

Tasmanian Government Tenders Online

System Overview

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Procurement, Risk and Contract Management Branch
Department of Treasury and Finance

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I Introduction

The Tasmanian Government Tenders website is an online tendering system used by Tasmanian Government agencies to make information available to local, national and international businesses about procurement opportunities.

The Tenders website is used by state government agencies. Some Government Business Enterprises, State-owned Companies and statutory authorities may also use this website, while others may choose to use alternative methods to advertise their procurements.

The system reflects traditional processes and controls that have always been utilised by Tasmanian Government agencies in relation to Government tendering. New users to the system are encouraged to read this overview. For a detailed guide on how to use this site please refer to the *Tasmanian Government Tenders Online Business User Manual*, which is available from the Tenders website under the 'Tools & Help' menu.

2 Quick guide to eTendering

The business opportunities advertised on the Tasmanian Government Tenders website, by participating Tasmanian Government agencies, are listed on the website at <http://www.tenders.tas.gov.au> under the:

- Future Opportunities menu – provides information on projects that may be offered in the future; and
- Open for Bids menu – provides details of current opportunities that are open to receive submissions from prospective suppliers.

The website also provides the details of awarded contracts which have been reported on the site, and includes the expiry date for each contract. This information will assist you identify when new contracts may be offered.

2.1 How to find information on the website

2.1.1 Browsing

You can find an array of tendering information on the website, sorted under the four stages of the procurement life-cycle. These four stages correspond with the menu bar on the website and are identified as:

1. **Future Opportunities** – opportunities that may be offered in the future;
2. **Open for Bids** – opportunities that are open and are seeking responses from businesses;
3. **Closed for Bids** – opportunities that have closed, but not awarded (ie they are either still being evaluated or the opportunity was one that only sought information from potential suppliers for a future tender that may be undertaken); and
4. **Contracts Awarded** – opportunities that have closed and the successful supplier(s) have been selected.

Users can view the list of procurement notices for each stage utilising various sorting functions under the menu bar, depending on the stage. These sorting functions include:

- Indicative Date (future opportunity notices only) – sorts data by the anticipated date the formal procurements will be open for bids;
 - Region (future opportunity notices only) – sorts data by the general regions of where the goods and/or services are intended to be provided/conducted;
 - Agency* – sorts data by each agency;
 - Category* – sorts data by type of goods, services and work;
 - Closing Date (open for bids and closed for bids notices only) – sorts data by the response closing dates;
 - Recurrent* (awarded contract notices only) – lists contracts that agencies have identified as likely to be re-tendered upon the conclusion of the existing contract; and
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- Date Awarded* (awarded contract notices only) – sorts data by the dates contracts were signed.

* When searching contract awarded information, the quick browse function is limited to contracts that were awarded in the past 30 days. For a broader date range using the same functionality, users should use Search Awarded Contracts (referred in the next section) by selecting the search function required and entering date parameters.

2.1.2 Searching

There are three search areas on the website:

- Search Awarded Contracts (located under the Contracts Awarded menu) – where you can use a number of search options to find details of past procurements;
- Search All Notices (located under the Tools & Help menu) – where you will find details of procurements at any stage of their life cycle; and
- ‘Quick Search’ (a search box located on the far right hand side of the menu bar) – where you can quickly enter details to get a fast result. This is particularly effective if you know the tender ID or specific details of the procurement.

2.2 Information you need to know

2.2.1 Open for Bids information

Each Open for Bids notice on the site will contain the following information:

- procurement title (ie the name that the opportunity is known by);
- type/procurement method being used;
- status of the procurement;
- unique procurement ID number/tender ID number;
- opening date (ie the date from when submissions can be lodged);
- closing date and time;
- name of the agency responsible for the procurement;
- category of the works, goods or services being sought;
- description of the works, goods or services being sought;
- details of how to obtain offer documentation;
- details of where to lodge submissions;
- details of the person to whom tender enquiries must be directed; and
- additional information, for example, details of site meetings.

2.2.2 General procurement information

If you are seeking general information about how the Tasmanian Government purchases or information on what goods or services a particular agency buys, visit the [Winning Government](#)

[Business](#) section of the [Purchasing](#) website at <https://www.purchasing.tas.gov.au/>. This website also provides information on how to market your business to agencies and tips on planning and preparing bids.

2.3 Registration of your details

You are required to enter a user name and password when either downloading electronically available tender documents or when electronically lodging a response (where these functions are available). To obtain a user name and password you must first register on the system by clicking on the 'Register for eTendering' link provided on the home page or under the Tools & Help menu.

Simply follow the prompt and once you have entered the correct details you will be able to proceed with the task that you set out to perform. The information you enter to register will only be used for tendering related matters in accordance with the eTendering Personal Information Protection Statement, which is available from the 'Edit my details' page or from a link in the footer area.

Note: If you are tendering on behalf of someone else you should alter your registration details to reflect the body that you are tendering on behalf of or create a new registration account.

If you have any trouble with your registration please contact us on the details provided at the 'Contact Us' page located under the Tools & Help menu. When you complete your registration details you may opt to be notified by email of new opportunities as they arise. This is done based on your relevant categories of interest. You will be able to amend your registration account at any time to stop receiving notification emails.

2.3.1 Why do I have to register?

The reason that you are asked to log on to the system when collecting the documentation is simple. Government agencies need to know who they are potentially doing business with in case the specification changes during the course of the procurement. When you registered you are asked to include a valid email address. An email message will be sent to this address if an addendum (an amendment or update to the original information) is issued. If you do not take the addendum into consideration in your response, then your response may be rendered invalid or may simply leave your response out of the running.

The reason you are required to log on to the system when lodging a response is so there is a record of who has responded to the specific procurement. When it comes to opening the electronic tender box that list is made available to the witnesses (officers present to ensure probity in Government tendering) for verification.

2.4 How to get the tender documents

There are two possible methods of collecting documents. The options are **downloading a digital softcopy** (where the function is available) or **requesting a hardcopy**.

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- Downloading a digital softcopy involves clicking on the 'Download Files' link at the top of the 'Open for Bids Notice' page. You will be directed to the tender's Downloadable Documents page, where you will be able to download the softcopy documents.

Note: downloadable documents are only available on selected procurements. The link will not be visible where this function is unavailable.

- Requesting a hardcopy involves contacting the office at the details they have provided under the 'Documents are available from' field of the notice. The agency will retain details of those persons to whom they provide hardcopy documents.

Please note the following points with regard to **Addenda**:

These documents are issued after the original request goes out and usually contain amendments to the original opportunity. It is crucial that the contents of any addenda are taken into consideration before submitting a response.

- If you have registered on the system and then go on to download documents for procurement, and that procurement subsequently has an addendum issued, then you will be notified of the addenda via email to the address you have registered.
- If you obtain hardcopy documents related to a procurement, and that procurement subsequently has an addendum issued, then you will be notified and provided with a copy of the addenda by the agency.

2.5 Ready to respond online

The method for lodgement will be outlined in the 'Applications must be lodged at' section of the Open for Bids notice. Where a procurement allows for electronic lodgement and you wish to lodge an electronic tender submission, simply click on the 'Lodge a Tender electronically' link and provide your registration details (if you haven't already). You will then be directed to the 'Conditions of Use' page and, if you agree with the Conditions of Use, you should click on the Agree button. You will then be directed to the Submission page.

IMPORTANT: Please ensure that you have read carefully through the terms and conditions before accepting.

Once you are at the Submission page you will need to upload each of the relevant files and select submit. For detailed information relating to submission you should refer to the *Tasmanian Government Tenders Online Business User Manual* which is available from the website under 'Tools & Help'.

Once you have successfully submitted your response, you will receive a Receipt of Tender Response on the screen confirming a successful submission, which can be printed. A copy of the receipt will also be emailed automatically to your registered email address. **Please record the receipt numbers.**

Note: Your response should not be considered complete if you have not seen a receipt onscreen.

If you would like to confirm that the evaluation team did receive your response in full you can contact the person named as the contact person in the Notice.

3 Hints

- Before lodging a submission electronically always check that your email address for your registration account is accurate. You will not receive addendum notifications if this address is wrong.
 - Submit a tender response in the name of the entity that the tender is on behalf of. This informs the evaluation team who the tendering entity is and assists the evaluation team by making the checking process faster.
 - Try to avoid responding at the last minute. The same logic should be applied to the Internet as any other method of lodgement. In the same way that you would not normally send a courier or arrange to drop your paper-based response in the tender box right on closing time, you should ensure there is sufficient time for electronic lodgement of a submission. Between the physical locations of where you are sending the response from and where the response has to travel to, there are many variables that may affect the electronic receipt of your response.
 - Should you require any further assistance with using the eTendering system please contact us on the details provided on our Contact Us page located under the Tools & Help menu.
 - Questions about a particular procurement or business opportunity must be directed to the person managing the tender - they are usually named in the documentation and on the notice.
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4 Need more help?

If you need help with the eTendering system, please contact the Procurement and Systems Analyst from the Procurement, Contract and Risk Management Branch, Department of Treasury and Finance, on (03) 6145 5888 or email tenders@treasury.tas.gov.au.

5 Revision History

Version	Date	Reason	Version Upgrade
I	I December 2012	Release	-
I.1	10 December 2013	Changes to contact details	.1
I.2	5 October 2018	Updated links to Purchasing website	.2
