

## Tendering

### Target the right opportunities

- Council considers, among other things, capability and experience when evaluating tenders. Only tender for well-matched opportunities.
- Your tender needs to be cost competitive. Make sure the project is cost effective for you to deliver.
- Ensure that you have the capacity and resources to deliver the project in the required timeframe and to the right specification.
- Mandatory means mandatory. If you do not meet the mandatory requirements, your tender may be considered 'non-conforming'.

### Understand all the requirements

- Make sure you read and understand all the requirements.
- If you are unclear about the tender, seek clarification.
- Read all the documentation and any Addendum or Clarifications issued.

### Ensure compliance

- Provide all the information required with your tender submission. If you do not submit all the required information, your tender may be considered non-conforming and therefore not considered.
- Address all the criteria.
- Fully complete the tender Response Form.
- Lodge by the closing date and specified time. Late tenders will not be accepted.

### Promote your business

- Sell your business and explain why you are the best choice for the job.
- Sell the things about your business that make you stand out compared to other businesses e.g.:
  - Environmentally sustainable
  - Local employer
  - Your safety standards and record
- Identify any value added or innovative solutions that you can offer, that may be of interest to Council.

### Safety and Insurances

- If you do business with MBRC, we expect your workplace and practices are safe and you comply with all the relevant Workplace Health and Safety regulations.
- MBRC also requires that you hold specific insurances. Your insurances need to be current and maintained throughout the duration of your contract with Council.

## How to submit a tender

MBRC use *LG Tender Box* for all tendering processes. *LG Tender Box* is an e-tendering solution to streamline the tendering process between businesses and local governments.

### LG Tender Box provides:

- Free access to local government tenders
- Fast downloading of Council tender documents
- Easy uploading of responses to Council tenders
- Email notifications of new tenders

You must register your business with *LG Tender Box* to download tender documents and lodge tender responses.

There are seven easy steps to respond to a tender:

### To Download Tender Documents

1. Open [www.lgtenderbox.com.au](http://www.lgtenderbox.com.au) and register your details. A username and password will be sent to you to sign in.
2. Click on **Tenders / Current**. Scroll down to locate the tender you are interested in and click on the tender link.
3. Scroll down to the **Specification Documents** and click **Download Now**.
4. A folder containing the tender documents will automatically be created on your computer.

### To Upload Tender submissions

5. Open [www.lgtenderbox.com.au](http://www.lgtenderbox.com.au) and login
6. Locate the tender you are responding to and click on the **Tender** link.
7. Scroll down to **Reponses** and click on the link to **Submit**.
8. Upload Response from the folder on your computer that contains the tender documents.

A receipt number will be displayed once your tender documents upload is complete, confirming your successful submission and will be emailed to you by LG TenderBox.

Don't forget LG Tender Box provides a **FAQs** page located under **Help**

### Feedback Sessions

The experience of not winning a tender can be disappointing given the amount of time and effort invested in the preparation of your submission. Following the advice of the tender outcome, tenderers may request a Feedback Session. This is a useful process to assist you in understanding what criteria of your submission could be improved for future tenders. Feedback sessions are also an opportunity for you to provide feedback to Council on the tender process.

## For more information

Please visit [www.moretonbay.qld.gov.au/procurement](http://www.moretonbay.qld.gov.au/procurement) or email Procurement at [procurement@moretonbay.qld.gov.au](mailto:procurement@moretonbay.qld.gov.au)