



Frequently Asked Questions - Procurement

1. Will my quote or tender be accepted if it is past the closing date deadline?

Unfortunately to be fair and consistent to all tenderers, submissions that do not come in prior to the deadline cannot be accepted.

2. Can I just email my quote or tender in instead of using the VendorPanel portal?

The request document will specify how your tender has to be submitted. Any submissions that are not through the Tender-link portal cannot be accepted

3. How do I register for VendorPanel?

Click on the VendorPanel link portal on the contracts and tenders homepage of our website which will take you to the VendorPanel page. When on the VendorPanel page, follow the prompts and register.

4. I am having trouble using VendorPanel, who do I contact?

Ring VendorPanel on 03 9095 6181 or email them at support@vendorpanel.com.au

5. I am interested in quoting on work that is less than \$50,000, how do I register my interest?

Register with VendorPanel by clicking on the contracts and tenders homepage of our website which will take you to the VendorPanel page.

6. Can I find out who quoted on a tender and how much the awarded contract was?

*There is a tender register on the procurement section of the website which shows who applied for each tender and the consideration amount once awarded.
Quotations (RFQ's) do not have a register and are not publicly available*

7. Once the tender closes, how long will it be until a decision is made?

This process normally takes somewhere between 3-6 weeks. There is no set period that tenders/quotations have to be awarded in. If the tendered amount is less than \$250,000 excluding GST then the CEO or an appropriate office within their approval limit can award the tender. If the amount is over \$250,000 then all Tenders must have approval by Council.

8. If I am unsuccessful in my tender or quotation will I be contacted?

Yes. All unsuccessful respondents are sent correspondence to let them know if they were unsuccessful. The letter also names the successful tenderer. The unsuccessful business is offered an opportunity to receive feedback on their submission should they decide to do so.