

How to Respond to a Tender, Quotation or Expression of Interest

Find and Review the Tender Document

All open public tenders, quotations and expression of interests are advertised on Councils' Tenders and Contracts webpage and through [Tenderlink](#).

Determine if you are Suitable for the Project

Download a copy of the tender/quotation/expression of interest and read the document to understand the scope of works, conditions of tender, conditions of contract and the returnable schedules.

If you are unsure about any part of the document, you can email the contact person or ask a question through the Tenderlink forum.

Please note that all respondents must have and Australian Business Number (ABN), which needs to be included in the Returnable Schedules.

Tender Period and Clarifications

Tenders are open for a minimum of 21 days, Request for Quotation opening period will vary depending on the complexity of the project.

During the Tender Period, you may wish to seek further information or clarification from the Contact Person through Tenderlink. Response to your clarification will be forwarded in writing to you and all other applicants through Tenderlink.

Completing your Response to the Tender/Quotation/Expression of Interest

All submissions should include a response including any related information to all question in the Returnable Schedule.

The questions in Returnable Schedule are specific to each project to ensure the best provider is selected.

Ensure all schedules that require a signature are signed prior to uploading your submission.

Information in the submissions received remains confidential during the evaluation and reporting stages.

Council may hold mandatory or non mandatory briefings to provide further information or walk through on a site. Mandatory briefing sessions must be attended by a representative from your company, or your submission will not be evaluated. Minutes of the briefings will be issued as an addendum through Tenderlink to any company that has registered an interest in the tender/quotation/expression of interest.

During the tender period amendments, addendums and additional will be communicated to all applicants through the Tenderlink.

Lodging your Tender/Quotation/Expression of Interest

Submission should be lodged in accordance with the Tender/Quotation/Expression of Interest document.

For Tender/Quotation/Expression of Interest through [Tenderlink](#) respondents are advised to upload their submission 60 minutes prior to the closing time.

Council does not accept late Tender/Quotation/Expression of Interest, except in exceptional circumstances.

Prior to uploading your submission ensure your submission is compliant by answering the following questions:

- Have I read the Tender/Quotation/Expression of Interest Terms and Conditions in full?
- Have I read and understood the specifications?
- Have I completed every schedule in the Response Schedule document?
- Have I attached the required supporting documentation?