. This will add your name in the list.
- To add other unregistered attendees from your company, click “Add Other Attendees”.
- Enter Attendee’s name in Briefing Attendees Names and click “Add”. This will add the attendee in the list.

Please Note: The list of attendees is only limited to your company

#### 4.8.6 Submitting a Tender Response

- A MOCK RFT is available on the Open Tenders page to provide an opportunity for users to practice downloading documents and uploading responses.
- Before you respond to an electronic tender, make sure that you have fulfilled all the requirements for the particular tender, and have allowed time for the response to upload before the tender closing time.

To submit a tender response:

- Click on the Tenders link.
- For the tender you want to respond to, click on the electronic response icon under Responses Section. Note: Tenders with an Invited status are only open for electronic response to those businesses specifically invited by the Directorate/agency.
- The Submit Electronic Response page will display:

## Submit Electronic Response ?

The Submit Electronic Response page allows 15 entry fields that you can browse and select the files you wish to submit. Suppliers are able to send multiple electronic responses to the same RFx.

RFx Number	Details	Date	
99999.8 Open Other Arrangements	<b>MOCK RFT for Practice Purposes</b> Issued by ACT Government UNSPSC 1: 22000000 - Building and Construction Machinery and Accessories - 80% UNSPSC 2: 72000000 - Building and Facility Construction and Maintenance Services - 20% UNSPSC 3: 80000000 - Management and Business Professionals and Administrative Services - 20%	released <b>Tue, 29 October 2019 2:30 PM</b> closing <b>Fri, 28 October 2022 2:00 PM</b>	... 

[Edit](#)

No default content

Drop files for your response here...

[Submit Response](#)

[Clear](#)

[Use Manual Upload](#)

Figure 4-54 Submitting Response

- Upload your response either using the drag n drop option or through manual upload
- The Submit Electronic Response page will display, which provides 15 entry fields that allow you to use Browse buttons to select the files you wish to submit and the description field for each file which is optional
- Use the Browse buttons to select the files you wish to submit. When the files have been selected, click the Upload Response button at the bottom of the page.
- During the transfer of the files, a pop-up window will advise you that lodgement is in progress.
- When the upload has successfully completed, a confirmation page will display showing a receipt number and the list of the files you submitted.

## Electronic Response Confirmation ?

This page confirms that your response to the selected RFx has been successfully received and processed. Please double check that the listed documents contain all the documents that you intended to submit as part of your response.

RFx Number	Details	Date	
99999.8 Open Other Arrangements	<a href="#">MOCK RFT for Practice Purposes</a>  Issued by ACT Government UNSPSC 1: 22000000 - Building and Construction Machinery and Accessories - 80% UNSPSC 2: 72000000 - Building and Facility Construction and Maintenance Services - 20% UNSPSC 3: 80000000 - Management and Business Professionals and Administrative Services - 20%	released Tue, 29 October 2019 2:30 PM closing Fri, 28 October 2022 2:00 PM	... 

System Admin successfully submitted an electronic response to the tender shown above.

Your response receipt number is: 618851.

The response upload commenced 27 February 2020 02:57 PM and completed on 27 February 2020 02:57 PM.

You have uploaded the following files:

Upload Time	File Name (size)	Integrity Checksum
27 February 2020 02:57 PM	attach.PNG (597 bytes)	10bb28cd9e9af944d304bcd49e03a33f9dca660575d930d519807c1efca0c58c

Confirmation of your response will be emailed to you shortly at the following email address(es):

- support@consolidatedtenders.com

Figure 4-56 Electronic Response Confirmation

- You should print this as proof of your submission. The confirmation page will also be emailed to you. You should also retain this email.

#### 4.8.6.1 *Hints and Tips When Uploading Files*

Note the following in regard to electronic tender responses:

- You must not leave uploading your response to the last minute. You should start this process at least 2 hours before tender closes.
- If you are on the Submit Electronic Response page inactive for more than 30 minutes, then please refresh this page and log in to Tenders ACT again to submit the tender response.
- Documents and spreadsheets should be submitted in Microsoft Office readable formats or PDF formats. Before submitting in proprietary or other formats, ensure that these will be acceptable (check the conditions of the tender).
- Filenames should not contain special characters e.g. plus (+) or minus (-) symbols. It should only contain a... z, A... Z, 0...9.
- Suppliers are able to upload electronic responses to the same tender more than once. For example an alternative response may be uploaded as well as a compliant response, or a replacement document may be uploaded to supersede a previously uploaded document.
- Uploaded responses are stored on the server in encrypted format and cannot be accessed by agency staff until the closing date and time of the tender.
- To minimise up-load problems, it is recommended that your response documents not exceed 100 megabytes. We recommend that the response be broken into parts to facilitate lodgement (if larger than 100 MB).
- File names should not exceed **80** characters in length.
- Files should be uploaded from a high level directory (we recommend the desktop) to ensure that the total of the **file name and file path does not exceed 100 characters**.
- If you do not get receipt, then submit your response again.

#### 4.8.6.2 *Seeking an Extension*

If the Tenders ACT system suffers an interruption in service during a period which includes the closing time for a tender you are responding to, or you start submitting a tender but the submission process fails (uncompleted) so that you miss the closing time, use the tender Enquiries contact (see [Section 4.8.3.2](#)) to request an extension.

Extensions are not guaranteed. You should check the conditions specified for the tender, and ensure you submit your tender response early enough to comply with the conditions specified.

#### 4.8.7 *Tracking Tender Status*

After a tender is closed it is evaluated. It is only when the tender has been evaluated and finalised that the contract is awarded, and the tender converts to a contract.

Government policy requires successful and unsuccessful tenderers to be notified of their status after the tender process has concluded. Unsuccessful tenderers can request that a full debrief on their submission be provided. There is no support in the Tenders ACT system for these processes i.e. they are handled manually.

## 4.8.8 Getting Help

### 4.8.8.1 Using TendersACT Help

- The Help function on the menu amongst the main tabs at the top of the home page is an on-line directory of information to help you understand and use the Tenders ACT system. (See details of FAQs, Request Support later in this document).
- For specific help for a particular page, click the *Help Icon* link alongside the title of the page in question (if it is available). This will pop up a new window that will display the help topics for the page you are on. For example on the Edit My Business page, a Help icon link is displayed (see Figure 4-57)

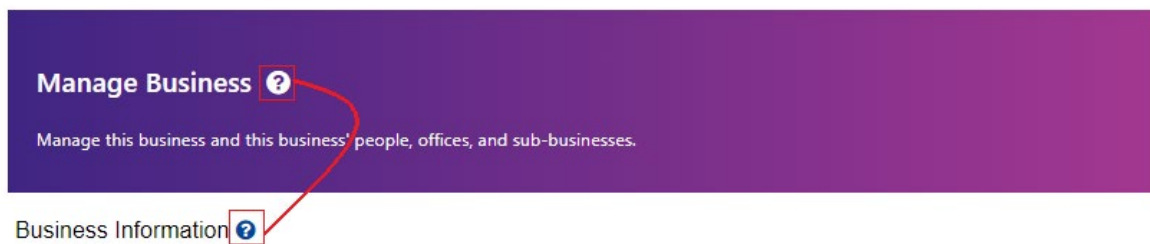


Figure 4-57 Detailed Help Link

- For help on the various sections of any page, roll your mouse over the help icon (the ‘?’) next to each section. For example, rolling your mouse over the Help Icon for Phone Numbers will display the following:

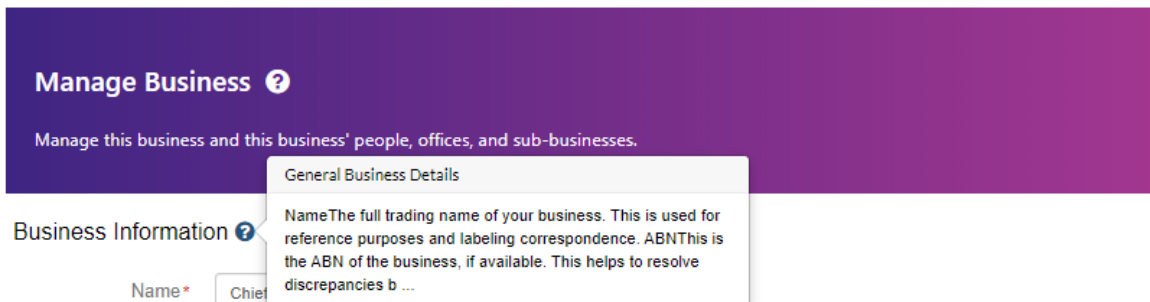


Figure 4-58 Help Tooltip

### 4.8.8.2 Frequently Asked Questions (FAQs)

To access FAQs

- Click the Help link in the menu from among the tabs on top of the page
- The FAQ page will display.

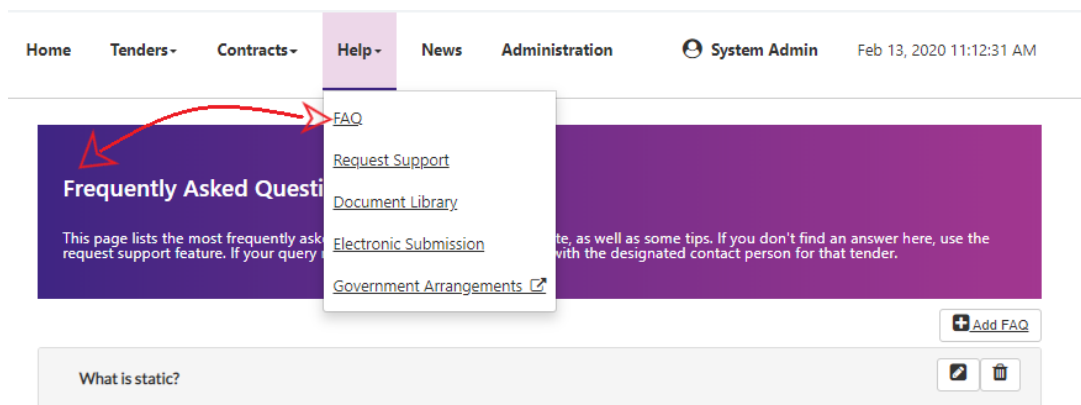


Figure 4-59 FAQs

The FAQ page provides a list of topics known to be of interest to most users, and is frequently updated based on support requests received through the Tenders ACT Team. FAQs are displayed as an indexed list at the top of the page with anchor links to the question and answer lower down on the same page.

If you don't find an answer here, use the Request Support feature (see below). If your query relates to a specific tender then follow up with the designated Enquiries contact person for that tender.

#### 4.8.8.3 Request Support

A user can request support, or provide feedback on the Tenders ACT service. Support requests will be routed to the Tenders ACT Team, who may forward them on to others for resolution.

To request support:

- If you are a registered user you should login prior to requesting support
- Click the Help menu from the header on the top of the page, and then the Request Support sub-link. The Request Support page will display (see later).
- If you are logged in, your registered contact information is used. If you are not a registered user, the Request Support page will provide extra text boxes for you to enter the following information:
  - Your Name so that correspondence can be addressed to you
  - Your email address so that correspondence is returned by email
  - Your Phone Number
- In either case you should provide a description of the problem or feedback in the Problem Description field. See Figure 4-60

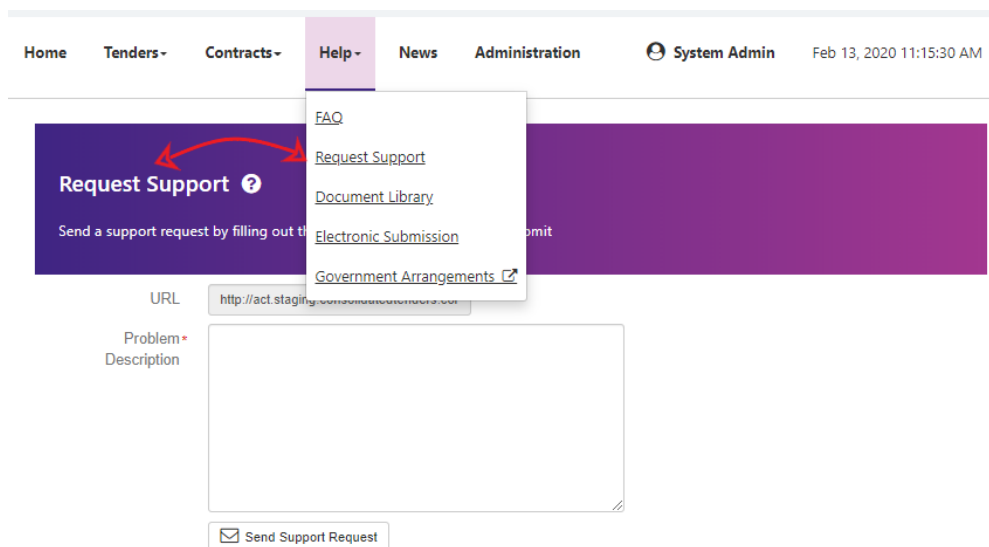


Figure 4-60 Request Support

- After providing the required information, click the Send Support Request button
- A confirmation page will display

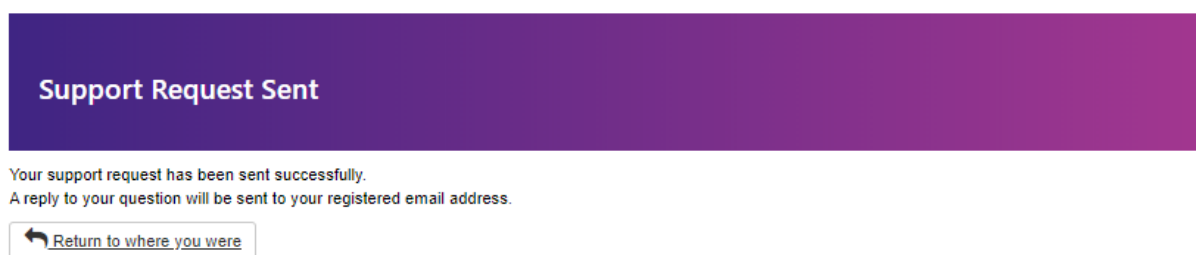


Figure 4-61 Request for Support message has been sent

- Responses are usually responded by email, although Tenders ACT Team may call by phone to clarify the issue if necessary

#### 4.9 Logging Out

If your session with the Tenders ACT website remains idle for too long (e.g. 30 minutes), the system will automatically log you out. In this case you will need to login again.

To log yourself out when you have finished your work:

- Click on the Logout link from the drop down menu under the current logged in user tab.

