



SUBMITTING A TENDER TO COUNCIL

Council publishes a range of tenders throughout the year, utilising a number of procurement tools to promote public tenders, such as VendorPanel, Tenderlink and Procurement Aggregators.










If you are interested in doing business with Council, we encourage you to register with the above online tools to learn more about upcoming procurement activities.

 Register with:

 VendorPanel

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TenderLink

 Aggregator

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| Step 1 |  | Register to Tenderlink / Vendor Panel |
| Step 2 |  | Download Tender when notified of release |
| Step 3 |  | Attend Pre-Tender Meeting (where specified) |
| Step 4 |  | Direct queries/communications through online forum |
| Step 5 |  | Complete returnable schedules and clearly reference attachments |
| Step 6 |  | Double check and sign returnable schedules and all supporting documentation is ready for submitting |
| Step 7 |  | Submit Tender - allow sufficient time to upload complete Tender submission |
| Step 8 |  | Respond to clarifications where required |
| Step 9 |  | Await notification of Tender outcome |