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# SA TENDERS & CONTRACTS

## SUPPLIER USER GUIDE

[www.tenders.sa.gov.au](http://www.tenders.sa.gov.au)  
Tuesday, 5 October 2021  
Version: 6.8

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**Government of South Australia**  
Department of Treasury  
and Finance

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## 1. INTRODUCTION

SA Tenders & Contracts ([www.tenders.sa.gov.au](http://www.tenders.sa.gov.au)) is the central source for public procurement opportunities within South Australia. The site provides easy-to-use access to all publicly available bidding opportunities with a facility to submit electronic responses using the Electronic Lodgement Service. The site also provides details of South Australian Government awarded contracts for goods, services and works.

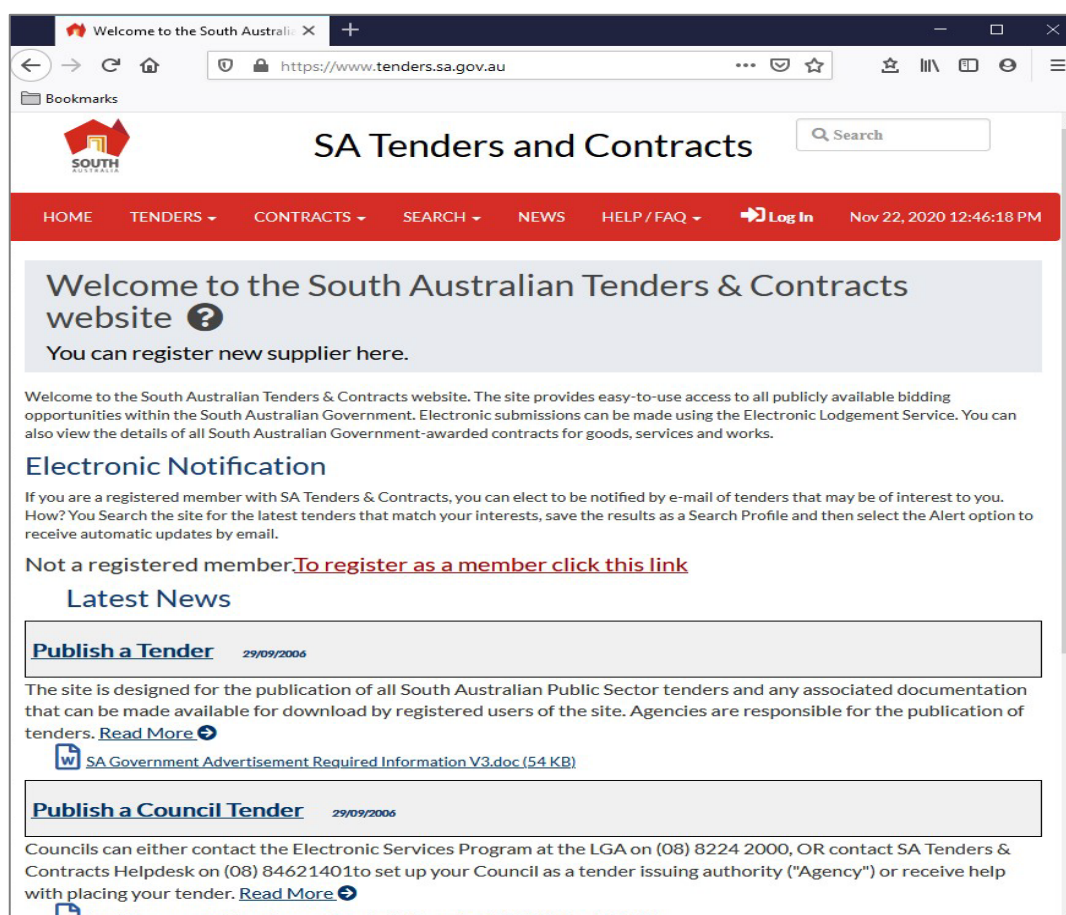
This guide is intended:

- to introduce suppliers (respondents to tenders) to the features of the SA Tenders & Contracts website, and
- as an introduction to agency staff who will use the system to create and manage tenders and the tender process.

To get the most out of the SA Tenders & Contracts web site, you need to be a registered user.

## 2. ACCESS TENDERS AND CONTRACTS

Open your chosen Internet Browser and enter [www.tenders.sa.gov.au](http://www.tenders.sa.gov.au). The homepage is displayed:



## REGISTRATION AND BUSINESS INFORMATION

### 3. REGISTER AS A USER OR SUPPLIER

Registration with the SA Tenders & Contract site is required in order to access most of the services, including:

- Viewing tender documentation and information,
- Downloading tender documentation electronically via the Internet,
- Requesting hardcopy or facsimiles of tender specifications,
- Uploading tender responses electronically via the Internet,
- Receiving notification of amendments to tenders,
- Automated email notification of new tenders,
- Notification that your business has been invited to take part in a selective tender, and
- Viewing details of contracts awarded in accordance with the South Australian Government's Contracts Disclosure Policy.

You are discouraged from using a single, shared login and password for all members of your business. This is poor security practice as it:

- Makes it difficult to contact the appropriate person in the event of enquiries,
- Complicates the use of personalised notification services, and
- In some cases, it is necessary to contact you in order to resolve problems with tender submissions, or other related matters.

The information users supply is used to improve the quality of service from SA Tenders & Contracts, so please supply all the required information as accurately as possible.

Note that SA Tenders & Contracts will only process multiple registrations of the same business after it has warned you of a duplicate account and you have elected to proceed anyway. If your business is already registered, contact the Business Systems Service Desk (see last page) to arrange for your details to be added to that business.

### 3.1 To Register as a New User

On the home page, click the **Log In** menu item. This will bring up the login page.

Click the **Sign Up** link to begin the process of creating a new account. The **Terms and Conditions** page is displayed.

### 3.2 Terms and Conditions

The use of the South Australian Tenders & Contracts Website is governed by the Terms and Conditions, which when accepted constitute an agreement between you and the South Australian Government (including its agents, employees and subcontractors).

- To continue with registration process, **Agree** or **Disagree** to the Terms & Conditions.
- If you decline, you will return to the **Home Page**. If you do not agree to the Terms and Conditions, you should not use the SA Tenders & Contracts website.
- Click **I Agree** and the **Privacy Statement** is displayed.
- Click **I Agree** or **I Disagree**. The **Register New Supplier** page is displayed.

### Register New Supplier ?

This page is used to register your business with SA Tenders & Contracts. You are urged to read the Terms and Conditions before registering. You are not permitted to create multiple registrations of the same business. If you have forgotten your password, rather retrieve it.

#### Business Information

Business Name\*

Legal Name\*

ABN\*

Address\*

City\*

State/Province\*

Zip/Postcode\*

Country\*

#### Products/Services ?

☐ Check All Categories

☐ Apparel and Luggage and Personal Care Products

☐ Building and Construction Machinery and Accessories

☐ Building and Facility Construction and Maintenance Services

☐ Chemicals including Bio Chemicals and Gas Materials

☐ Cleaning Equipment and Supplies

☐ Commercial and Military and Private Vehicles and their Accessories and Components

☐ Defense and Law Enforcement and Security and Safety Equipment and Supplies

☐ Distribution and Conditioning Systems and Equipment and Components

☐ Domestic Appliances and Supplies and Consumer Electronic Products

#### Contact Information

First Name\*

Last Name\*

Position

User Name\*

Email Address\*

Phone Number

PHONE ▼

61

08

Number



### 3.3 Register New Supplier

During registration, a business is created with one member and one business office. Although people interact with the SA Tenders & Contracts system, these people act on behalf of their business. Business membership is used throughout the site.

To register as a new User, complete at least the mandatory fields.

- Ensure the **Business Name** is the full trading name of your business.
- Enter the **Name** and **Position details** of the person you are registering as the primary contact for your business and provide a **Username**. The username must be at least six characters (number or letters).
- The **Email Address** will be used to send automated notifications to the user and used to send your registration confirmation, and details of how to log in to the site.
- Enter at least one **Phone Number**.

On completion of the registration process, a system-generated password will be emailed to the user, with a confirmation of the registration. Once the user has logged in using the supplied password, the password must be changed.

### 3.4 Changing Password

In the **Change Password** field, enter a new password. A valid password must:

- Be at least 10 characters long
- Contain an uppercase letter
- Contain a lowercase letter
- Contain a number
- Contain a symbol
- Not contain spaces.

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Confirm the **Password**. Click **Save Changes**. A confirmation message is displayed.

The screenshot shows the 'SA Tenders and Contracts' website. The header includes the South Australia logo, a search bar, and the text 'Staging'. A red navigation bar contains links: HOME, TENDERS, CONTRACTS, SEARCH, NEWS, and HELP / FAQ. The user is logged in as 'Harry Moore' on 'Nov 19, 2020 3:57:20 PM'. The main content area is titled 'Changing Password' with a question mark icon. It states: 'You are required to change your password from the one that was emailed to you. This is for security reasons.' Below this, a list of password requirements is provided: 'For security purposes, passwords must be in the following structure: - Password must be at least 6 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'. The form includes three input fields: 'Current Password' (filled with asterisks), 'Change Password', and 'Confirm Password'. A 'Save Changes' button is at the bottom left. The footer contains links for Disclaimer, Terms and Conditions, Privacy Statement, Copyright, Site Map, Related Sites, and Contact Us, along with the 'Consolidated Tenders' logo.

A confirmation message is displayed.

This screenshot shows the same 'Changing Password' form, but with a confirmation message displayed below the input fields: 'Password successfully changed. You will not be emailed this password.' The rest of the page layout, including the header, navigation bar, and footer, remains identical to the previous screenshot.

A user can change their password at any time once they are logged in. Select the **User Profile > Edit My Details > Change Password**.

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### 3.5 Registration Hints and Troubleshooting

As the website does not support multiple registrations of a single business, you may receive an alert telling you that your business is already registered on the SA Tenders & Contracts website. If this happens, please contact Business Systems Service Desk (see last page) and we will set up your new account under the existing business registration.

The website does not support multiple registrations of a username. If you receive an alert during registration that your username is already registered, please change the new username.

If you receive an alert that your name and email address are already registered on the website, but you cannot remember your username or password, you can use the **Retrieve Password** option.

If you know someone in your business is already registered on the website, you can ask them to log in and add your personal registration to the existing business registration, by clicking the **Edit my Business** button on the left hand menu.

### 3.6 Registration Using Invitation from Selective Tender

If you have been added to a selective tender and are an unregistered supplier, you will need to register an account to access the tender. When the selective tender has opened, you will receive an email:

Dear Unregistered Supplier,

UnregisteredBusiness has been invited to respond to:

RFx Number: Top061248  
 Title: Selective Tender 101  
 UNSPSC:  
 Elements and gases - 100 %  
 Directorate/Agency: Top Biz

To register for and respond to this tender go to the following link:  
<http://sa.staging.consolidatedtenders.com/business/registerSupplier?registrationKey=0a2b032c5fb9a063>

Please register to view the tender details.

Any enquiries related to this request should be directed to the nominated contact person.

Thank you.

**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 Help Desk**  
 Email: [satendersandcontracts@sa.gov.au](mailto:satendersandcontracts@sa.gov.au)  
 Ph: +61 (08) 8462 1401

Click on the link. The **Register New Supplier** page is displayed. Follow the instructions in **Section 3.3**. Note that instead of accepting the terms and conditions before you register your account, you will be prompted to accept them on your first sign in.

Once you have completed your registration and logged in, search for the selective tender stated in the email using the RFx Number (such as Top061248) or the Title (Tender 101).

## 4. SIGNING IN AFTER REGISTRATION

To sign in, use one of the following methods:

### 4.1 Sign in to SA Tenders & Contracts

In the **Login** section located on the top right hand side of the **Home Page**:

- Enter your **Username** and **Password**.
- Click the **Sign In** button.

### 4.2 Sign in with Consolidated Tenders

If a user has registered as a premium user on Consolidated Tenders, they will be required to log in using the sign in with consolidated tenders feature. Follow the log in steps below:

- Click **Sign in with Consolidated Tenders**.
- Enter your Consolidated Tenders **Username** and **Password**.
- Click the **Sign In** button.

### 4.3 Sign in with a VeroCard

**Step 1** – Select the Sign in with VeroCard button on the Supplier Login page.

The screenshot displays the 'SA Tenders and Contracts' website. At the top, there is a navigation bar with links: HOME, TENDERS, CONTRACTS, SEARCH, NEWS, and HELP / FAQ. A 'Log In' button and the date '15 Feb 2021 6:06:42 PM' are also visible. The main content area features a 'Supplier Login' form. The form includes a 'Username' field, a 'Password' field with a toggle for visibility, and a 'Sign in' button. Below the login fields are links for 'Sign Up' and 'Forget your password?'. At the bottom of the form, there are two buttons: 'Sign in with Consolidated Tenders' and 'Sign in with VeroCard'. The 'Sign in with VeroCard' button is highlighted with a mouse cursor. The footer contains links for Disclaimer, Terms and Conditions, Privacy Statement, Copyright, Site Map, Related Sites, and Contact Us, along with the Consolidated Tenders logo and version information.

**Step 2** – This will take you to the VeroCard Authentication page.

If the user does not already have a VeroCard, clicking the **Order a VeroCard** button will take them to the VG Resellers Pty Ltd home page where they can commence the registration and payment process to purchase a VeroCard.

If they already have a VeroCard, the user enters the email address that was used to order their VeroCard and clicks the **Login with VeroCard** button.

VeroAuth

api.veroguard.online/veroauth/Account/Login?ReturnUrl=%2Fveroauth%2Fconnect%2Fauthorize%2Fcallback%3Fresponse\_type...

## Login

alo@aussieearthmoving.com.au

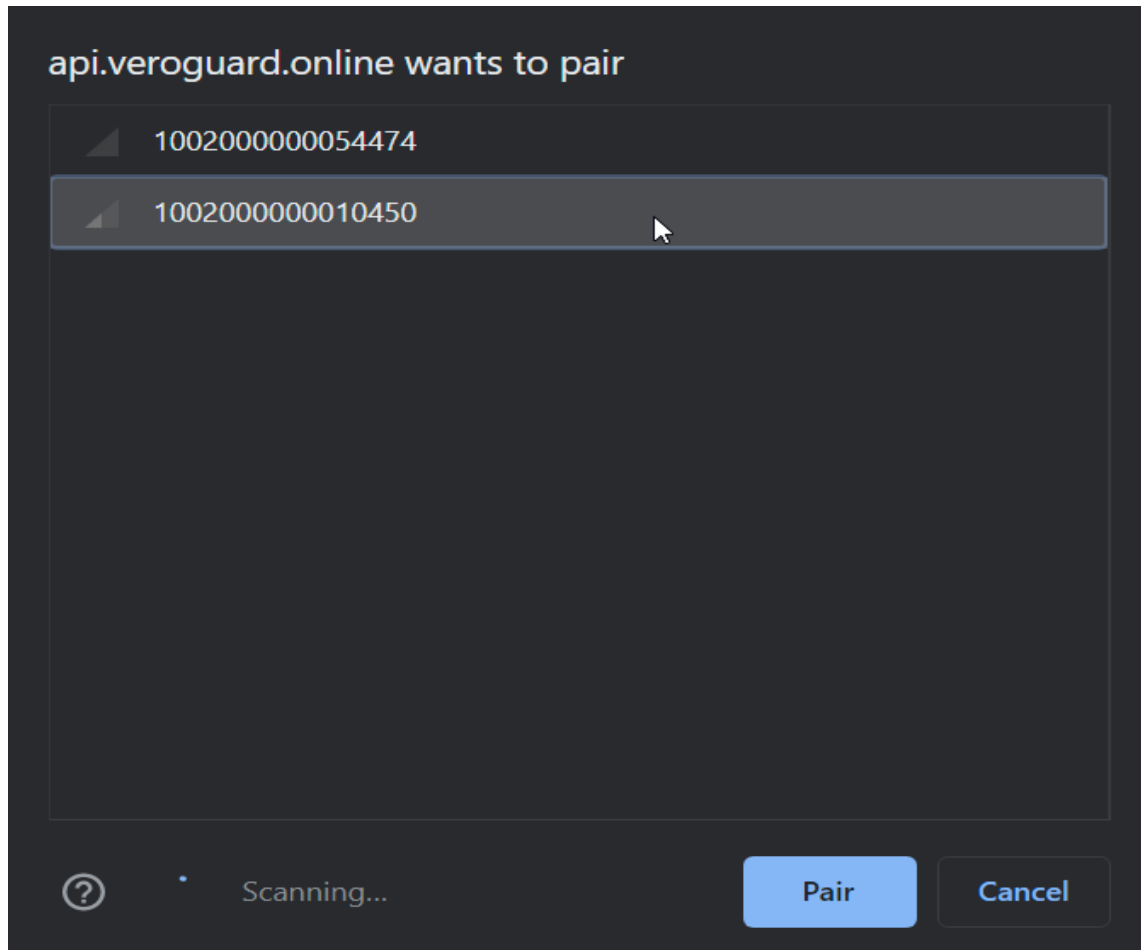
Login with Verocard Cancel

Order a Verocard

VeroGuard Systems Pty Ltd  
© 2021

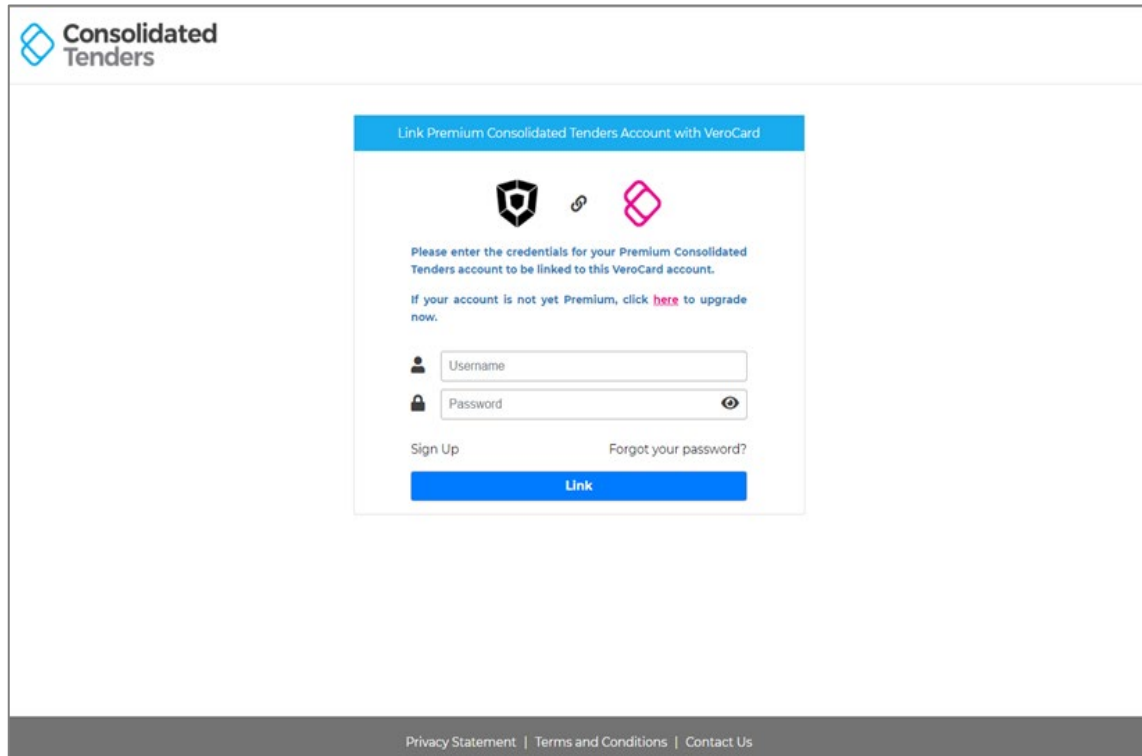
This website uses cookies to keep you logged in and ensure that you get the best experience on our website. Your personal data never leaves this website until you explicitly allow for it in consent screen. [Learn more](#) Got It!

**Step 3** – This will take them to a screen that allows them to select the correct Blue Tooth VeroCard device that will be used to generate the authentication token.



**Step 4** – Once the correct VeroCard device has been selected, the user will be asked to enter their existing Consolidated Tenders Premium user account credentials. This will pair the VeroCard device with the Consolidated Tenders Premium user account.

This is required only on the first occasion of signing in with a VeroCard.

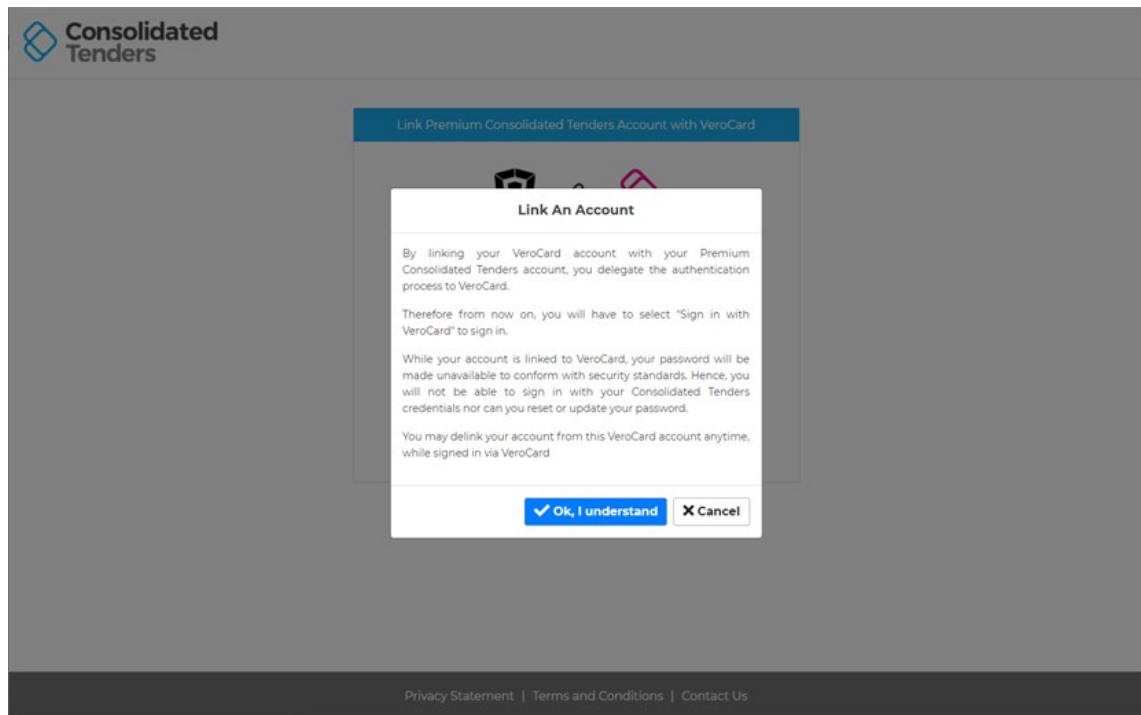


The screenshot shows the Consolidated Tenders login interface. At the top left is the 'Consolidated Tenders' logo. The main content area is titled 'Link Premium Consolidated Tenders Account with VeroCard'. Below this title, there are three icons: a shield, a chain link, and a VeroCard logo. The text reads: 'Please enter the credentials for your Premium Consolidated Tenders account to be linked to this VeroCard account. If your account is not yet Premium, click [here](#) to upgrade now.' There are two input fields: 'Username' and 'Password'. Below the password field is a 'Link' button. At the bottom of the form, there are links for 'Sign Up' and 'Forgot your password?'. The footer contains links for 'Privacy Statement', 'Terms and Conditions', and 'Contact Us'.



**Step 5** – Once the user has correctly entered their Consolidated Tenders Premium account credentials, they will receive a message that the VeroCard and user account have now been paired.

From this point on, they will need to login with their VeroCard, unless they elect to de-link their user account and the VeroCard.



#### 4.4 De-Linking a VeroCard

Should the user wish to unlink their account from a VeroCard, they need to log in using their VeroCard. Select **Edit My Details** from the user menu and click the **Unlink** button. This will switch their sign in method back to local credentials from VeroCard.

**SA Tenders and Contracts** Staging

HOME TENDERS CONTRACTS SEARCH NEWS HELP / FAQ

Andy Lo 23 Mar 2021 12:19:09 PM

### Editing Person 'Andy Lo' ?

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

**Personal Information ?**

First Name \* Andy

Last Name \* Lo

Position CEO

Allow Login ☒

Sign In Method VeroCard

**Unlink**

**Role ?**

Role Respondent User

**Email Addresses ?**

+ Add Email

alo@mortonblacketer.com.au

**Phone Numbers ?**

+ Add Phone

OFFICE +61 433 457282

**Save Changes**

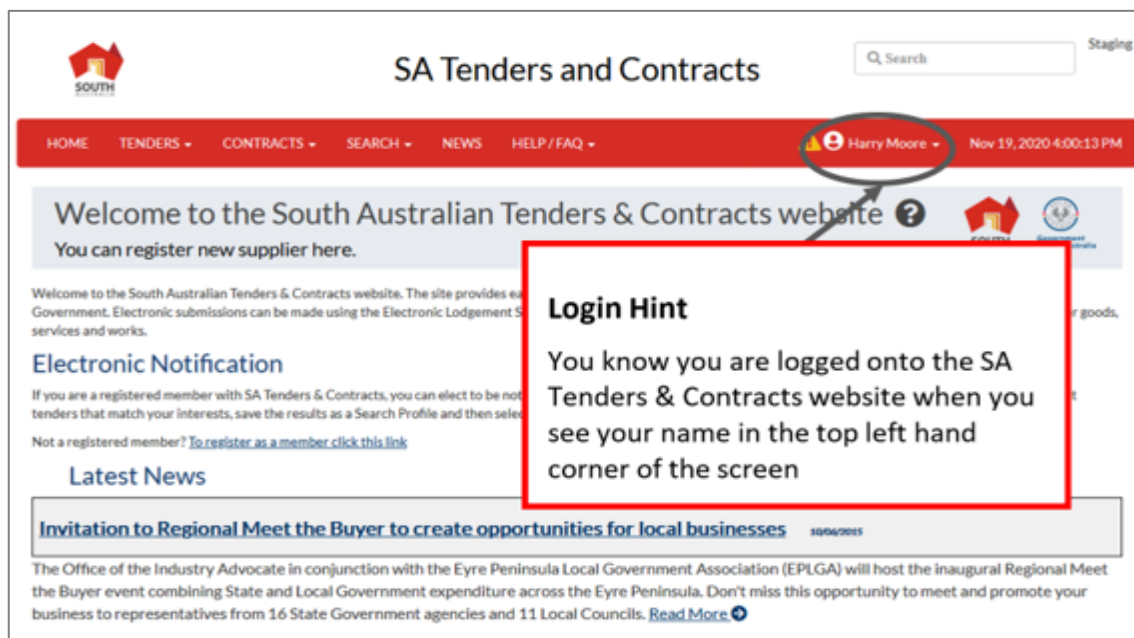
**Deactivate This User Account**

Disclaimer Terms and Conditions Privacy Statement Copyright Site Map Related Sites Contact Us

Consolidated Tenders 1.7.8.20210316\_1011

## 4.5 After Successful Sign In

Whichever of the above methods of signing in you choose, once you have signed in, the Home Page appears.



The first time (only) you login, you will be presented with the Terms and Conditions page. Read the terms and conditions, then select the **I Agree** button at the bottom of the page.

## 4.6 Retrieve Password

If you have forgotten your password, you can retrieve it yourself by clicking the **Forgotten Password** link (located on the **Log In** page, just above the **Sign In** button).

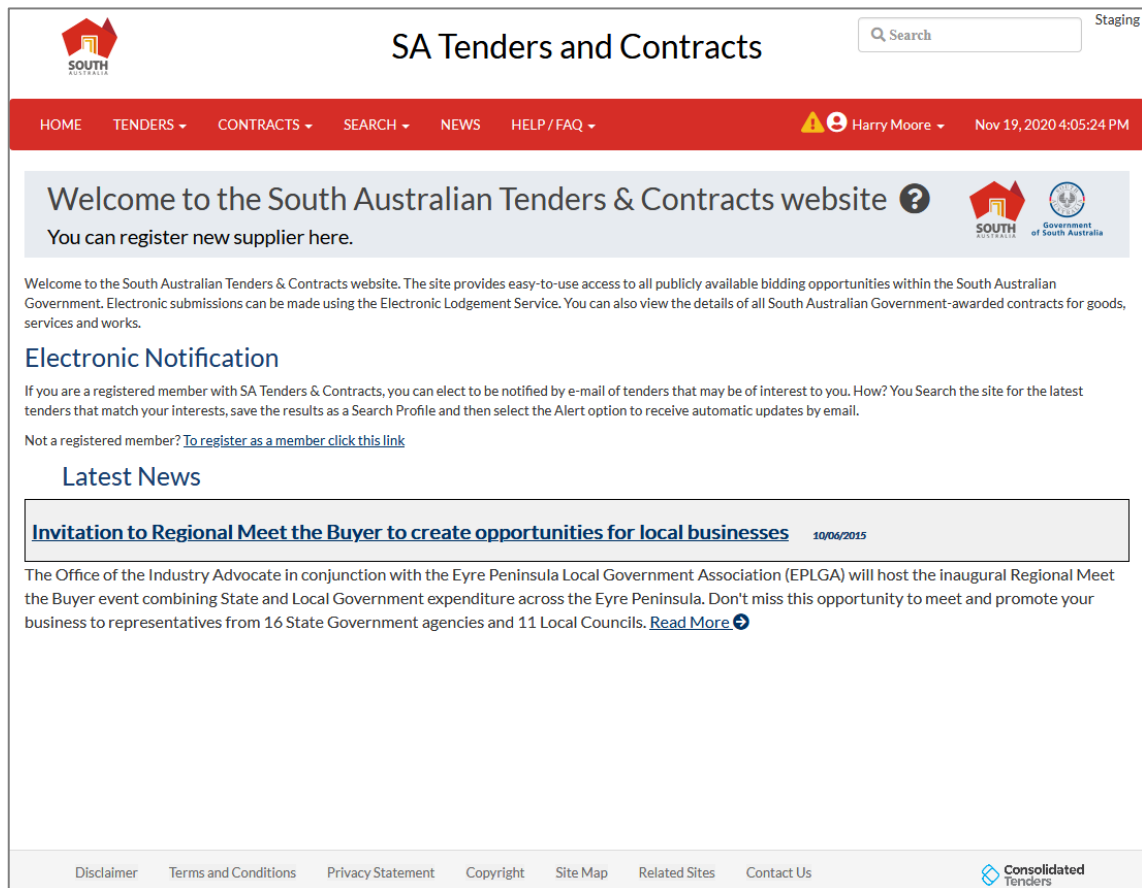
- Enter your e-mail address.
- Click **Reset Password**.
- Your Username together with a link to reset your Password will be e-mailed to you. Note this link is only valid for 4 hours from the time of creation of the email.



If the email entered is used for more than one account, the page will prompt you to enter the username of the account before resetting the password.

## 5. SA TENDERS & CONTRACTS HOME PAGE

The home page is the initial entry point for all users. The home page provides the entry points into sections of the site. The home page and all subsequent pages (except popup windows) retain the same basic layout, with a consistent navigation section, header and footer.



The home page links can be divided into personal functions, role based functions and into independent services.


## 6. NAVIGATION OF SITE

Once logged in to the SA Tenders & Contracts site, you will see the Main Menu buttons located on the top menu bar. These buttons allow you to navigate through the site.

HOME	This web site contains specific details about tendering opportunities for the Public Sector within SA. Tender opportunities are listed under the stages of proposed, current, pending award and awarded.
TENDERS ▾	The Tenders page displays a condensed view of all tenders on the site.
Current	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.
E-Lodgement	The secure Electronic Lodgement Service (ELS) allows suppliers to submit tender responses in a secure electronic environment.
Future	Lists opportunities that will soon be opening and seeking responses.
Closed	This page shows all tenders that have closed for responses, and not yet been awarded.
New This Week	Selecting this option will return the results for all tenders with 'Open' state opening <b>This Week</b> .
CONTRACTS ▾	
Awarded	This page displays a list of contracts awarded by the Government of South Australia.
Across Government Contracts	This page displays a list of whole of Government contracts awarded by the Government of South Australia.
SEARCH ▾	This is where you can search for a Tender or Contract using a keyword, category and/or a status.
Tenders	Find tenders that match specified criteria. When signed in, you can also configure saved searches and set up new tender notifications.
Contracts	Find contracts that match specified criteria.

## Personal Functions

Located on the left hand menu bar of the home page, there are several additional features, which allow you to log out, edit personal details, look for or request help and edit your business details.

<b>NEWS</b>	News & Publications is an access point for Suppliers and other Government Agencies to news, publications and policies of the SA Government, the State Procurement Board and further information on relevant issues relating to government purchasing.
<b>HELP / FAQ</b>	
FAQ	This page lists the most frequently asked questions by users of the website, as well as some tips.
Request Support	You can request support or provide feedback on the service. Support requests will be routed to the System Administrator, who may forward them on to others for resolution.
Document Library	The library is an access point to documents, policies, user guides and further information on relevant issues relating to SA Tenders & Contracts.
 Logout	Allows you to log out of the SA Tenders & Contracts website.
Edit My Details	This option will take you to a page where you can change your registration details and manage your personal information, such as your <b>username</b> and <b>password</b> .
Edit My Business	This option will take you to a page where you can change details of your business registered with SA Tenders & Contracts. Depending on your business, you may have multiple offices, and can choose to enter the details of these offices using this feature.
Edit My Subscriptions	This option will take you to a page where you can update what tenders and saved tender searches you will receive notifications from.

## 6.1 Additional Links

On the menu bar at the bottom of the home page, there are several additional links which provide useful information: how to contact us, our terms of use policy, and:

<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>Terms and Conditions</b>	This page explains the conditions under which the data on this site can be used.
<b>Privacy Statement</b>	The South Australian Tenders & Contracts Website is operated in compliance with the South Australian Government's Information Privacy Principles.

<b>Copyright</b>	The South Australian Government's Tenders & Contracts Website Copyright details are outlined on this page.
<b>Site Map</b>	This page gives links to all the key pages throughout the site.
<b>Related Sites</b>	Clicking this option will take you to a listing of other related web sites.
<b>Contact Us</b>	This page gives information (such as address, phone, email) to get in contact with SA Tenders and Contracts.
<b>Consolidated Tender Logo</b>	Clicking on this link will take you to the Consolidated Tenders site.

## 7. EDIT MY DETAILS

This option will take you to a page where you can change your registration details and manage your personal information, such as your **password**.

The screenshot displays the SA Tenders and Contracts website. At the top, there is a search bar and a user profile for 'Harry Moore' with the date 'Nov 19, 2020 5:14:24 PM'. The main navigation bar includes links for HOME, TENDERS, CONTRACTS, SEARCH, NEWS, and HELP/FAQ. A welcome message states: 'Welcome to the South Australian Tenders & Contracts website. You can register new supplier here.' Below this, there is a section for 'Electronic Notification' explaining how to receive email alerts for tenders. The 'Latest News' section features an article titled 'Invitation to Regional Meet the Buyer to create opportunities for local businesses' dated 10/04/2015. The footer contains links for Disclaimer, Terms and Conditions, Privacy Statement, Copyright, Site Map, Related Sites, and Contact Us, along with the Consolidated Tenders logo.

## 7.1 Personal Information

This section is used to manage the following personal information:

<b>First Name</b>	This is used for reference purposes and in correspondence by post and email.
<b>Last Name</b>	This is used for reference purposes.
<b>Position</b>	The title is a useful reference when trying to identify the appropriate person in your business.
<b>Username</b>	The name you enter the first time you register with the site. Please note you cannot alter your username (please contact the Business Systems Service Desk if you wish to change your username).
<b>Current password</b>	If you would like to update your password from this section, you are required to know your current password.
<b>Change password</b>	Your password is used to authenticate users when they log on. Advanced features are only available once a user is logged in.
<b>Confirm password</b>	This is used for reference purposes.
<b>Save Changes</b>	Select this button at the bottom of the page. This will now commit the changes to your account otherwise your changes will be discarded.

## 7.2 Email Addresses

SA Tenders & Contracts can store multiple email addresses against your user account. Emails are used to inform you of the release of new tenders, updates to tenders, confirmations of tender submissions, and other important information. SA Tenders & Contracts will send the email to all the addresses entered against your name.

## 7.3 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.
- Shared, group email addresses so that when an email is sent to you, it is also sent to the group. This ensures that if you are unexpectedly away from the office, others in the group will receive the email.



## 7.4 Adding an Email Address

To add an email address to your personal account:

- Click the **+ Add Email** button.
- Enter your email address in the window.
- Select the **Save Changes** button at the bottom of the page.

This will now commit the changes to your account. Otherwise, your changes will be discarded.

## 7.5 Removing an Email Address

Click the **Delete this Email Address** button  (the trash can) next to the email address that you wish to remove.

## 7.6 Modifying an Email Address

- Click inside the text box of the email you wish to modify and enter in the desired email.
- Click the **Save Changes** button at the bottom of the page.


This will now commit the changes to your account. Otherwise, your changes will be discarded.



When using the **Add**, **Modify** or **Remove** functions, you must press the **Save Changes** button at the bottom of the page, once you are finished, in order to commit these changes to your account. Changes will otherwise be discarded.

## 7.7 Phone Numbers

SA Tenders & Contracts can store multiple phone numbers against your user account. SA Tenders & Contracts support staff may use the phone numbers provided to contact you when resolving support requests or problems relating to tenders.



You are encouraged in providing both an office and mobile number so that you can be contacted when necessary.

## 7.8 Adding a Phone Number

To add a phone number to your personal account, simply:

- Click the **+ Add Phone** button.
- Enter your phone number in the space provided.
- Select the **Save Changes** button at the bottom of the page.
- If the details have been successfully modified, the **Person Information Modified** confirmation screen appears.
- Click the **Continue** button to return to the **Home Page**.

## 7.9 Removing a Phone Number

Click the **Delete this Phone Number** button  (the trash can) next to the phone number that you wish to remove.

## 7.10 Modifying a Phone Number

- Click inside the text box of the phone number you wish to modify and enter in the desired phone number.
- Click the **Save Changes** button at the bottom of the page.

This will now commit the changes to your account. Otherwise, your changes will be discarded.

## 8. EDIT MY BUSINESS

This page is used to manage the details of your business.

**SA Tenders and Contracts**

Staging

HOME TENDERS CONTRACTS SEARCH NEWS HELP / FAQ

Harry Moore Nov 17, 2020 11:30:32 AM

**Manage Business** ?

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

General People Locations Sub-Businesses Show More »

**Business Information** ?

Legal Name \* Aussie Earth Moving

Display Name \* Aussie Earth Moving

ABN

Does your business have an Australian Business Number (ABN)?

☒ Yes ☐ No

42 625 678 444 Validate

Receive Category Alerts ☐

Save Changes

Deactivate This Business

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Consolidated Tenders

### 8.1 Business Information

When a new user 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 earlier sections) and all users' actions on the site are done on behalf of their business.

## 8.2 General Business Details

A business can have many offices and many members. It is therefore important that all users within your business are added as members of the business on this page as opposed to re-registering each user, using the multiple versions of the same business name.

<b>Name</b>	The full trading name of your business and is used for reference purposes and labelling correspondence.
<b>ABN</b>	This is the Australian Business Number of the business, if available. This helps to resolve discrepancies between different businesses that share the same name.
<b>Primary Contact</b>	This is any one of the members of a business, nominated as the primary contact. The contact details of this person may be used by the system, and Government operators to contact your business.
<b>Head Office</b>	Every business must have at least one physical office, one of which is the head office. In most cases, this will be the only office for the business. However, the site will allow for multiple offices relating to the one business. The head office details may be used by the system and operators as a destination for postal delivery and contact follow-ups in response to matters raised by SA Tenders & Contracts.

## 8.3 Business Members

The SA Tenders & Contracts application requires that users be associated with a business. The primary reason for this being 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 other members of the business can be contacted instead.

## 8.4 Adding a Member

To register a new member of your business as a new SA Tenders & Contracts user:

- Click the **Add Person** link.
- Enter your **First Name**, **Last Name** and **Position**.
- Check the **Allow Login** box.
- Insert a **Username** the person will use to access the system.
- Select the person's role, choose either **Agency Administrator**, **Agency Contact** or **Agency Clerk**.
- Enter a valid **Email Address**.
- Enter the person's **Phone Number**.

- If required, select a business to manage from the drop-down and then click **+ Add Business**.
- At the bottom of the page, click the **Save Changes** button.

**Creating New Person** ?

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

**Personal Information** ?

First Name \*

Last Name \*

Position

Allow Login ☒

User Name \*

**Role** ?

Role

**Email Addresses** ?

+ Add Email

Email Address

**Phone Numbers** ?

+ Add Phone


OFFICE

## 8.5 Removing a Member

You will not be able to remove the person who is nominated as the primary contact for the business. In order to remove this person, first appoint another primary contact and save these changes.

People ?					
+ Add Person					
Action	Name	Email Addresses	Role	Phone Numbers	Admin Functions
	First Last	hmoore@mortonblacketer.com.au	Agency Clerk	Office: +61 (08) 1233213213	Login As
	Top Guy	hmoore@mortonblacketer.com.au	Agency Admin	Phone: +61 (08) 1233321	

To remove a Person:


- Click the **Delete this Person** button  (the trash can) next to the person you wish to remove.
- A window appears asking **Are you sure you want to delete “...”?**



- Click **Delete**. The person is deleted from the system.




You would typically perform this activity when a person leaves your agency, or when their job function changes such that they no longer require access to SA Tenders & Contracts.

## 8.6 Modifying a Member's Details

Click the **Details** button  (the page icon) next to the person whose details you wish to modify. This will open the personal details form for the selected user. Modify the details as required.

## 8.7 Locations

All businesses registered with SA Tenders & Contracts must have at least one physical office that accepts postal deliveries. Depending on your business, you may have multiple offices, and choose to enter the details of these offices using this feature.

Offices 				
<a href="#">+Add Office</a>				
Action	Name and Address	Phone Numbers	ETB	PTB
	Home Office 1 Big Street, Adelaide, SA, Australia, 5000	Office: +61 (08) 1233213321		

## 8.8 Adding a New Location

To register a new office to your business, click on the **Add Office** link. This will open the **Creating New Office** details form for the new office. Enter the details as directed by the help on this form.

**Creating New Office** ?

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

**General Details** ?

Name\*

**Phone Numbers** ?

+ Add Phone

OFFICE  +61

**Addresses** ?

+ Add Address

Save Changes

## 8.9 General Details

This **Name** should be the description name that is used and well known to other members of the public.

## 8.10 Phone Numbers

SA Tenders & Contracts can store multiple phone numbers for each office location. Phone numbers include fixed line, mobile and fax numbers.



## 8.11 Addresses

An office in SA Tenders & Contracts corresponds to a physical office location and must have an address. Optionally, this physical address can receive postal mail. A business must have at least one office with a mailing address and this will usually be the head office.

## 8.12 Adding an Address


To add an address for your office, simply click the **Add New Address** button in the **Offices** section. The **Creating New Office** screen will appear.

- Enter the **Address, City, State / Province, Country, Zip / Post Code** and select either **Postal Address** or **Physical Address** or both.
- Click the **Add New Address** button.


- The new address will appear with the **Edit this Address**  and **Delete this Address**  icon next to the name.
- It will also display whether the address is a postal or physical address or both.
- Click the **Creating New Office** button.
- If the new office has been successfully created, the **Office Information Modified** screen will display.
- Click the **Continue** button.

This will now commit the changes to your and will return you to the **Managing Details** screen for your business.

### 8.13 Removing an Office

Click the **Delete this Office** button  (the trash can) next to the office that you wish to remove. Note that you will be prevented from removing the office that is selected as the head office. In order to remove this office, first select another office as the head office and save the changes.

### 8.14 Modifying an Office

Click the **Edit this Office** button  (the page icon) next to the office that you wish to modify. This will open the office details form for the selected office. Modify the details as required.

### 8.15 Tabs Available when using a Consolidated Tenders Premium Account

With a Consolidated Tenders account, you will be able to add additional information about your company. This information can be added on the following tabs:

- |                |                  |
|----------------|------------------|
| • Overview     | • Licenses       |
| • Social Media | • Accreditation  |
| • Capabilities | • Awards         |
| • Assets       | • Projects       |
| • Insurances   | • Cybersecurity. |



**SA Tenders and Contracts**

HOME FORWARD PLANS TENDERS CONTRACTS NEWS HELP

Harry Moore Sep 10, 2021 1:17:25 PM

**Manage Business** ?

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

Company profile 82% complete.

General People Locations Sub-Businesses Overview Social Media Capabilities Assets Insurances Licences Accreditations

Awards Projects Cybersecurity << Show Less

**Business Information** ?

Legal Name \* Aussie Earth Moving Pty Ltd

Display Name \* Aussie Earth Moving

ABN \* Does your business have an Australian Business Number (ABN)?

☒ Yes ☐ No

82 090 378 751 Validate

Receive Category Alerts This setting has moved to the [Edit My Subscriptions page](#).

**Products/Services** ?

Find Categories Uncheck All Categories

- ☒ Apparel and Luggage and Personal Care Products
- ☒ Building and Construction Machinery and Accessories
- ☒ Building and Facility Construction and Maintenance Services
- ☒ Chemicals including Bio Chemicals and Gas Materials
- ☒ Cleaning Equipment and Supplies
- ☒ Commercial and Military and Private Vehicles and their Accessories and Components
- ☒ Defense and Law Enforcement and Security and Safety Equipment and Supplies
- ☒ Distribution and Conditioning Systems and Equipment and Components
- ☒ Domestic Appliances and Supplies and Consumer Electronic Products

Save Changes

Deactivate This Business

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Consolidated Tenders 1.8.6.1 20210908.0828

When you are logged into a Consolidated Tenders premium account, any changes made to business or company profile information will be reflected across all sites.


For information on how to use these tabs, refer to the Consolidated Tenders user guide.

<https://www.consolidatedtenders.com/userGuides>

## 9. EDIT MY SUBSCRIPTIONS

SA Tenders and Contracts will notify you each day when tender matching your saved searches or Business Category searches are released. To control whether you receive these notifications or not, click the **Edit My Subscriptions** menu item, then change the notification settings as required.

Manage Notifications ?  
No default summary



Tender Updates ?

Show Closed Tenders

Code & State	Details	Date	Tender Updates	Online Discussion
DEV044839 Open (Selective)	<a href="#">Simple Tender for Go Live</a> Issued by Developer Administration Category: Rockets and subsystems	closing 27 Jun, 2021	<input checked="" type="checkbox"/> On	

Return to top

Tender Releases ?


Profile	Alert
<a href="#">Business Categories</a> - <a href="#">[Manage]</a>	<input checked="" type="checkbox"/> On
<a href="#">Software</a>	<input type="checkbox"/> Off

## SELECT TENDER OPPORTUNITIES

### 10. CURRENT TENDERS

The Current Tenders page displays a condensed view of all 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.

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 ?

RSS

Code & State	Details	Date	Category
DEV0050846 Open	Issued by Developer Administration Category 1: Railway and tramway machinery and equipment - 25% Category 2: Railway and tramway cars - 25% Category 3: Railroad support equipment and systems - 25% Category 4: Road and railroad construction materials - 25%	closing 22 Jan, 2019	Railway and tramway machinery and equipment - 25% Railway and tramway cars - 25% Railroad support equipment and systems - 25% Road and railroad construction materials - 25%
PREM0050874 Open	Issued by Department of the Premier and Cabinet Category Liquid rocket motor	closing 30 Jan, 2019	Liquid rocket motor

Records: 2

## 10.1 Select a Category

Tenders are grouped according to their category, and then sorted in date order, with those tenders that are to close first located at the top of the list. To move to a specific category, click on the category link at the top, or scroll down using the vertical scroll bar.

## 10.2 Condensed View of Tender

This view shows a condensed view of the current tenders providing basic tender information such as the Tender code, the Tender State, the Tender title, the issuing Agency, Closing date and a link to view full details of each tender.

In order to view all information about the tender, retrieve specification documents and submit responses, you need to open the tender by clicking on the Tender title.

The current tender page shows all open tenders, grouped by category. In order to view tenders in other states, either use the additional quick links (e.g. **Closed Tenders**, etc.) or use the **Search** option to provide a list of tenders according to specific criteria.

## 11. TENDER DETAILS

The tender details page shows all relevant information for a given tender. The content on this page is split into sections. However, each tender will only display those sections that are relevant to the tender. For example, if a tender does not have a briefing session, then the briefing section will not appear. Likewise, in the documents section, if documents do not need to be ordered, then the 'order by' note is not displayed.

Display Tender DEV0050846

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

**Southern-Link Railroad Restoration**

Issued By Developer Administration

Request for Tender

Tender State: Open

Tender Code: DEV0050846

Category: Railway and tramway machinery and equipment - (25%)  
Railway and tramway cars - (25%)  
Railroad support equipment and systems - (25%)  
Road and railroad construction materials - (25%)

Enquiries

Contacts

Office: [Redacted]  
client@nodomain.com.au

Mobile: [Redacted]  
client@nodomain.com.au

Description

The South Australian Department of Planning Transport and Infrastructure (DPTI) on behalf of the Rail Commissioner maintains all rail infrastructure and provides tram and train services within metropolitan Adelaide.

Adelaide's passenger rail network comprises 132 kilometres of railway track on the Seaford, Gawler, Outer Harbor, Belair, Grange and Tonsley Lines, including 40 kilometres of electrified railway, 88 railway stations, 84 level crossings, 22 electric railcars and 70 diesel railcars. The rail network also includes 15 kilometres of 600 volt tramline, 29 tram stops, 15 flexity trams and six citadis trams.

The Adelaide rail line connects to Mt Barker and Goolwa. These lines were discontinued for passenger use. As part of the Rail Care Initiative, the line and stations from Blackwood to Goolwa will be revitalised and restored to support electric passenger trains opening in 2025. 3 new stations have been proposed and approved for construction at Hahndorf, Crafrers and Middleton. Restoration of the existing stations at Stirling, Mt Barker, Pt Elliot, Victor Harbour and Goolwa will occur. All tracks require repair and safety inspections.

Specification Documents

By Post ☐ By Collection ☐

Hardcopy Document

- Version 1 (12/07/2018)
- Order Required

The tender detail section is divided into sections as described below. For more detailed information on a particular section, refer to the help specific to that section.

## 11.1 General Information

General information about the tender, including:

<b>Title</b>	A brief description of the requirement.
<b>Issuing Agency</b>	The organisation seeking offers from the marketplace.
<b>Type of Tender</b>	The procurement method used to approach the market (Request for Tender, Expression of Interest, etc.).
<b>Tender State</b>	The current state of the tender. Tenders start in the open state, then progress through to closed and finally end up as awarded.
<b>Tender Code</b>	The system generated code so the tender can be easily identified and searched for on the SA Tenders & Contracts website. This code is unique and used as reference to the tender on other pages, in email, etc.
<b>Contract Number</b>	This is the issuing agency's reference number for the tender.
<b>Category</b>	This is the classification of the tender according to the United Nations Standard Product & Service Code (UNSPSC). The UN/SPSC system is an open, global standard that provides a logical framework for classifying products and services of all kinds throughout the world. Grouping (type) the tenders by category enables similar tenders to be listed together.
<b>Prequalification</b>	Pre-qualification codes are used to indicate to potential Suppliers that they must be qualified to the selected qualification in order to lodge a response to the tender. For specific information on the prequalification, contact the contact person for that tender.

## 11.2 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.

## 11.3 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.

Specification documents can be made available view the following mediums: electronic download, in-person collection, and postal delivery and fax delivery.

## 11.4 Responses

The Response section contains the tender closing date and time. At this point, the tender will move from **Open** to **Closed** status and will no longer accept responses (unless extensions have been granted). This section also details how Responses can be submitted, either electronically, or in hard copy, according to the options available for the tender.

## 11.5 Document Properties

The issuing Agency has the choice to make available tender documents in electronic format or hardcopy format. The Agency may make one or more of the options available. Each specification document has the following properties:

<b>Title</b>	This is the display title that is used to refer to the specification document. For uploaded specification documents, this is set to the file name.
<b>Description</b>	Should this tender include multiple files and formats, it is recommended that the relationship or content of each individual file be communicated in the Description field.
<b>Revision</b>	The version number is important, as this is used to determine if Suppliers have current versions of the document. It is also used by the system to dispatch automated email notifications to Suppliers informing them that the document has been updated.
<b>Date</b>	The date when the document was added to the tender.
<b>Available By</b>	This details how a tender document is made available, either in electronic format or hardcopy format.
<b>Collection Availability</b>	This option indicates that a hard copy of the tender document is available for collection at the issuing agency. If there are any 'collectable' documents, then the collection point is specified. The collection time might also be specified.
<b>Order Required</b>	This option indicates that the tender document must be ordered before collection.
<b>Post Option</b>	This option indicates that Suppliers can order the tender documents for postal delivery.

## 11.6 List Document Recipients

This option allows Suppliers details to be published on the website that have either physically collected or electronically downloaded the specification documents for this tender. If selected, and the Supplier agrees to have their details published, these details will be visible to other registered Suppliers.

## 11.7 Briefing

Details of tender briefing for this tender are displayed. A briefing has the following properties:

<b>Location</b>	Tender briefings 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.
<b>Mandatory</b>	Attendance at the briefing is a condition of responding to the tender.
<b>Special Instructions/Notes</b>	Additional information regarding the briefing, for example preparation details, transports arrangements, etc.

## 11.8 Enquiries

Contact information is displayed on the tender details page to ensure suppliers direct their enquiries to the correct person.

## 11.9 Document Viewer

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

## 12. SELECTIVE TENDER

If you have been chosen as a respondent for a selective tender, you will receive an email similar to the following:

Dear Tender Notified,

Your company *TENDER NOTIFIED SA* has been invited to respond to:

Request Number: DEV061249

Title: Selective Test

UNSPSC 1: Chemicals including Bio Chemicals and Gas Materials - (25%)

UNSPSC 2: Electronic Components and Supplies - (45%)

UNSPSC 3: Additives - (5%)

UNSPSC 4: Resins and rosins and other resin derived materials - (25%)

Issued By: Developer Administration

Click on the following link to access this Request:

<http://sa.staging.consolidatedtenders.com/tender/view?id=61249>

1. The Request details will not be visible until you sign in.
2. If available click on the "Download Now" icon to access any specification
3. If available click on the "Submit Electronic Response" icon to lodge your

Any enquiries related to this request should be directed to the nominated contact

Selecting the link underlined in blue will take you directly to the selective tender. You can also search for the tender using the request number or the title (both given to you in the email). Please note that you must be logged in to access your selective tender.

## 13. ELECTRONIC LODGEMENT

This page shows a condensed view of all current and open tenders that accept electronic responses. The tenders are displayed in date order, with tenders that close first to be found at the top of the list.

Electronic Lodgement ?				
This page shows all open tenders that can accept electronic responses. Click on the Respond to Tender icon to submit an electronic response, or click on the tender title to view full tender details.				
Search Results ?				
Code & State	Details	Date	Category	
DEV0050846 Open	Issued by Developer Administration Category 1: Railway and tramway machinery and equipment - 25% Category 2: Railway and tramway cars - 25% Category 3: Railroad support equipment and systems - 25% Category 4: Road and railroad construction materials - 25%	closing 22 Jan, 2019	Railway and tramway machinery and equipment - 25% Railway and tramway cars - 25% Railroad support equipment and systems - 25% Road and railroad construction materials - 25%	...
PREM0050874 Open	Issued by Department of the Premier and Cabinet Category Liquid rocket motor	closing 30 Jan, 2019	Liquid rocket motor	...
Records: 2				

In order to respond to an electronic tender, just click on the tender title and then click **Click here to submit an electronic response**.

### 13.1 Uploading Responses

You can manually select files from your file system by clicking **Use Manual Upload**. Alternatively, you can drag and drop files into the **Drop Files** section.

Response Files

Online Documents

+ Add

Upload New Files

Use Manual Upload

Clear

Drop files for your response here...

Submit Response

Consolidated Tenders Premium User responses can be selected from files stored in the document library (refer to red box above).

Once the files are uploaded, click **Submit Response**.



Before you respond, make sure that you have fulfilled all the requirements for the particular tender.

This view shows a condensed view of the tenders. In order to view all information about the tender, retrieve specification documents and submit responses, open the tender by clicking on the title or tender code.

This screen only shows open tenders that accept electronic responses. To view tenders in other states, either use the additional quick links (e.g. **Open Tenders**, **Closed Tenders**, etc.) or use the **Search** option to provide a list of tenders according to specific criteria.



To minimise upload problems, it is recommended that your response documents not exceed 100 megabytes in size OR be broken into multiple files, each one not exceeding 100 megabytes in size.

## 14. FUTURE TENDERS

This page displays advance notices of possible future tenders. Not all tenders are initially advertised as future tenders, nor does a listing here imply that the tender will ever be issued. This page is used to provide long-term indications of upcoming tenders. The degree of detail about the tender will vary according to how much is known at the time of publication, and how much information can be disclosed.

Tenders are grouped according to the category, and then sorted in date order, with tenders that close soonest at the top. To navigate to a specific category, click on the category link at the top, or scroll down using the vertical scroll bar.

Future Tenders ?				
This page displays advance notices of possible future tenders. Not all tenders are first shown on this page, nor does listing here imply that the tender will ever be issued.				
Search Results ?				
<div>RSS</div>				
Code & State	Details	Date	Category	
No records				

This page shows a condensed view of the tender with Tender code, Tender State, Tender title, issuing Agency, Closing date and a link to view full details of tender.

In order to view all information about the tender, retrieve specification documents and submit responses, open the tender by clicking on the Tender title.

## 15. CLOSED TENDERS

The Closed Tenders page displays a list of all tenders, which have closed for responses and have not yet, been awarded. If a tender is on this page, it means that responses are being evaluated prior to awarding the contract. It is possible that tenders may remain in this state for some time, due to the time required for the evaluation of responses, negotiation with suppliers and finalisation of contractual details.

Closed Tenders ?				
This page shows all tenders that have closed for responses, and not yet been awarded. The list includes all public tenders, as well as selective tenders to which your business was invited to respond. You must be signed in to see selective tenders.				
Search Results ?				
Code & State	Details	Date	Category	
DWLBC002963 Closed	Issued by Department for Water Category Management and Business Professionals and Administrative Services	closing 7 Apr, 2003	Management and Business Professionals and Administrative Services	...
PREM003089 Closed	Issued by Department of the Premier and Cabinet	closing 24 Apr	Engineering and Research and Technology Based Services	...

This list of tenders includes public tenders and selective tenders where your company has been nominated as a respondent. Selective tenders will only show up if your company is selected as a respondent and you are signed in.

## 16. CONTRACTS

This page displays a list of contracts awarded by the Government of South Australia. Click on the reference number or title to view the details for a contract.

Contracts between public authorities and the private sector, with the exclusion of all contracts under the Public Sector Management Act, involving the expenditure of public funds and with a value of \$500,000 or more (inclusive of GST), are published on the South Australian Government's Contracts website.

Awarded Contracts ?					
Find contracts that match specified criteria.					
Search Results ?					
Reference #	Contract Title	Start Date	Expiry Date	Total Cost	
DEV028094		03/11/2018		\$ 4.00	
DEV0050838		13/07/2018	13/07/2021	\$ 638.00	
CuteContract		20/06/2018	30/06/2018	\$ 123,000.00	
SNS-0043		01/10/2015	30/09/2017	\$ 0.00	
ESC159		22/09/2015	31/10/2015	\$ 57,200.00	
SAWC0271634		28/08/2015	28/08/2019	\$ 1,149,997.20	

### 16.1 Information to be disclosed

The information to be disclosed about each Eligible Contract is:

- Name of the contractor
- Name of the public authority
- Date of the contract's execution
- Start date and completion date of the contract
- Goods or services acquired
- Total value of the contract
- Procurement process used to select the contractor
- Contact details for the public authority's Freedom of Information officer.



This view shows a summarised view of contracts. Click on the reference number or title to view the details for a contract.

## 17. ACROSS GOVERNMENT CONTRACTS

This page displays a list of whole of Government contracts currently awarded by the Government of South Australia. Click on the title to view the details for a contract.

### Across Government Contracts ?

Find contracts that match specified criteria.

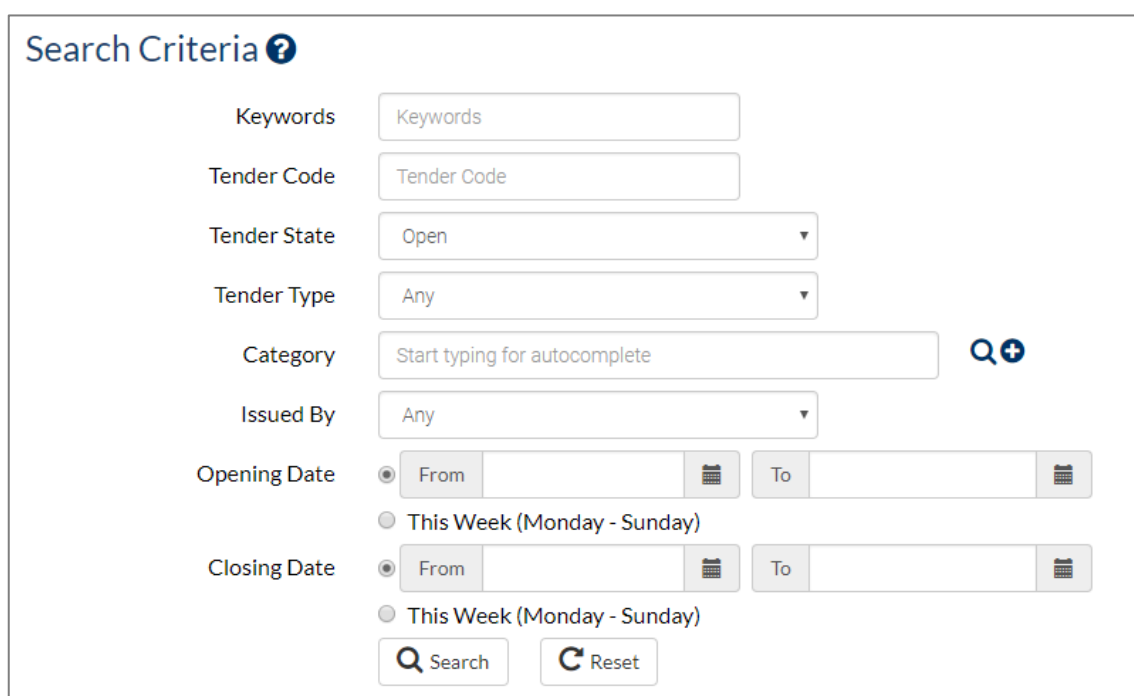
No records

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## 18. SEARCH

The search page allows you to find tenders that meet specified search criteria. If you are a registered SA Tenders & Contracts user and you are signed in, then you can also create saved searches. Saved searches provide an easy way to perform frequently used search operations.



The screenshot shows the 'Search Criteria' form with the following fields and options:

- Keywords:** Text input field with placeholder 'Keywords'.
- Tender Code:** Text input field with placeholder 'Tender Code'.
- Tender State:** Dropdown menu with 'Open' selected.
- Tender Type:** Dropdown menu with 'Any' selected.
- Category:** Text input field with placeholder 'Start typing for autocomplete' and a magnifying glass icon.
- Issued By:** Dropdown menu with 'Any' selected.
- Opening Date:** Radio button selected for 'From' and 'To' date range, with calendar icons. An option for 'This Week (Monday - Sunday)' is also available.
- Closing Date:** Radio button selected for 'From' and 'To' date range, with calendar icons. An option for 'This Week (Monday - Sunday)' is also available.
- Buttons:** 'Search' button with a magnifying glass icon and 'Reset' button with a circular arrow icon.

### 18.1 Search Operation

This search function allows you to locate tenders that match a set of criteria. When the search is initiated, it will return all tenders 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.

As a registered user, you can also subscribe to an automated notification service that will inform you by email of tenders that match a specific area of interest.

Refer to the detailed help on **Profiles** and **Search Criteria** on the search page for more information.



**Hint:** If you cannot find a particular tender using the search function, try reducing the number of criteria you use.

## 18.2 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
<b>Keywords</b>	[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.
<b>Tender State</b>	Any	A specific tender state	Returns tenders in the specified state.
<b>Tender Type</b>	Any	A specific type of tender	Returns tenders of the specified type.
<b>Category</b>	Any	A top level category	Returns tenders with a category that is equal to the specified category or is a descendent of the specified category.
<b>Issued by</b>	Any	A tender issuing agency	Returns tenders issued by the specified agency.
<b>Partial Tender Code</b>	[blank]	Any sequence of numbers or letters	Returns all tenders with a tender code that contains the specified character sequence.
<b>Opening date</b>	[blank]	A start date, and optional end date	Returns all tenders that open after the specified start and before the specified end date.
<b>This Week (Monday - Sunday)</b>	[blank]	Appears under the Opening Date	Selecting this option will return the results for all tenders with ' <b>Open</b> ' state opening <b>This Week</b> .
<b>Closing date</b>	[blank]	An end date, and optional start date	Returns all tenders that close before the specified end date, and after the specified start date.
<b>This Week (Monday - Sunday)</b>	[blank]	Appears under the Closing Date	Selecting this option will return the results for all tenders with ' <b>Closed</b> ' state closing <b>This Week</b> .

To perform a search, fill one or more of the search criteria and click **Search for Tenders**. The search results page will appear with the tenders that meet the specified criteria.

## 18.3 Ordering of Results

When the search results are presented, they are grouped and ordered according to one the following options:

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

## 19. SAVED SEARCHES & ALERTS

Search results are presented showing tenders that match your specified criteria, grouped according to the ordered option selected and then sorted in date order, with tenders that close soonest at the top.

Profiles ?

Profile	Delete	Alert
Test (Don't delete me!)		<input checked="" type="checkbox"/> On
vehicles		<input checked="" type="checkbox"/> On
new tenders		<input checked="" type="checkbox"/> On
test		<input checked="" type="checkbox"/> On
test		<input type="checkbox"/> Off
test		<input checked="" type="checkbox"/> On

Save Search As

### 19.1 Profiles

Search profiles are an easy way to access frequently used search criteria. A search profile is a saved search criteria that 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 the **Save** button.

- Please note that 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.
- 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** (the trash can) button.



#### Hint

These search features are only available to registered users who are logged in.

## 19.2 Alerts

Alerts notify you of relevant tenders by email. Alerts are created from saved search profiles. This process is automated and does not require you to be in the site or signed in. All registered users can receive email alerts through the following sequence of automated events performed by the website:

- Load profiles that are flagged for alerts.
- Perform tender search using each profile in turn and add tenders to 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, then send email notification to user's email addresses.
- 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 should appear in the result list of a number of search profiles.
  - You will only be alerted of a tender once.
  - The notification will be sent to all your email addresses.

### Example

For example, if you were a supplier of motor vehicles, you would probably be interested in open tenders that relate to vehicles. Using the search form, you can request a list of all tenders in the **Open** state in the category '*Commercial and Military and Private Vehicles and their Accessories and Components*'. After submitting the search to test that it works correctly, you can save the profile under the name **Vehicles**.

Each time you go to the search page, you can simply click on the **Vehicles** profile to view currently open tenders in that category.

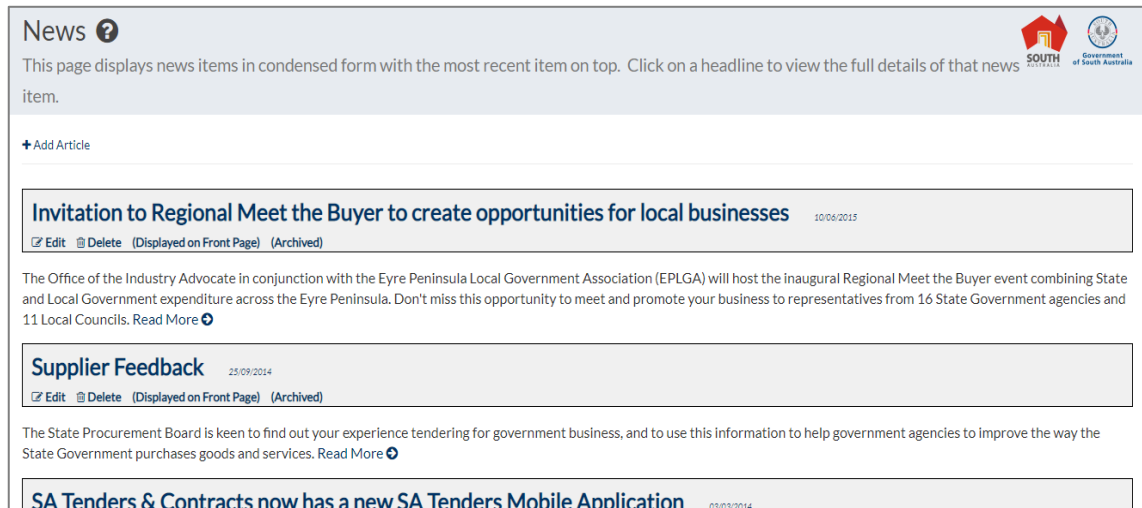
This profile can now be flagged as an alert by clicking on the red **Off** button to make it a green **On** button. Having done so, you will receive once-off daily email notification of any tenders that match the search criteria for the **Vehicles** search profile.

The profile can be deselected as an Alert by clicking green **On** to make it a red **Off** button again.

## HELP

## 20. NEWS

News and Publications is an access point for Suppliers and other Government Agencies to news, publications and policies of the SA Government, State Procurement Board and other relevant government purchasing information.



**News ?**

This page displays news items in condensed form with the most recent item on top. Click on a headline to view the full details of that news item.

[+ Add Article](#)

---

**Invitation to Regional Meet the Buyer to create opportunities for local businesses** 10/06/2015

[Edit](#) [Delete](#) [\(Displayed on Front Page\)](#) [\(Archived\)](#)

The Office of the Industry Advocate in conjunction with the Eyre Peninsula Local Government Association (EPLGA) will host the inaugural Regional Meet the Buyer event combining State and Local Government expenditure across the Eyre Peninsula. Don't miss this opportunity to meet and promote your business to representatives from 16 State Government agencies and 11 Local Councils. [Read More](#)

---

**Supplier Feedback** 25/09/2014

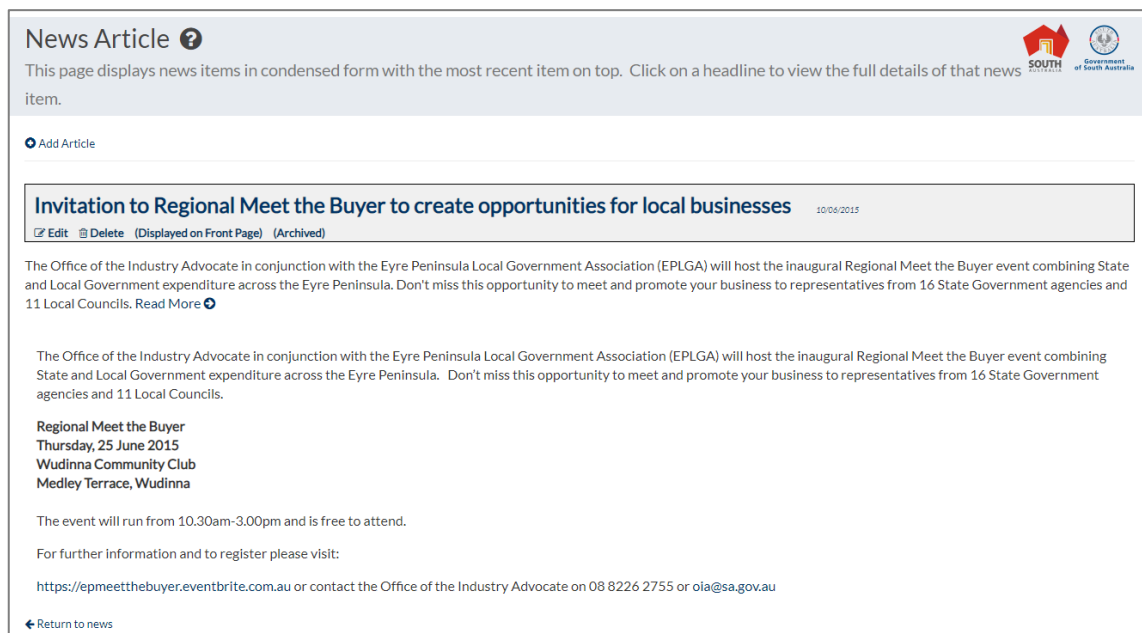
[Edit](#) [Delete](#) [\(Displayed on Front Page\)](#) [\(Archived\)](#)

The State Procurement Board is keen to find out your experience tendering for government business, and to use this information to help government agencies to improve the way the State Government purchases goods and services. [Read More](#)

---

**SA Tenders & Contracts now has a new SA Tenders Mobile Application** 03/03/2014

The news section displays news items in condensed form with the most recent item on top. Of these news items, up to two may also appear on the home page. Click on a headline to view the full details of that news item.



**News Article ?**

This page displays news items in condensed form with the most recent item on top. Click on a headline to view the full details of that news item.

[+ Add Article](#)

---

**Invitation to Regional Meet the Buyer to create opportunities for local businesses** 10/06/2015

[Edit](#) [Delete](#) [\(Displayed on Front Page\)](#) [\(Archived\)](#)

The Office of the Industry Advocate in conjunction with the Eyre Peninsula Local Government Association (EPLGA) will host the inaugural Regional Meet the Buyer event combining State and Local Government expenditure across the Eyre Peninsula. Don't miss this opportunity to meet and promote your business to representatives from 16 State Government agencies and 11 Local Councils. [Read More](#)

The Office of the Industry Advocate in conjunction with the Eyre Peninsula Local Government Association (EPLGA) will host the inaugural Regional Meet the Buyer event combining State and Local Government expenditure across the Eyre Peninsula. Don't miss this opportunity to meet and promote your business to representatives from 16 State Government agencies and 11 Local Councils.

**Regional Meet the Buyer**  
 Thursday, 25 June 2015  
 Wudinna Community Club  
 Medley Terrace, Wudinna

The event will run from 10.30am-3.00pm and is free to attend.

For further information and to register please visit:  
<https://epmeetthebuyer.eventbrite.com.au> or contact the Office of the Industry Advocate on 08 8226 2755 or [ola@sa.gov.au](mailto:ola@sa.gov.au)

[Return to news](#)



When a news item is opened, the full content of that news item is displayed in the body panel of the page including the headline, publication date and news content is shown.


Sometimes, there may be a document attached to the news article that is available for download.

To download the attached document, click the **Download PDF** icon.

## 21. USING SA TENDERS & CONTRACTS HELP

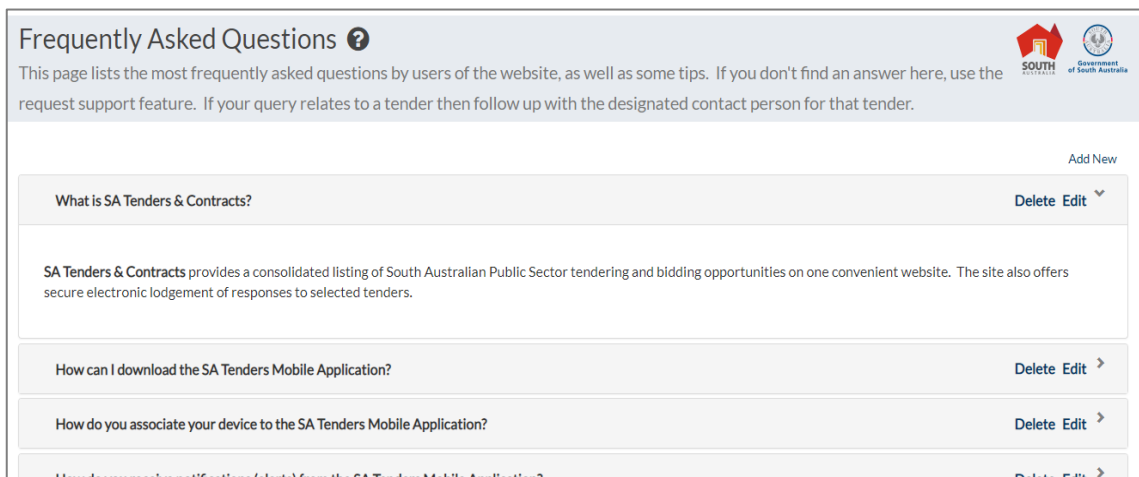
The Help function is an on-line directory of terms and definitions designed to help you understand and use the SA Tenders & Contracts system. The Help function can be accessed at all times by clicking the **Help** button located on the menu bar.


In order to access specific information for a particular page, click the **Detailed Help** link at the top of the page in question. This will pop up a new window that will display the help topic concerning the page you are on.

For detailed help on the various sections of any page, click the detailed help icon  in each section.

## 22. FREQUENTLY ASKED QUESTIONS (FAQS)

The FAQ page provides a list of hot topics known to be of interest to most end users and is frequently updated based on support requests received. 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.



**Frequently Asked Questions** 

This page lists the most frequently asked questions by users of the website, as well as some tips. If you don't find an answer here, use the request support feature. If your query relates to a tender then follow up with the designated contact person for that tender.

Add New

What is SA Tenders & Contracts?	Delete Edit
<p><b>SA Tenders &amp; Contracts</b> provides a consolidated listing of South Australian Public Sector tendering and bidding opportunities on one convenient website. The site also offers secure electronic lodgement of responses to selected tenders.</p>	
How can I download the SA Tenders Mobile Application?	Delete Edit
How do you associate your device to the SA Tenders Mobile Application?	Delete Edit
How do you receive notifications (alerts) from the SA Tenders Mobile Application?	Delete Edit

If you do not find an answer here, use the request support feature. If your query relates to a tender, then follow up with the designated contact person for that tender.

## 23. REQUEST SUPPORT

A user can request support or provide feedback on the service. Support requests will be routed to the System Administrator, who may forward them on to others for resolution. If the user is known (i.e. a registered user and logged in), then your registered contact information is used.

Otherwise, you are prompted to log in, or provide an email address.

If you are not logged in the SA Tenders & Contracts website, you will be required to provide 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**
- A request to log in if you have a valid account and you can do so
- A description of the problem or feedback in the **Problem Description** field.

After providing this information, you need to click the **Send Support Request** button. The URL (website address) at the time of selecting the **Request Support** option is recorded, as this information is helpful when the helpdesk is addressing the support request. When signed in and requesting support, your name and email address are known and therefore you will not need to provide this information for the support request.

Request supports are directed to the system administrator. Responses are usually returned by email, although the administrator may call by phone to clarify the issue if necessary. Registered users can send a support request by:

- Typing a description of the problem or feedback in the **Problem Description** field.
- Clicking the **Send Support Request** button.

## 24. WORKING WITH TENDERS

### 24.1 Overview

The SA Tenders & Contracts site is a searchable and interactive central repository of Government tendering information, which can disseminate and accept this tendering information from all relevant parties in the tendering process. The application supports advanced features such as:

- Verified electronic retrieval of documents.
- Secure submission of tender responses.
- Workflow processes for requesting documents by other means.

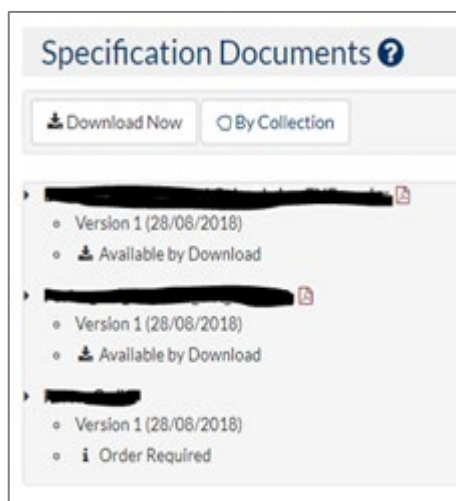
This module covers the interactions that suppliers will have with tenders and tender responses.

Most tender related activities require that the user is registered and signed in.

## 25. DOWNLOADING FILES

To download electronic files:

- Click the **Download Now** button.
- Select the documents you wish to download.




- You have the option to **Select All** or only the documents you require using the tick boxes. Click the **Download Documents** button.


Code & State	Details	Date
PREM0050874 Open	Supply of Photocopier Equipment % Issued by Department of the Premier and Cabinet Category Liquid rocket motor	closing <b>30 Jan, 2019</b>

Download Documents. To download the documents, click on the Download Documents button. If you do not wish to download all the documents electronically

### Specification Documents

☒ Select All ☐ Select None

 (version 1, dated 28/08/2018 15:07)  
☒ Everest Base Camp and Gokyo Lakes TNE exodus.pdf

 (version 1, dated 28/08/2018 15:07)  
☒ Porter\_and\_Co\_Price\_List\_Low\_Res.07.pdf

Download Documents

- Files will be saved to a default location on your computer.

## 26. AUTOMATED UPDATES

After downloading specification documents, you will be automatically advised by email of updates to the tender. This can include updates to tender documents or changes to tender terms, such as briefing dates or locations and tender closing time. Refer to **Section 9. Edit My Subscriptions** for more information on this.



Automated updates are an advanced feature that depends upon email successfully reaching your PC. There are many possible sources of failure that could prevent this from happening, which is outside the control of SA Tenders & Contracts. You are not guaranteed to receive update notifications.

## 27. ORDER FOR COLLECTION

Most tenders provide specification documents in electronic format only. However, in some cases, tender specification documents will be available for collection in hardcopy format from the agency issuing the tender. In these cases, it may be required that you order documents for collection. This could be the case when there is significant cost in producing specification documents.

The screenshot shows a web interface for 'Specification Documents'. At the top, there's a header with the title and a question mark icon. Below this, there are two buttons: 'By Post' (which is selected, indicated by a checkmark icon) and 'By Collection'. Underneath these buttons is a section titled 'Hardcopy Document' with a right-pointing arrow. This section contains a list of items: 'Version 1 (12/07/2018)', 'i Order Required' (with an information icon), and 'Available by Post' (with an envelope icon).

To order documents:

- Select the documents that you require.
- Press the **Request Documents** button.
- The **Confirmation** screen appears advising which documents were requested.
- This will notify the issuing agency that you require the documents.
- Once these documents have been prepared, you will be informed by email that they are ready for collection.
- This email will also include the collection address.
- Click the **Return to Tender Display** button.



## 28. REQUEST BY POST

Most tenders provide specification documents in electronic format only. However, in some cases, buyers may allow Suppliers to request documents to be posted to them by regular mail.

This will notify the issuing agency to prepare the selected documents and post them to the Supplier at the specified address.

### Request Tender Documents ?

Select the documents to be posted to you. You will be informed by email when these documents have been posted to you.

Code & State	Details	Date	Category
DEV0050846 Open	<b>Southern-Link Railroad Restoration</b> Issued by Developer Administration Category 1: Railway and tramway machinery and equipment - 25% Category 2: Railway and tramway cars - 25% Category 3: Railroad support equipment and systems - 25% Category 4: Road and railroad construction materials - 25%	closing <b>22 Jan, 2019</b>	Railway and tramway machinery and equipment - 25% Railway and tramway cars - 25% Railroad support equipment and systems - 25% Road and railroad construction materials - 25%

Documents ☒ **Hardcopy Document** (version 1, dated 12/07/2018)

Post To \*

To request documents:

- Select the documents that you require.
- Select one of the postal addresses for your business.
- Press the **Request Documents** button.

This will notify the issuing agency to prepare the selected documents and post them to you at the specified address. You will be informed by email once the documents have been dispatched.

### 28.1 Automated Updates

After the specification documents have been dispatched, you will be advised automatically by email of updates to the tender. This can include updates to tender documents or changes to tender terms, such as briefing dates or locations and tender closing time.



Automated updates are an advanced feature that depends upon email successfully reaching your PC. There are many possible sources of failure that could prevent this from happening, which is outside the control of SA Tenders & Contracts. You are therefore not guaranteed of receiving update notifications.

## 29. SUBMITTING RESPONSES

Please read the following instructions before starting to submit a response:

- Allow sufficient time to prepare your response.
- Download and thoroughly examine all the specification documents.
- Prepare your response in accordance with the instructions in the documents.
- Do not include unnecessary large documents (e.g. brochures, video files, etc.).
- Use only standard electronic formats such as MS Word, Excel, pdf, etc.
- THE TOTAL SIZE OF EACH UPLOAD TO THE SITE MUST NOT EXCEED 100 MEGABYTES. If your total submission is larger than 100 megabytes, you will need to break it into parts that are less than 100 megabytes each and upload them separately (you can perform multiple uploads to the same request and the files first uploaded are not deleted/overwritten by the second or subsequent upload/s).
- Before commencing your upload, check that you are responding to the correct request.
- Make sure you commence uploading well in advance of the tender closing time.
- Progress is displayed for each file being uploaded, and for the group of selected files. Documents are transferred in a compressed and encrypted format.
- When each upload is successfully completed, an official receipt will appear on the screen and you will receive an email containing the receipt number. You should store this receipt in a safe place as it is your proof of lodgment.
- If you do not receive a receipt, your upload was unsuccessful, and you should try again.
- All documents in your Electronic Responses are scanned for viruses as they reach the SA Tenders and Contracts server. Any documents that are found to contain a virus are rejected, and you are informed of the problem. You are then able to take remedial measures locally and resend the affected files.
- If you need any assistance with this process, please contact the Business Systems Service Desk (see last page).
- Suppliers may upload more than one response to the same tender.
- Uploaded responses are stored on the server in encrypted format and cannot be accessed by any user until the closing date of the tender.
- Files are compressed automatically before sending. There is no need to compress documents using WinZip or other compression utilities.

## 29.1 Submit a Response

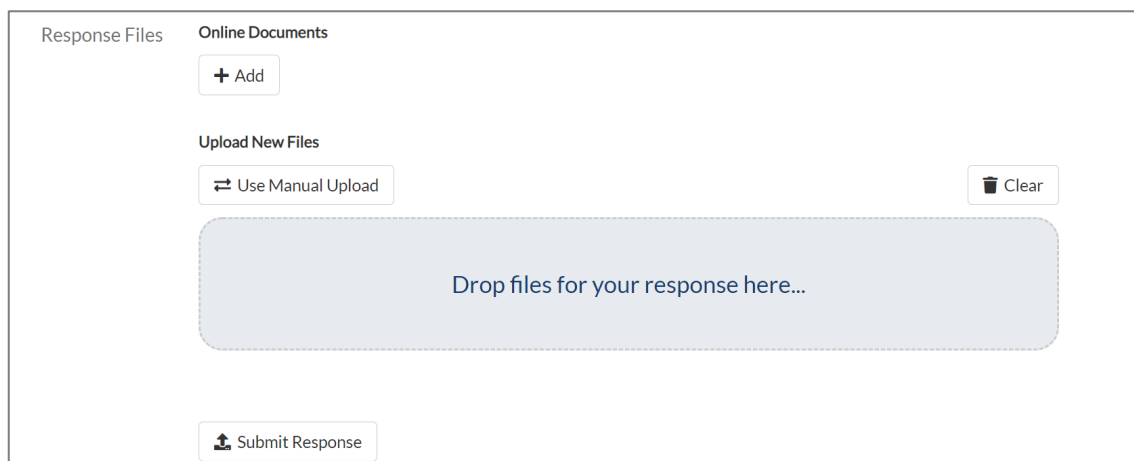
The Responses section shows the date and time an open tender will close.

Use the [Click here to submit an electronic response](#)  link to begin the process of submitting a response.

The **Tender Response Upload** page will be displayed. There are three ways to upload tender response documents:

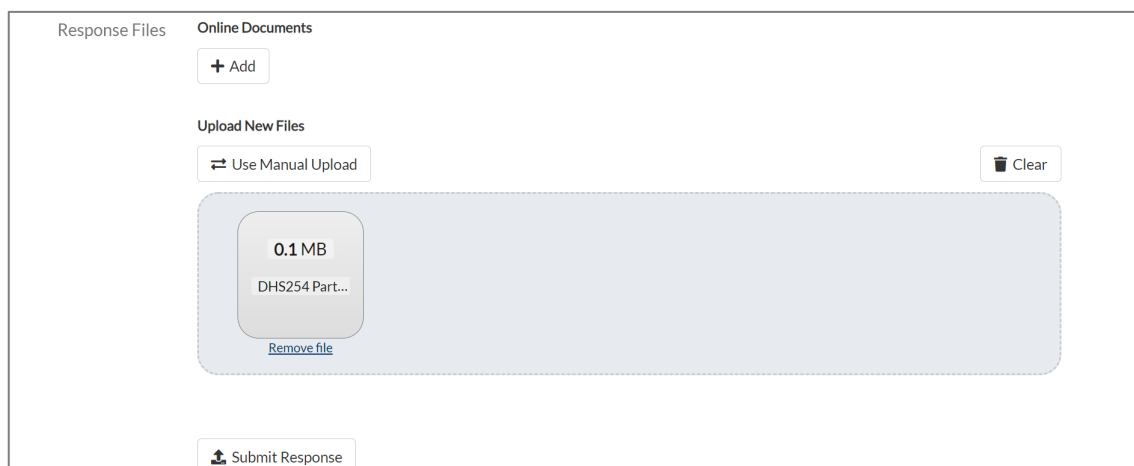
- Drag and drop
- Manual upload
- Online files (This a Consolidated Tenders Premium feature)

To use drag and drop, simply drag your Tender Response from your file system into the drop zone on the page.



The screenshot shows the 'Tender Response Upload' interface. At the top, there are two tabs: 'Response Files' and 'Online Documents'. Below 'Response Files' is a '+ Add' button. Under 'Online Documents', there is an 'Upload New Files' section with a 'Use Manual Upload' button (indicated by a folder icon) and a 'Clear' button (indicated by a trash can icon). A large dashed box in the center contains the text 'Drop files for your response here...'. At the bottom, there is a 'Submit Response' button with an upload icon.

To use manual upload, click the **Use Manual Upload** button. This will hide the drop zone and display in interface to allow you to choose files individually.



This screenshot shows the same interface as the previous one, but with the 'Use Manual Upload' button selected. The large dashed drop zone is still present, but a file preview is shown on the left side of the zone. The preview displays '0.1 MB' and 'DHS254 Part...' with a 'Remove file' link below it. The 'Submit Response' button remains at the bottom.



Click to **More Files** button to add additional files.

Response Files

Online Documents

+ Add

Upload New Files

+ More files

Use Drag n Drop

Clear

File 1

DHS254 Part D RFP - Bud

Choose file

File 2

Choose file

Submit Response

To use the online document library files, click the **Add** button. This will display the document library navigation tool. Click **Select** next to a file to add it to your submission.

Select File From Document Library

Root

Accreditation

Case Studies

Company CV

Insurance

Key Personnel

Insurance

Name

Return to Work SA - Certificate Reg 2020 08 06 306843.pdf (0.13 MB)

Select

Close

Response Files

Online Documents

+ Add

File Name	Size	Uploaded	Expires	
Insurance/Return to Work SA - Certificate Reg 2020 08 06 306843.pdf	0.13 MB	19/08/2020	29/06/2021	

Upload New Files

Use Manual Upload

Clear

Drop files for your response here...

Submit Response

Please note that no more than 10 files can be selected.

Once you have picked the files you wish to submit, press the **Submit Response** button at the bottom of the page.

Upon successful upload of all files using either method, you will be presented with a page showing a receipt number and a list of the files you submitted.

You successfully submitted an electronic response to the tender shown above.  
Your response receipt number is: **228806**. The response was completed on 1 November 2018 12:03 PM.  
You have uploaded the following files:

- After.docx (11395 bytes)

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

[REDACTED]

During the transfer of the files, a pop-up screen will provide users with an indicative guide to length of time taken to transfer the documents.

## 29.2 Confirming Your Response was Received

All Users will receive a confirmation message with a receipt at the conclusion of the file transfer.

**Electronic Response Confirmation** ?

This page confirms that your response to the selected tender 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.

Code & State	Details	Date
DTAF062047 Open (Selective)	<b>SAN Replacement</b> Issued by Department of Treasury and Finance Category 1: Live Plant and Animal Material and Accessories and Supplies - 20% Category 2: Mineral and Textile and Inedible Plant and Animal Materials - 20% Category 3: Chemicals including Bio Chemicals and Gas Materials - 20% Category 4: Resin and Rosin and Rubber and Foam and Film and Elastomeric Materials - 20% Category 5: Information Technology Broadcasting and Telecommunications - 20%	closing <b>30 Jan, 2021</b>

**Developer Administrator** successfully submitted an electronic response to the tender shown above.  
Your response receipt number is: **301059**.  
The response upload commenced **19 November 2020 04:15 PM** and completed on **19 November 2020 04:15 PM**.  
You have uploaded the following files:

- Standout - iStock-489077168.jpg (2011833 bytes)

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

[REDACTED]  
wreng@montblackcenter.com.au

The confirmation page is also emailed to you.

Dear Developer Administrator,

Request No. (Status) & Type	Request Summary	Dates
DEV0050846 (Open) Request for Tender	<a href="#">Southern-Link Railroad Restoration</a> Tender Issued by Developer Administration	Opened 04/10/2018 2:56 AM Closing 22/01/2019 4:56 PM

You successfully submitted an electronic response to the tender shown above.

Your response receipt number is: **228806**. The response was submitted on 01/11/2018 12:03 PM .

You have uploaded the following files:

- After.docx

**Please do not reply to this email.** Any enquiries related to this tender should be directed to the contact details below. For further information about the operation of this site, please contact:

**Tenders Help Desk**  
Email: [satendersandcontracts@sa.gov.au](mailto:satendersandcontracts@sa.gov.au)  
Ph: +61 (08) 8462 1401

## 30. FORUM POSTS

### 30.1 Create Online Forum Post

Some tenders allow user to create forum posts. Availability of this is at the discretion of the buyer. To create a forum post for a tender, the tender's specification documents must first be downloaded. Once the specification documents have been downloaded, click the **Link To Forum** button at the bottom of the tender display page to go to the forum.

To create a new post to the forum, enter the subject of the post and the main Content of the post.

Down the bottom, it will give you the option to either **Submit Post** or **Submit Private Post**. By selecting **Submit Post**, your forum post will remain visible only to the forum administrators, but the administrators can then choose to make the post visible to the public. By selecting **Submit Private Post**, the admin will not be able to make the post visible to the public at any point in time.

## Site Management

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SA Tenders & Contracts site is centrally managed by Business Systems Service Desk, Shared Services SA, Department of Treasury and Finance but specific tender information is managed by the individual agency responsible for the tender opportunity.

## Role of Business Systems Service Desk

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The Business Systems Service Desk is responsible for the development and management of the SA Tenders & Contracts website on behalf of the South Australian Government and other Public Sector agencies.

Tender information on the website is managed by the individual agency responsible for the bidding opportunity.

### For further information, contact:

Business Systems Service Desk  
Shared Services SA  
Department of Treasury and Finance  
25 Nile Street  
Port Adelaide SA 5015

Ph: 08 8462 1401

Email: [satendersandcontracts@sa.gov.au](mailto:satendersandcontracts@sa.gov.au)