

Do's and Don'ts of submitting tenders

- ✓ **Do** submit your response on time.
 - ✓ **Do** read and comply with the RFx instructions.
 - ✓ **Do** complete all of the questions.
 - ✓ **Do** supply all necessary supporting documentation (ie. insurances, price schedules).
 - ✓ **Do** seek clarification, if needed.
 - ✓ **Do** ask for more time, if needed, but make this request early!
- ✗ **Don't** submit a late response (if you miss the deadline, you will not be considered).
 - ✗ **Don't** omit the Tender Form or the Price Schedule.
 - ✗ **Don't** submit unnecessary documentation (this will only slow down the evaluation process).

For more information



Online:
Search **Tenders and Contracts** at
www.wanneroo.wa.gov.au

Email:
contracts_purchasing@wanneroo.wa.gov.au

Contracts and Procurement Frequently Asked Questions

- 1. How do I approach City of Wanneroo regarding promoting my business?**
Please forward a company capability statement and contact details to contracts_purchasing@wanneroo.wa.gov.au
- 2. How do I find out what Tenders are being advertised?**
Tenders are advertised in two ways; through the West Australian and Wanneroo Times newspapers and by registering with the City's eTender portal as explained in this brochure.
- 3. Who do I contact if I have any questions?**
Email the City of Wanneroo's Contracts and Procurement team at contracts_purchasing@wanneroo.wa.gov.au
- 4. How can I find out if a Tender has been awarded?**
Results of Tenders are located on the City's website on the Tenders and Contracts page (Click on Your Council and follow the links).



23 Dundebur Road, Wanneroo, WA 6065
Locked Bag 1, Wanneroo, WA 6946
T : (08) 9405 5000 F : (08) 9405 5499
After Hours : 1300 13 83 93
E : enquiries@wanneroo.wa.gov.au
wanneroo.wa.gov.au  

DOING BUSINESS

WITH THE CITY OF WANNEROO



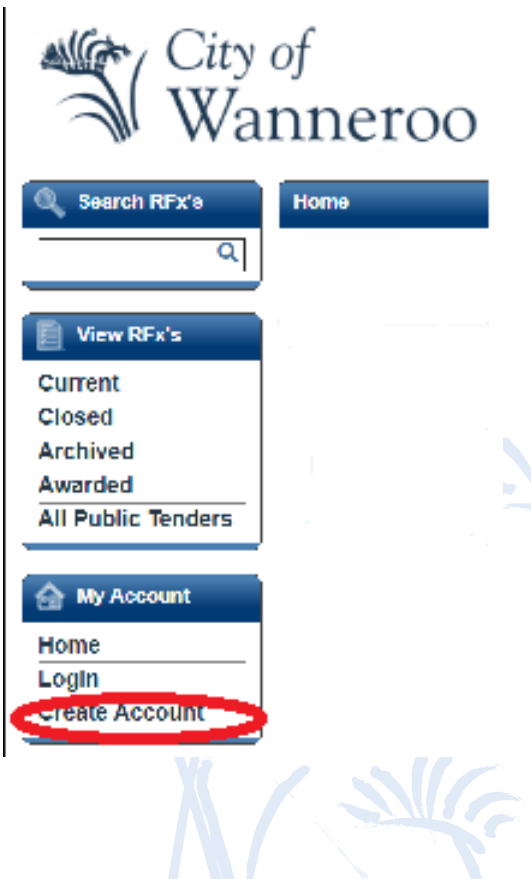
Registering on the City's electronic Tender Portal

To use our electronic Tender portal you will need to register your organisation.

With **eTenderBox** you can receive the latest information on tenders currently being advertised, as well as assistance viewing and downloading tender documents. You will also be able to lodge electronic responses to current open tenders.

To register on the eTenderBox, visit <https://wanneroo.etenderbox.com.au>

1. From the Homepage, navigate to **Create Account**



2. Complete your details on the Respondent Registration page.

(Note: All * fields are mandatory).

A screenshot of the 'Create Respondent Account' registration form. The form is divided into several sections: 'Contact Details', 'Address Details', and 'Account Details'. The 'Contact Details' section includes fields for Title, First Name *, Last Name *, Email *, Email Confirmation *, Phone *, Mobile, and Fax. A note states: 'Note: All emails generated from eTenderBox will be sent to this email address'. The 'Address Details' section includes fields for Street Address 1 *, Street Address 2, City *, State *, Postcode *, and Country (set to AUSTRALIA). The 'Account Details' section includes fields for Password * and Password Confirmation *. A 'Create Account' button is visible at the bottom right of the form.

3. Review the **Conditions of Use** and select the checkbox. Choose **Create Account** to complete your registration.

A screenshot of the 'TimeZone Details' section of the registration form. It shows a 'Time zone' dropdown menu set to '(UTC+08:00) Perth'. Below this is a checkbox labeled 'I have read and agree to the conditions of use', which is checked. A 'Create Account' button is located below the checkbox.

4. A message will appear indicating that you have successfully registered and notify you that an email has been sent to you with instructions on how to complete the registration process.

A screenshot of a 'Congratulations!' message box. The text reads: 'You have successfully created an account. An email has been sent to you which contains instructions on how to complete the account creation process.'

Register for opportunity to work with other WA Local Governments

All WA Local Government buyers have access to VendorPanel Marketplace to find suppliers and request quotes.

It's free for suppliers and, once registered, your business profile will be visible to buyers searching for your services and you'll be able to receive and respond to RFQs.

This is a WA Local Government Association (WALGA) initiative to support local business engagement and strengthen regional economies.

To register on the WALGA Marketplace, visit <https://www.vendorpanel.com.au/MarketPlace>



Welcome to the VendorPanel Marketplace.

It's **free** to register, and it only takes a few minutes to get setup.

Once registered, you'll receive requests to quote on projects, goods or services from 1,000's of buyers who use the Marketplace. You'll also get notified of public Tenders.

Getting started is easy

1. Select (or search) for categories appropriate for your business.
2. Follow the prompts to receive an invitation email.
3. Setup your profile.

You're all done!