

OFFICIAL

# SA TENDERS AND CONTRACTS

## AGENCY ADMINISTRATOR USER GUIDE

**Business Systems**  
**Shared Services SA**  
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OFFICIAL



**Government of South Australia**  
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## INTRODUCTION

This user guide is intended as an introduction to agency administrators and clerks who will use the system to create and manage tenders, contracts and the tender process.

## AGENCY INFORMATION

### 1. Overview

Many of the advanced features of SA Tenders and Contracts are only available to registered users. This section covers the registration process and related activities such as logging in and lost password retrieval.

This section also covers the management of Agency information and personal information. Also covered are special extensions of the management functions as they pertain to agencies.

### 2. Agency Administrator Role

The Agency Administrator will be required to perform the following duties for all tenders issued by the agency:

- Add all of the agency's new tenders to the site prior to the advertisement of the tender in the newspaper press (i.e. the Wednesday preceding an advertisement in Tuesday's edition of *The Advertiser*).
- Make modifications to tenders already advertised on the site as necessary.
- Make modifications to their agency details, login profile as required (e.g. when new administrative users are created).
- Record and distribute statistics of tender document downloads from the site.
- Manage tender responses including; downloading, decrypting, saving, storage and dissemination.
- Liaise with media provider for the advertisement of tenders in the paper.

#### 2.1 Agency Administrator Requirements

In preparation for implementation of these procedures the Agency Administrator must have:

- An appropriate **Username** and **Password** to access the agency tender administration area. Access can only be arranged through the System Administrator.
- A internet-enabled device, such as a PC workstation with Google Chrome or Mozilla Firefox installed.
- This site is best viewed in screen resolutions higher than 1366 x 768.
- Each agency administrator must have access to a secure administration area that is used to maintain the data on the site.

- Your **Username** and **Password** for this site must be kept confidential.

## MINIMUM SYSTEM REQUIREMENTS

This section of the user guide outlines the minimum system requirements for using SA Tenders and Contracts website.

This module covers the following:

- Minimum System Requirements
- Supported Web Browsers
- Web Browser Settings

It is therefore a useful starting point for any user of the website.

## ACCESSING TENDERS AND CONTRACTS




### 3. Home Page Details

SA Tenders and 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 Internet access to all publicly available bidding opportunities with a facility to submit electronic responses using the Electronic Lodgement Service (ELS). The site also provides details of South Australian Government awarded contracts for goods, services and works.



### 4. Minimum System Requirements

You need the following:

- An internet-enabled device, such as Personal Computer
- A broadband internet connection
- One of the following Internet Browsers:

	Google Chrome – Current version and 2 versions prior Click <a href="#">here</a> to download Google Chrome
	Mozilla Firefox – Current version and 2 versions prior Click <a href="#">here</a> to download Firefox
	Microsoft Edge (Chromium) – Current version and 2 versions prior



	Safari – Current version and 2 versions prior
	Microsoft Internet Explorer – Version 11

## 5. Web Browser Settings

The use of a current browser is recommended, as earlier versions may be limited to view only capability, leaving you unable to upload tender responses. The site uses cookies to keep track of users. If you do not have cookies enabled, you will have to re- enter your password every time you download a tender or submit a tender response.

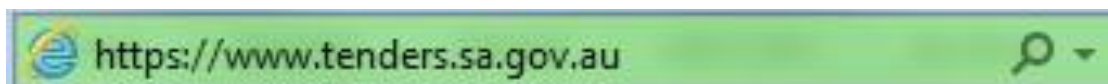
The recommended settings are as below:

Setting	Requirement	Notes
JavaScript	Enabled	Update this in your browser settings.
Cookies	Enabled	Update this in your browser settings.
Internet speed	Download $\geq$ 12Mbps Upload $\geq$ 1Mbps	Slow internet speeds may result in services running slowly or timing out.
<b>Ad-blocker software</b> <b>Anti-virus software</b> Browser add-ons	You may need to adjust the settings of your software or browser add-ons to allow our online services to load correctly.	This may involve whitelisting or adding an exception for the <b>*.tenders.sa.gov.au</b> and <b>*.consolidatedtenders.com</b> domains.
Network settings (for example, firewalls)	Ensure the <b>*.tenders.sa.gov.au</b> and <b>*.consolidatedtenders.com</b> domains are not blocked.	If you don't have access to update these settings (for example, you're using a public computer or wi-fi network), try a different device or a different network.

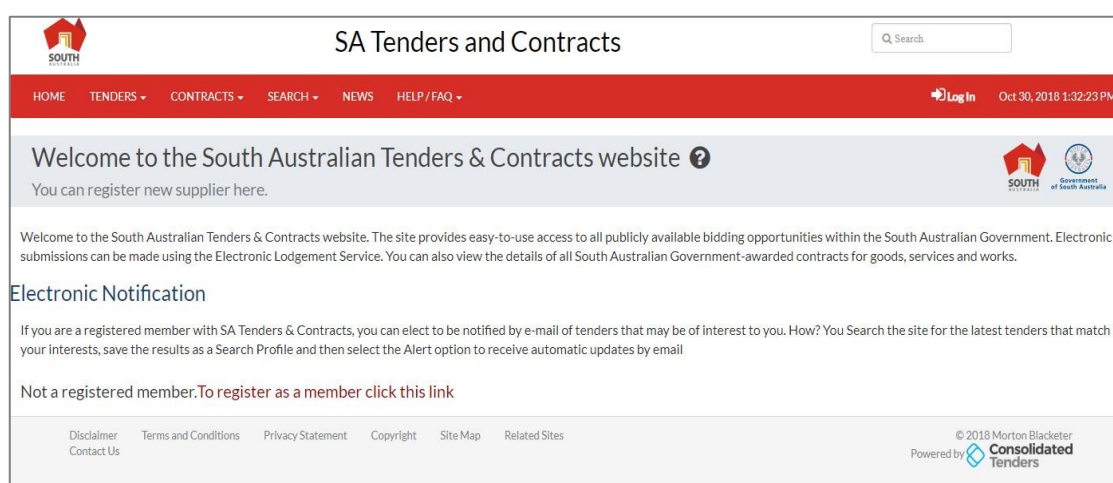
## 6. Access SA Tenders and Contracts

Complete the following steps:

- Open **Microsoft Internet Explorer** from your desktop.
- Type the address of the site ([www.tenders.sa.gov.au](https://www.tenders.sa.gov.au)) in the Address line of the browser.



- The **Welcome to SA Tenders and Contracts** page appears.



- To log in, you must enter your **Username** and **Password** that is recognised by the system.

## 7. Registration

Registration for Agencies is different to registration for suppliers. Suppliers can self- register from the website, however the System Administrator must register agencies.

There are two possible means of registering an Agency:

- The first is as a top-level agency. A top-level agency can best be thought of as a department, or agency, within the government context.
- A department or agency can then have business units within it. In SA Tenders and Contracts, we use the generic 'agency' to refer to any tender issuing authority. Agencies are then registered on a hierarchy basis, which dictates certain privileges.

A top-level agency can only be created by a Tenant Administrator (Shared Services Helpdesk). Provide them with your information and they will create the top-level agency. The screen below is used to create an agency.

Refer to section 17 for creating a sub-business or agency.

The screenshot displays the 'SA Tenders and Contracts' website interface. At the top, there is a navigation bar with links: HOME, FORWARD PLANS, TENDERS, CONTRACTS, NEWS, HELP, and ADMINISTRATION. A search bar is located on the right. The user is logged in as 'Developer Administrator' on 'Dec 8, 2022 12:42:26 PM'. The main heading is 'Create New Top Level Agency' with a help icon. Below this is a 'Site Map' section. The form is divided into two main sections: 'Business Information' and 'Contact Information'. The 'Business Information' section includes fields for Legal Name, Business Name, ABN (with a dropdown for 'Does your business have an Australian Business Number (ABN)?' set to 'Yes'), Agency Abbreviation, SA Government Agency (checkbox), Address, City, State/Province (dropdown), Zip/Postcode, and Country (dropdown set to 'Australia'). The 'Contact Information' section includes fields for First Name, Last Name, Position, User Name, Email Address, and a phone number field with a dropdown for 'Home', a country code dropdown set to '+61', a number field set to '08', and a 'Line' field. A 'Register' button is at the bottom left of the form. The footer contains links for Disclaimer, Terms and Conditions, Privacy Statement, Copyright, Site Map, Related Sites, and Contact Us. On the right, it says 'Consolidated Tenders' and '1.12.5.0-SNAPSHOT 2022.12.07\_0638'.

Once the agency has been created the contact person will receive an email with their login details. They must read the **Terms and Conditions** section and select **I Agree** on the bottom of the page in order to continue with the registration.

**SA Tenders and Contracts**

HOME TENDERS CONTRACTS SEARCH NEWS HELP / FAQ Log In Oct 30, 2018 1:48:20 PM

## Terms and Conditions

### Formation and Acceptance

The use of the South Australian Tenders & Contracts Website ([www.tenders.sa.gov.au](http://www.tenders.sa.gov.au)) is governed by the following Terms and Conditions, which when accepted constitutes an agreement between the person who wants to use the South Australian Tenders & Contracts Website ("you" and "your") and the South Australian Government (including its agents, employees and subcontractors) ("we", "us" and "our").

Your use of the South Australian Tenders & Contracts Website indicates acceptance of the following Terms and Conditions. If you do not agree to these Terms and Conditions you should not use the South Australian Tenders & Contracts Website.

The South Australian Tenders & Contracts Website enables you to:

- (a) view tender documentation and information;
- (b) download tender documentation electronically via the Internet;
- (c) upload tender responses electronically via the Internet; and
- (d) view details of contracts awarded in accordance with the South Australian Government's Contracts Disclosure Policy. (Department of the Premier and Cabinet Circular PC027 - Disclosure of Government Contracts)

We may amend the Terms and Conditions at any time.

### Using the South Australian Tenders & Contracts Website

You agree that you are solely responsible for the accuracy and completeness of all the information and documentation you provide us using the South Australian Tenders

terms and conditions.

These Terms and Conditions comprise the entire understanding and agreement between you and us with respect to its subject matter.

To continue with registration, please accept or decline these Terms & Conditions:

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

Powered by © Morton Blacketer  
Consolidated Tenders

The other way to register an agency is as a sub-agency of an existing agency. An agency administrator has rights to create sub-agencies (or business units) within the existing agency. The creation of sub-agencies will be covered later in this user guide.

## 8. Logging In

To get the most out of the SA Tenders and Contracts website, you need to be a registered user. To log in, you must enter your **Username** and **Password** that is recognised by the system.

For training purposes, your trainer will provide you with a **Username** and **Password**.

### 8.1 Log In to SA Tenders and Contracts

In the **Log In** section located on the upper right-hand side of the Home page:

- Select **Buyer Login**.
- Enter your **Username** and **Password**.

- Click the **Sign In** button.
- The **Home** page appears.

## 8.2 Retrieve Password

If you have forgotten your password, you can retrieve it yourself by just 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.

## 9. SA Tenders and 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 pop-up windows) retain the same basic layout, with a consistent left hand navigation section and header and footer.



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

## 10. Navigation of Site

Once logged in to the SA Tenders and Contracts site, located on the left hand menu bar of the home page are the Main Menu buttons, which allow you to navigate the site.

HOME	This website 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	Lists opportunities that are currently seeking responses. In this list, you will find summary information on opportunities and where available, links to supporting web pages giving more details.
E-Lodgement	The secure ELS allows suppliers to submit tender responses in a

	secure electronic environment.
Future	Lists opportunities that will soon be opening and seeking responses.
Closed	Lists opportunities that have recently closed, the responses received are being evaluated.
CONTRACTS ▾	Lists opportunities where all responses have been evaluated and the successful contractor(s) selected. Information about the winning contractor(s) is displayed as required under the guidelines for disclosure.
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 an opportunity using a keyword, and/or a category and a status.
ADMINISTRATION ▾	This is the administration page where all tender management and system management activities are performed. It is only accessible to Agency Administrators and Agency Clerks.



## 10.1 Personal Functions

Located on the left hand menu bar of the Home page, there are several additional links, which allow you to logout, edit personal details, and edit your business details.

<b>NEWS</b>	News and Publications is an access point for Suppliers and other Government Agencies to news, publications and policies of the SA Government, State Supply Board and other relevant government purchasing information.
<b>HELP / FAQ</b>	Here you will find general information about the site, together with questions and answers to some common enquiries.
<b>Request Support</b>	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.
<b>Document Library</b>	The library is an access point to documents, policies, user guides and further information on relevant issues relating to SA Tenders and Contracts.
<b>Logout</b>	Log out of the SA Tenders and Contracts website.
<b>Edit My Details</b>	This option will take you to a page where you can change your registration details and manage your personal information, such as your username and password.
<b>Edit My Business</b>	This option will take you to a page where you can change details of your business registered with SA Tenders <b>and</b> Contracts. Depending on your business, you may have multiple offices, and choose to enter the details of these offices using this feature.

## 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, other related web sites, 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 and Contracts Website is operated in compliance with the South Australian Government's Information Privacy Principles.
<b>Copyright</b>	The South Australian Government's Tenders and 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 websites.
<b>Contact Us</b>	This page gives information (such as address, phone, email) to get in contact with Sa Tenders and Contracts

## 11. Edit My Details

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

The screenshot shows the SA Tenders and Contracts website interface. At the top, there is a search bar and a navigation menu with links: HOME, TENDERS, CONTRACTS, SEARCH, NEWS, HELP/FAQ, and ADMINISTRATION. A user is logged in as 'Top Guy' on 'Oct 30, 2018 2:22:18 PM'. A dropdown menu is open, showing options: 'Edit My Details' (highlighted with a red box), 'Edit My Business', 'Edit My Subscriptions', and 'Log Out'. The main content area welcomes the user to the South Australian Tenders & Contracts website and provides information about electronic submissions and notifications. The footer includes links for Disclaimer, Terms and Conditions, Privacy Statement, Copyright, and Site Map, along with copyright information for Morton Blacketer and Consolidated Tenders.

### 11.1 Personal Information

This section is used to manage and update your personal information:

<b>First Name and Last Name</b>	Used for reference purposes and in correspondence by post and email.
<b>Position</b>	The title is a useful reference when trying to identify the appropriate person at your business.
<b>Username</b>	The name you enter the first time you register with the site.
<b>Current password</b> <b>Change password</b> <b>Confirm password</b>	You can update your password at any time.
<b>Automatic Login</b>	Select this option to automatically log you in every time you visit the site.

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.

The screenshot shows a web application interface for editing a user profile. At the top is a red navigation bar with links: HOME, TENDERS, CONTRACTS, SEARCH, NEWS, HELP / FAQ, and ADMINISTRATION. The user is logged in as 'Developer Administrator' on 'Aug 28, 2018 12:35:33 PM'. The main heading is 'Editing Person 'Developer Administrator'' with a help icon. A sub-header explains the page's purpose: 'This page is used to manage your personal information, or the personal information of another member of your business.' The form is divided into several sections: 'Personal Information' with fields for First Name (Developer), Last Name (Administrator), Position (Position), a checked 'Allow Login' checkbox, User Name (devadmin), and a Password field with a 'Change Password' link. The 'Role' section has two buttons: 'Agency Admin' and 'System Admin'. The 'Email Addresses' section includes an '+ Add Email' button and a text input containing 'ksen@mortonblacketer.com.au'. The 'Phone Numbers' section has an '+ Add Phone' button and a form with a dropdown set to 'OFFICE', and three input fields containing '61', '08', and '8359 2332'. The 'Manage Business' section features a dropdown menu showing '2007 World Police and Fire Games Corporation' and an '+ Add Business' button. At the bottom, there are three tabs: 'Actions', 'Primary Contact', and 'Business', and a 'Save Changes' button.

## 11.2 Email Addresses

SA Tenders and 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 and Contracts will send the email to all the addresses entered against your name.

### 11.3 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 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.

### 11.4 Adding an Email Address

To add an email address to your personal account:

- Enter your email address in the window.
- Click the **Add** button next to the email address.
- 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. If you wish to add multiple email addresses or modify other information, then use the **Add** button.

### 11.5 Removing an Email Address

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

### 11.6 Modifying an Email Address

Press the **Edit this Email Address** button  next to the email address that you wish to modify.

- This will open a text box with the selected email address ready for modification.
- Once you have made the necessary modifications to the email address, click the **Update** button.
- 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.



When using the Add, Modify or Remove functions, you must click 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.

## 11.7 Phone Numbers

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

The screenshot shows a 'Phone Numbers' section with a header and a help icon. Below the header is a '+Add Phone' button. There are two rows of phone number entries. Each row consists of a dropdown menu for the number type, a field for the area code, a field for the prefix, and a field for the main number. The first row is labeled 'OFFICE' and contains the number '12345678'. The second row is labeled 'PHONE' and contains the number '87654321'. Each row has a trash can icon to its right for deletion.

Phone Numbers ?				
+Add Phone				
OFFICE ▼	61	08	12345678	
PHONE ▼	61	08	87654321	

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

## 11.8 Adding a Phone Number

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

- Enter your phone number in the space provided.
- Select the **Add** button.
- 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.

If you wish to add multiple phone numbers then use the **Add** button.

## 11.9 Removing a Phone Number

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

## 11.10 Modifying a Phone Number

Click the **Edit this Phone Number** button (the page icon) next to the phone number that you wish to modify.

- This will open a text box with the selected phone number ready for modification.
- Make the necessary modifications and click the **Update** button.
- 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.

### 11.11 Role

This section allows you to manage the roles of people in your agency. Roles are used to determine the activities that a user can perform.

Agency Contact	Role only allows a user to perform all the activities of a Registered User (someone browsing the site, downloading tender documents). The Agency Administrator can select the Agency Contact for display as the enquiries contact for tenders they create.
Agency Clerk	Role only allows a user to perform tender support activities such as issuing specification documents or receiving responses.
Agency Administrator	Role can create tenders and download tender responses.

Each role is associated with a set of permitted activities. An important characteristic of roles is that they inherit the activities of less privileged roles. For example, an Agency Clerk can perform all the activities of an anonymous user (someone browsing the site), as well as the specific clerical activities associated with the Clerk role. Likewise, an Agency Administrator can perform all the activities of a Clerk.

The value of having different types of role is that people can safely use the system for a specific purpose without having to receive training for other activities. It also safeguards against inadvertently performing an activity.

### 11.12 Changing Role

You can use this option to promote the role of a Contact or Clerk to that of Administrator or demote an Administrator to a Clerk or Contact.

### 11.13 System Administrator

The System Administrator is a special privilege, which can be assigned to a user in addition to their existing roles. A System Administrator is the highest privileged role of the SA Tenders and Contracts application. A user with this role can, for example, modify online help, FAQs and news items. A System Administrator can also delete system objects such as people, businesses and tenders – activities that are restricted for obvious reasons.

The System Administrator also has Agency Administrator rights over all tenders, can delete tenders (in any state) assign users to different businesses, login and act on behalf of any other user, and grant System Administrator rights to other users.

System Administrator privileges should therefore only be granted to a restricted group of users – two at least, and as few as possible above that. There should be more than one in case the System Administrator is unavailable, and some activity must be performed in an emergency.

### 11.14 Changing Business Membership

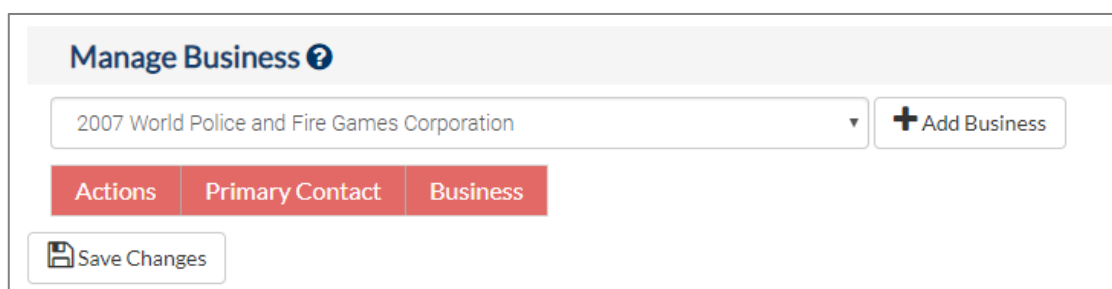
It is possible to assign a user to another business (or agency). This is most likely to happen within government, where a user moves to another agency. It may also be necessary where

for a supplier is assigned to the wrong business as a result of data migration from the old tenders system. The System Administrator is the only person that can perform this activity.

### 11.15 Manage Business

As an Agency Administrator, you may be granted the right to log in under a different agency, if you have a requirement to create and manage tenders for other agencies. An Agency Administrator can login or remove businesses from the managed business list.


The right to log in under a different agency to create and manage tenders for the other agency is given to individual Agency Administrators and not to the Agency.



**Manage Business** ?

2007 World Police and Fire Games Corporation ▼ **+ Add Business**

**Actions** **Primary Contact** **Business**

 **Save Changes**

## 12. Managing Business Information

Although users interact with the SA Tenders and Contracts system, users are deemed to act on behalf of an agency. Agency membership is used throughout the site, in the provision of services. It is therefore important that all users within your agency are reflected as members of your agency on this page, as opposed to re-registering each user, using the same agency name.

For detailed help on the various sections of this page, click on the detailed help icons in each section.

## Manage Business ?

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

### Business Information ?

Name\*

Legal Name\*

ABN\*

Abbreviation\*

Default Invoicing Address\*

Primary Contact\*

Head Office\*

Receive Summary Mailout\*

### 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	

### Offices ?

+Add Office

Action	Name and Address	Phone Numbers	ETB	PTB
	Home Office 1 Big Street, Adelaide, SA, Australia, 5000	Office: +61 (08) 1233213321		
	Second Office 1 Lane, Adelaide, SA, Australia, 5000	Office: +61 (08) 213		

### Sub-Businesses ?

+Add Sub-Business

## 13. Business Information Section

The Agency Management console is used to modify an agency profile, create an electronic tender box, and register details of the physical tender box and change agency passwords.

### 13.1 Name and Abbreviation

This is used for reference purposes and for tender listings. The abbreviation is used as a prefix for the system assigned tender code. For simplicity this abbreviation should match existing, well-known acronyms for the agency (for example DTF, DHS).

### 13.2 Invoicing Address

This address is used for invoicing purposes for newspaper advertisements. The invoice address must be selected from the addresses belonging to offices of this agency that accept postal delivery.

### 13.3 Primary Contact

The agency administrator responsible for managing your agency's tenders is nominated as the primary contact and the contact details are used by the system.

### 13.4 Head Office

Every agency must have at least one physical office, one of which is the head office. Most agencies will only have one office. The head office details are used by the system and operators as a destination postal delivery and contact follow-ups in response to matters raised by SA Tenders and Contracts.

## 14. People Section

The SA Tenders and Contracts application requires that users be associated with an agency. The primary reason for this being that people, on behalf of agencies, 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.

When creating tenders, contact people for the tender must be selected from the members of your agency who are registered with SA Tenders and Contracts. Registered users of the system must handle the issuing of tenders, as well as the receipt of tender responses. It is therefore necessary that all members of your agency who will be performing these activities be registered with SA Tenders and Contracts.

Various important activities such as downloading tender specifications are recorded against the user who is currently logged in. This is one of many reasons why it is considered security poor practice to have shared accounts that are used by a group of people. SA Tenders and Contracts supports the notion of multiple users with different roles belonging to the same agency and should be used as such.



## 14.1 Adding a Member

To register a new member of your agency as a new SA Tenders and 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.

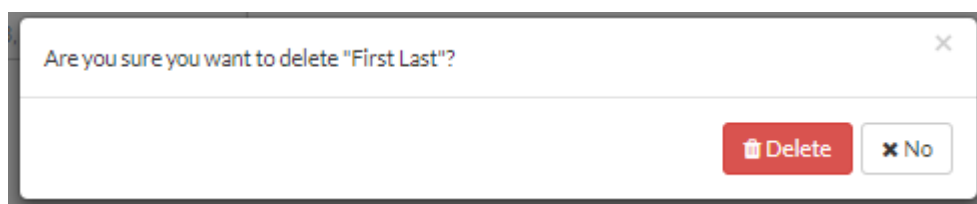
## 14.2 Removing a Member

You will not be able to remove the person who is nominated as the primary contact for the agency. 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 "..."?'



- Select **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 and Contracts.

## 14.3 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 up the personal details form for the selected user. Modify the details as required.

## 15. Offices Section

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

Offices correspond to the physical locations of:

- Tender boxes
- Electronic tender boxes
- Tender document collection points
- Briefing venues

- Locations for advertising invoicing.

Offices ?				
+Add Office				
Action	Name and Address	Phone Numbers	ETB	PTB
	Home Office 1 Big Street, Adelaide, SA, Australia, 5000	Office: +61 (08) 1233213321		

Although most agencies are likely to have a single office, it is possible to have many. In addition to a physical address, each office may have a postal address. Offices are important locations from the perspective of interacting with suppliers.

### 15.1 Adding Office

To register a new office to your agency, click the **Add Office** link. This will open up 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 \*

Alternative Collection Details

Has Physical Tender Box
☐

An electronic tender box can be added to this office from the business management page.

#### Phone Numbers ?

+Add Phone

OFFICE
61
08
Number

#### Addresses ?

+Add Address

Save Changes

123

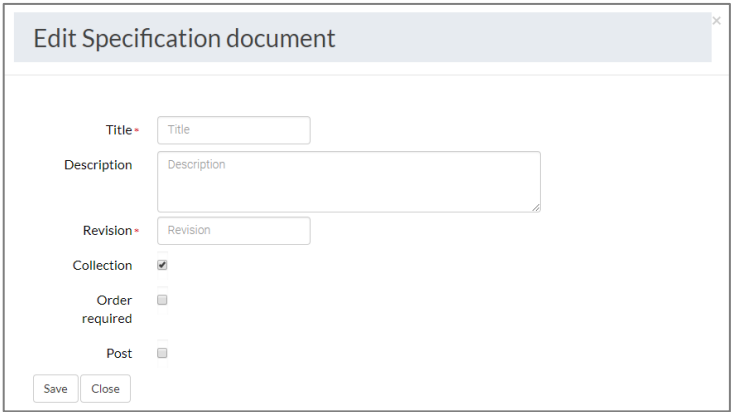
1
09/01/2019 16:45

Collection Point \*
State Electoral Office - 134 Fullarton Road, Rose Park, SA, Australia, 5067

Collect At
09/01/2019 16:13

## 15.2 General Details

Although most agencies are likely to have a single office, it is possible to have many. In addition to a physical address, each office may have a postal address.

<b>Name</b>	This Name should be the description name that is used and well known to other members of the agency. Where this office will be used for another purpose in a tender definition, ensure that the name is meaningful to the public, i.e.: Walkerville Office.
<b>Alternative Collection Details</b>	<p>This field has been added to the <b>Offices</b> screen allowing free text comments to be added to the <b>Specifications</b> column. However, the site is designed to have documents available for download over the Internet and remains the preferred method for suppliers to obtain documents.</p> <p>In the <b>Specification Documents</b> screen of the Tender Wizard, the text will display in the drop-down list of Collect at.</p> 
<b>Has Physical Tender Box</b>	Check the Has Physical Tender Box option if you intend to use this office for receiving of tender responses.

### 15.2.1 Phone Numbers



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

### 15.2.2 Addresses

An office in SA Tenders and Contracts corresponds to a physical office location and must have an address. Optionally, this physical address can receive postal mail. Agencies must have at least one office with a mailing address. This will usually be the head office. These office addresses are used for of correspondence, collection of tender specifications, briefing sessions and delivery of tender responses.

## 15.3 Adding an Address

To add an address for your office:


- In the **Offices** section, simply select the **Add New Address** button and 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.
- Select the **Add New Address** button.
- The new address will appear with the **Edit this Address**  and **Delete this Address**  icon.
- 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 account and will return you to the **Managing Details** screen for your business.




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.

## 15.4 Removing Offices

Click the **Remove** 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.

+Add Office				
Action	Name and Address	Phone Numbers	ETB	PTB
	<b>Home Office</b> 1 Big Street, Adelaide, SA, Australia, 5000	Office: +61 (08) 1233213321		
 	<b>Second Office</b> 1 Lane, Adelaide, SA, Australia, 5000	Office: +61 (08) 213		

## 15.5 Modifying an Office

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

## 16. Tender Boxes

In order to receive responses to a tender, the tender must be linked to an existing tender box. Tender boxes are bound to offices, since they are always located at an office of the issuing agency or at another agency. Each office can have a physical and electronic tender box.

Physical tender boxes in SA Tenders and Contracts correspond to the actual tender boxes where hardcopy responses are deposited. To create a physical tender box on the system, edit the details of an office and indicate that the office has a physical tender box.


+Add Office				
Action	Name and Address	Phone Numbers	ETB	PTB
	<b>Home Office</b> 1 Big Street, Adelaide, SA, Australia, 5000	Office: +61 (08) 1233213321		
 	<b>Second Office</b> 1 Lane, Adelaide, SA, Australia, 5000	Office: +61 (08) 213		

### 16.1 Electronic Tender Boxes

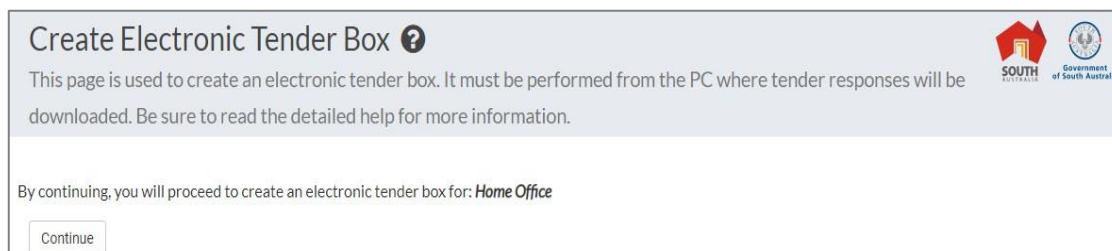
An electronic tender box (ETB) is necessary to receive electronic responses. An ETB is an encrypted repository on the server, where all responses for the specific tender are kept until downloaded.

The encryption process uses a private key and public key (PGP). The public key is stored on the server and used to encrypt responses. The private key is stored on the workstation that will be used to decrypt responses. The private key must remain on the tender download workstation. If lost, responses will not be accessible.

## 16.2 Creating an Electronic Tender Box (ETB)

Electronic tender box (ETB) are bound to offices and are created from the business management page. To create an ETB, click the **ETB** icon. This will bring up the ETB creation page (below). 

Click the **Generate and Download** button to initiate the key generation process.



The ETB creation process follows these steps:

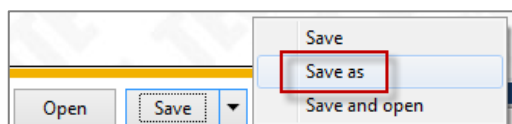
- A private key / public key pair is created on the server,
- The public key is stored on the server,
- The private key is transferred to the workstation over a secure connection and stored on the local file system,
- The process is verified, a sample is encrypted at the server using the public key, then sent to the workstation and decrypted on the workstation by comparing the original sample on the server.

This test implements all the steps that would be required to download and decrypt tender responses.

## 16.3 Select Private Key Storage Location

By default, ETB private keys are stored in the **SA Tenders** folder in **My Documents** (on a Windows PC). The actual location for the key is important:

- Click **Save as**.
- Select the folder where you want to store the private keys.




The key must be accessible by the user who will download tenders. If you have multiple users on the PC, then you might consider placing the key in an area of shared access.

## 16.4 Create Electronic Tender Box Success

Once completed, you will be presented with a confirmation screen.

Create Electronic Tender Box ?



This section provides some instructions on how to submit a tender response

Your **Electronic Tender Box** has been created for "Home Office".

A public/private encryption key pair was generated and verified, with the public key being stored on the server, and the private key downloaded to the location specified.

**DO NOT LOSE THE PRIVATE KEY.** If you lose the key, you will be unable to decrypt responses submitted to the Electronic Tender Box.

[Return to Manage Business](#)

## 17. Sub-agencies Section

Agencies in SA Tender and Contracts can be organised hierarchically. In other words, it is possible to set up one or more agencies under an existing agency. For large agencies, it is useful to create sub-agencies (corresponding to specific business units) under that agency. Generally, one would only do this if those business units manage their own tenders.

Sub-agencies also inherit certain details of their (top level) parent. These details are the SA Government membership flag and the pre-qualification codes. When a sub- agency creates a tender, it can list the tender either under its own name, or under the name of its top-level parent.

Sub-Businesses ?

+Add Sub-Business

Action	Company
 	Business Name <i>1 Lane, Adelaide, SA, Australia, 5000</i>

### 17.1 Adding a Sub-agency

To register a new sub-agency:

- Select the **Edit My Business** link from the menu.
- Under your agency, click the **Add Sub-agency** link.
- This will open up the agency creation form for the new sub-agency.
- Enter the details as directed by the help.



## Create New Sub-Agency

This page is used to register an agency with SA Tenders & Contracts.

### Business Information

Business Name \*

Legal Name \*

ABN \*

Agency Abbreviation \*

Address \*

City \*

State/Province \*

Zip/Postcode \*

Country \*

### Contact Information

First Name \*

Last Name \*

Position

User Name \*

Email Address \*

Phone Number


PHONE

61


08

Number

## 17.2 Modifying a Sub-agency

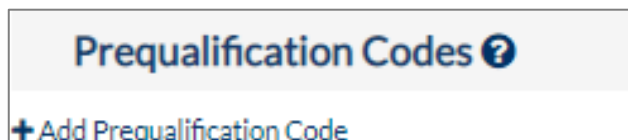
Click the **Details** button  (the page icon) next to the sub-agency that you wish to modify. This will open up the agency details form for the selected sub-agency (similar to the current page). Modify the details as required.

## 17.3 Removing Sub-agency

Click the **Remove** button  (the trash can) next to the sub-agency that you wish to remove.

## 18. Pre-qualification Codes Section


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. Pre-qualification codes are bound to an office, so the details are managed on this page.




### 18.1 Adding Pre-qualification Codes

To add a new pre-qualification code for your business, enter the details for the pre-qualification code and click the **Add Pre-qualification Code** link.

### 18.2 Removing Pre-qualification Codes

Click the **Remove** button  (the trash can) next to the pre-qualification code that you wish to remove.

### 18.3 Modifying a Pre-qualification Code

Click the **Details** button  (the page icon) next to the pre-qualification code that you wish to modify. Make the necessary change in the text box and press the Update button.

## WORKING WITH TENDERS

### 19. Overview

The SA Tenders and Contracts exists as a means of disseminating tenders and other information. The web application also supports advanced features such as:

- Creating tenders
- Managing tenders.

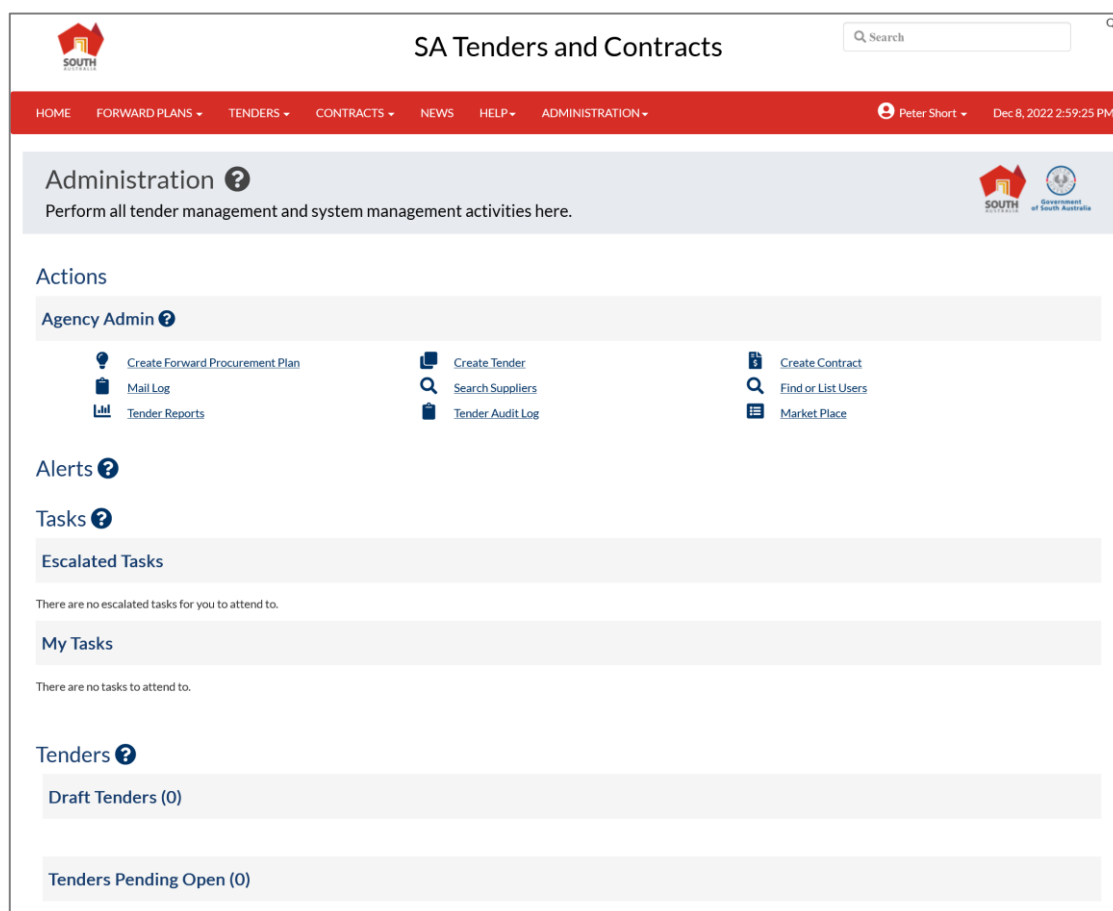
This module covers the interactions that agencies will have in regard to tenders and tenders responses.

### 20. Tender Creation

Tenders are created from the following sources:

- **A New Blank Tender.** An empty tender structure with no prepopulated data.
- **A Template Tender** (created by your agency). A frequently used tender with likely default values, and necessary specification documents attached.
- **An Existing Tender** (created by your agency). This option is provided in case one only realises after creating and releasing a tender that it would be useful as a template. In this case one can create a tender from an existing tender and save it as a template with more generic values.

When creating a new tender, one can choose the basis of the tender from one of the above.



There is potentially a large amount of structured information contained in a tender. In order to simplify the process of managing this information, tenders are edited using a tabbed screen. The following sections provide details of each tab of the screen.

## 21. Adding New Tenders

New tenders appear on the SA Tenders and Contracts website at 12:01 am on the day nominated as the opening date.

## 22. Tender Page – General Tab

This tab controls the basic properties of a tender you are creating.

The following is a complete list of the general tender properties.

## 22.1 Agency to list under

This is the agency name to be used when the tender is advertised in the press. It can either be the name of the agency, or the name of the top-level agency if your agency is a child of a top-level agency.

## 22.2 Tender Type

This is the type of tender to list under and does not affect any of the functionality or processing of the tender, except the **Search** function, which allows filtering based on tender type.

Select one of the following options:

- Request for Information (RFI)
- Request for Tender (RFT)
- Request for Quotation (RFQ)
- Sale Tender
- Prequalification
- Industry Briefing
- Expression of Interest (EOI)
- Request for Proposal (RFP)
- Advanced Tender Notice
- Registration of Interest (ROI)
- Invitation
- 

### 22.3 Title

The title or name of the tender you are uploading. This should be a short, concise title with a maximum of 200 characters. Long explanations of what the tender is should appear in the **Description** field (below).

## 22.4 Description

Tender description is the summary information or a brief overview of the requirements of the tender. Formatting controls such as paragraphs, bulleted and numbered lists can be used here. The description should be sufficient for a potential supplier to determine whether the tender is something that they should consider responding to.

The screenshot shows the 'New Tender - General' form. At the top, there are tabs for 'General', 'Contacts', 'Specification Documents', 'Selective Respondents', and 'Briefing'. The 'General' tab is selected. Below the tabs, there's a header 'New Tender - General' with a help icon and a sub-header 'This page controls the basic properties of a tender. See the detailed help for an explanation of each field.' Below this are four buttons: 'Save as Template', 'Save as Draft', 'Release Tender', and 'Save as Advance Notice'. The form fields include: 'Agency to list under' (Department of the Premier and Cabinet), 'Type' (Request for Tender), 'Title' (Supply of Photocopier Equipment), 'Description' (Supply of 35 photocopier MFD devices.), 'Contract No.' (Contract No.), 'Prequalification Code' (None), 'Opening Date' (29/08/2018 08:00), 'Closing Date' (29/08/2018 14:00), 'UNSPSC' (Start typing for autocomplete), 'List Document Recipients' (checkbox), 'Online Forum' (checkbox), 'Electronic Tender Box' (Head Office), 'Physical Tender Box' (None), and 'Survey' (checkbox).

This field can be longer but should not exceed around half a page. The finer details of the tender should appear in the specification documents.

## 22.5 Contract No

This is the agency-specific reference number used to identify the tender. Although all tenders in the system have a unique code, these are system assigned, based on the agency name abbreviation and a sequential count.

## 22.6 Pre-qualification Code

Select a Pre-qualification code from the drop-down list if it applies to your tender. This is an optional qualification to help suppliers determine whether they are eligible to carry out the required work. Pre-qualification codes are agency specific and must therefore first be created before they can be used. The pre-qualification codes are created under the business management section of the site.

## 22.7 Opening Date

This is the date that the tender becomes visible on the website and the tender advertisement will appear in the printed media. Specifications can only be downloaded from this day onward, and likewise responses can only be received from this day onward.

body p

Contract No.

Prequalification Code

Opening Date\*

Closing Date\*

UNSPSC\*

List Document Recipients

Online Forum ?

Electronic Tender Box

Physical Tender Box

Survey ?

August 2018

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

100

Save as Template Save as Draft Release T

## 22.8 Closing Date and Time

The actual date and time of when the tender will close. After this time, the tender will move from Open to Closed status and will no longer accept responses (unless extensions have been granted).

body p

Contract No.

Prequalification Code

Opening Date\*

Closing Date\*

UNSPSC\*

List Document Recipients

Online Forum ?

Electronic Tender Box

Physical Tender Box

Survey ?

August 2018

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

100

Save as Template Save as Draft Release Tender



## 22.9 Category

The United Nations Standard Products and Services Codes (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.

The screenshot shows a web form for entering tender details. The fields include:

- Contract No.**: A text input field.
- Prequalification Code**: A dropdown menu currently set to "None".
- Opening Date\***: A date and time picker set to "29/08/2018 08:00".
- Closing Date\***: A date and time picker set to "29/08/2018 14:00".
- UNSPSC\***: A search input field containing the text "rocket". To its right is a "100" value field and a magnifying glass search icon.
- UNSPSC\***: A dropdown menu showing a list of categories:
  - 46130000 Rockets and subsystems
  - 46131500 Launch vehicles and rockets
  - 31171900 Sprockets
  - 60105100 Rocketry and flight materials and supplies
  - 46141500 Missile and rocket launchers
  - 46141502 Rocket launchers
 To the right of this list is another "100" value field and a magnifying glass search icon with a plus sign.
- List Document Recipients**: A text input field.
- Online Forum?**: A checkbox with a question mark icon.
- Electronic Tender Box**: A text input field.
- Physical Tender Box**: A text input field.
- Survey?**: A checkbox with a question mark icon.

Select the most appropriate categories for the tender by entering a key word and then clicking on the actual category. Enter the approximate percentage of the tender that applies to this category.

If you do not know the codes and want to search for the appropriate code, click on the magnifying glass **Search** icon. This will bring up a window which will allow you to either search by keyword or search through the hierarchy. Clicking on an up arrow on the right of a code will place it at the correct level in the drop-down selection lists.

**Browse UNSPSC**

Level 1: 46000000 Defense and Law Enforcement and Security and Safety Equipment and Supplies [Select]

Level 2: 46140000 Launchers [Select]

Level 3: 46141500 Missile and rocket launchers [Select]

Level 4: -- Select -- [Select]

Search by Keyword: 46141501 Missile launchers  
46141502 Rocket launchers [Search]

Action	Code	Name	Level
	31171903	Conveying chain sprocket	Level 4
	31171902	Engineering chain sprocket	Level 4
	46131500	Launch vehicles and rockets	Level 3
	26101306	Liquid rocket motor	Level 4
	46131504	Liquid rockets	Level 4
	46141500	Missile and rocket launchers	Level 3
	46131501	Multi stage rockets	Level 4
	12131603	Rain rockets	Level 4
	46131502	Reusable rockets	Level 4
	41181609	Rocket immunoelectrophoresis equipment	Level 4
	46141502	Rocket launchers	Level 4
	60105101	Rocket sets	Level 4
	60105100	Rocketry and flight materials and supplies	Level 3
	46130000	Rockets and subsystems	Level 2
	31171901	Roller chain sprockets	Level 4

Pages: 1 (2) Records: 1 - 15 of 21

Close

To add another UNSPSC code, click the **Add** button (between the **Search** and **Delete** buttons) and a new UNSPSC text box will appear (as shown below).

UNSPSC \* 53000000 Apparel and Luggage and Personal Care Products 100 [Search]

UNSPSC \* Start typing for autocomplete 100 [Search] [Add] [Delete]

You will see that both categories have a value of 100 percent by default so each individual codes percentage will have to be changed manually to make sure all the codes put together will add up to 100 percent. You may add as many UNSPSC codes as you wish as long as the sum of the percentages add up to 100.

## 22.10 List Document Recipients

This option controls whether suppliers details are published on the website that have either physically collected or electronically downloaded the specification documents for this tender.



When this option is selected, and the supplier agrees to have their details published, these details will be visible to other registered suppliers.

## 22.11 Electronic Tender Box

Select either **none** or one of the agency's electronic tender boxes. This is used to specify if the ELS is available for this tender.

Contract No.

Prequalification Code

Opening Date\*

Closing Date\*

UNSPSC\*

UNSPSC\*

List Document Recipients ☐

Online Forum ☐

Electronic Tender Box

Physical Tender Box 

- None
- Head Office
- State Development
- eGovernment
- State Records of SA

Survey

Remember that the responses can only be downloaded to the workstation where the decryption key is saved (the workstation that you were at when creating the ETB). The list shows the office addresses for all agency offices that have an ETB.

## 22.12 Physical Tender Box

Select the agency's tender box where hard copy tender responses will be received. The list shows all office addresses that have a physical tender box.

List Document Recipients ☒

Online Forum ☐

Electronic Tender Box

Physical Tender Box 

- None
- Second Office - 1 Lane


Survey



## 23. Tender Page – Selective Respondents Tab

Selective tenders are restricted to the group of nominated suppliers. Only these elected suppliers will be able to see these tenders and be able to respond to them. The tender and any specifications associated with it are not viewable on the public site.

When a supplier is logged in, any selective tenders will show up in current tenders, and with searches just the same as public tenders. If the supplier is not logged in, the selective tenders, which the supplier is invited to, will not be visible.

General
Contacts
Specification Documents
**Selective Respondents**
Briefing

**Open Tender DEV099603 - Selective Respondents**


Some tenders must be restricted to certain respondents. This page allows you to specify which suppliers will have access to this tender.



Save Tender

Selective Type
Open

**Registered Suppliers**

Add Respondent
Import from Tender
Choose From List

**Unregistered Suppliers**

Add Unregistered Supplier

Selective suppliers are nominated on the basis of a company. That means that any registered user who is a member of that company will be able to see the tender or submit a response to it.

### 23.1 Selected Respondents

Currently selected suppliers for this tender are shown on the screen above.

## 23.2 Add Respondents

The methods to select Suppliers:

- **Add Respondent** – The Add Respondent function allows you to use a search function to locate registered supplier based on the information they have provided in the system. The display is consistent in all views when searching for a supplier.
- **Import from Tender** – The Import from Tender function allows you to import suppliers who have responded to a previous tender published by your agency. To import respondents click **Import from Tender**. A window will appear allowing you to search for tenders based on tender code or title (partial or full title match).

Action	Code & Title	Closing Date
	COB027952 - Roundabout Renewal - Various Locations 2015 / 2016	01/09/2015
	COB027404 - Roundabout Renewal - various locations	12/05/2015
	COB027210 - Roundabout Renewal Project - various locations	14/04/2015

Click the hand icon next to the tender you want to import respondents from. You will be presented with a new window containing a list of all non-deleted registered suppliers who have responded to the selected tender.

Select	Business Name	Contacts
<input type="checkbox"/>	Consolidated Tenders	Stephen Blacketer (Primary Contact) Andy Lo

Select the checkbox next to each of the respondents you wish to have as respondents or click Select All to select all the show suppliers. Once you have selected the desired respondents click Import, and the suppliers will be added to the list of registered respondents for the current tender.

- **Choose from List** – The Choose from List function allows you to import suppliers from lists created during market research. Click the **Choose from List** button, and a window will appear showing lists that you or other users within your agency have created. Click on the Plus Icon (+) to add suppliers within a given list to your tender.

- **Add Unregistered Supplier** – This function allows you to add a user that has not been added to the system already. By clicking **Add Unregistered Supplier**, a window will appear as shown to the right. This allows you to complete the information of the user you wish to add. Once you click **Add** and the tender is opened, the user will receive an email with a link that enables them to finish setting up their account and then access the selective tender.

OFFICIAL

Selective tenders are never advertised, and therefore the advertising order and advertising preview pages of the Wizard are excluded.

OFFICIAL



## 24. Tender Page – Briefing Tab

This page controls the details of the tender briefing, if a briefing has been selected for the tender. If there is no briefing, then uncheck the briefing option on the General page.

The information about briefings is used for display purposes only. This information forms part of the composite advertisement, and also appears on the detail view of the tender.

The screenshot shows a 'Briefing Details' form with the following fields:

- Title:** A text input field.
- Location:** A dropdown menu currently showing 'None'.
- Notes:** A large text area for additional information.
- Briefing On:** A date/time picker with a calendar icon.
- Mandatory:** A checkbox.
- Site Visit Required:** A checkbox.
- Buttons:** A blue 'Save' button at the bottom left and a 'Close' button at the bottom right.

A briefing has the following properties:

<b>Location</b>	Tender briefings can be held at any of the agency offices, or at an alternate venue (probably on site). Select from one of the office locations for your agency or enter a new address.
<b>Date and Time</b>	This is the date and time of the briefing.
<b>Mandatory</b>	Indicates to respondents that attendance at the briefing is a condition of responding to the tender.
<b>Special Instructions/Notes</b>	An optional area where additional, non-structured information can be specified, for example preparation details, transports arrangements, etc.



## 25. Tender Page – Contacts Tab

Contacts are selected from registered users in your agency and from external contacts. Contact information is displayed on the tender details page and on the composite advertisement (if it is not a selective tender).

### 25.1 Selecting Contacts

The methods to select contacts:

- **Add Contact** – Click the **Add Contact** button to search for a Contact person who is a registered user of the system:
  - Enter partial details you know of the person, and click **Search**.
  - Choose from search results by pressing **Select**.

Action	Name	Company
	DPC Administrator	Department of the Premier and Cabinet Ground Floor, State Administration Centre, 200 Victoria Square, Adelaide, SA, Australia, 5000
	John Alderman	Department of the Premier and Cabinet Ground Floor, State Administration Centre, 200 Victoria Square, Adelaide, SA, Australia, 5000
	Serena Badenoch	Strategic Procurement, Department of the Premier and Cabinet Level 8, Wespac House, 91 King William Street, Adelaide SA 5000, SA, Australia, 5000
	Flona Braendler	Department of the Premier and Cabinet Ground Floor, State Administration Centre, 200 Victoria Square, Adelaide, SA, Australia, 5000
	Michael Brougham	Department of the Premier and Cabinet Ground Floor, State Administration Centre, 200 Victoria Square, Adelaide, SA, Australia, 5000
	Tony Bruno	Department of the Premier and Cabinet Ground Floor, State Administration Centre, 200 Victoria Square, Adelaide, SA, Australia, 5000
	James Burgess	Department of the Premier and Cabinet Ground Floor, State Administration Centre, 200 Victoria Square, Adelaide, SA, Australia, 5000
		Department of the Premier and Cabinet

- **Add Other Contact** – Click on the **Add Other Contact** button to list a Contact person, who is not a user on the system, for this tender. (This will not add the person to the system.)

Add/Edit other contact

Name \*

Position

Email \*

Phone Numbers \*

Phone

+61

08

Line Number

Add Second Phone

Contact Type \*


-- Select --

Save

Close

## 25.2 Show Details

For each nominated contact, you can specify what contact information will be displayed. By default, the phone details are displayed on the website and in the newspaper advertisement.

To change what contact details are displayed, click the **Edit**  icon next to the person's name.

Action	Name	Contact Role	Show Role ?	Email	Phone	Mobile	Fax	Company
		Enquiries	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
		Enquiries	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

### Optional Contact Functions:

Sign-off Proofs	The person is listed in the email to the media provider as another person to send the advert proofs to.
Specification Contact Advertisement	This controls whether the Contact Person's details are shown in the Specification section of the newspaper advertisement.
Contact Role	The role of the Contact Person, e.g. Technical Enquiries, etc.

**Display What Details:**

Email	Contact Person's email address will be displayed.
Phone	Contact Person's telephone number will be displayed
Mobile	Contact Person's mobile phone number will be displayed
Fax	Contact Person's fax number will be displayed
Company	Contact Person's Business name will be displayed

**Display Contact Details Where?**

Website                      Display Contact Person's details on the SA Tenders and Contracts website.

Once you have made your selection, click the **Update** button.

## 26. Tender Page – Specification Documents Tab

This page allows you to easily upload tender specification documents to the SA Tenders and Contracts website. If this is the first time you are using this feature, we recommend that you read the detailed help. Use of a managed process has the following advantages:

<b>Drag and Drop or Manual File Upload</b>	To upload the Tender specifications, you can use the Drag and Drop or Manual file upload.
<b>Progress Indication</b>	Progress is displayed for each group upload.
<b>Faster transfers</b>	Documents are transferred in compressed format. This speeds up transfers and avoids the need for additional compression programs such as WinZip.
<b>Verified transfers</b>	Each document is verified as it is saved in the ETB, ensuring that each response is intact.
<b>Automated virus scan</b>	All uploaded documents 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 users are informed of the problem. Users are then able to take remedial measures locally and resend the affected files.

## 27. Upload Specification Documents

The **Upload Specification Documents** page is used to upload specification documents for the selected tender from your PC. Electronic uploads are coordinated by Drag and Drop or Manual File upload in your browser that ensures that documents are transferred to the SA Tenders and Contracts server in a safe, secure and efficient manner. Follow these steps to upload specification documents to the SA Tenders and Contracts website:

### 27.1 Drag and Drop Option

It is recommended that tender documents should be stored in a separate folder, or a folder that contains few other files and folders.

Go to the directory that the Tender Specifications are stored and drag over to the specification area and drop in the location.

The screenshot displays the 'New Tender - Specification Documents' page. The top navigation bar includes links for HOME, TENDERS, CONTRACTS, SEARCH, NEWS, HELP/FAQ, and ADMINISTRATION, along with a user profile for Grace Smith. The page has tabs for General, Contacts, Specification Documents (selected), Selective Respondents, and Briefing. A sub-header explains the page's purpose: 'This page allows you to specify hardcopy specification documents and set accessibility options for specification documents.' Below this are buttons for 'Save as Template', 'Save as Draft', 'Release Tender', and 'Save as Advance Notice'. A table header lists columns: Action, Name, Ver., Upload Date, Size in bytes, Availability, and Status. The main area features a large dashed box with the text 'Drop files here...'. Below this are buttons for 'Upload', 'Clear', 'Use Manual Upload', and 'Add Hardcopy Document'. The second screenshot shows the same interface after a file named 'Porter\_and\_C...' (2.5 MB) has been uploaded, with a 'Remove file' link below it.

- Go to the directory and select the file.
- Drag to Drop Specification Docs here.
- Click **Upload Documents**.



The Drag and Drop option will not be available if you have an IE version older than IE11.

## 27.2 Manual File Upload

The other option is to upload Tender Specifications by using the Manual File upload method.

- Select the link.
- Click the **Browse** option.
- Go to the directory and select the file.
- Click **Upload Documents**.

## 27.3 Start the File Upload Process

Once the files have been confirmed for submission or deletion:

- Click the **Upload Documents** button.
- A dialog window will appear that shows the progress of each file, and for all files.
- Files are automatically checked for viruses when they reach the server.


**Note the following points in regard to electronic specification documents:**

- Documents and spreadsheets should be submitted in formats that are likely to be accessible to respondents, e.g. PDF and Microsoft Office formats.
- When uploading specification documents that are distributed in sub-folders, the folder structure will be preserved when suppliers download the documents.
- Files are compressed automatically before sending, there is no need to compress documents using WinZip or other compression utilities.
- Files that have the same name, but different extension will be considered to be different formats of the same document. This has a bearing on the notification of updates, and how documents are described.

## 28. Tender Page – Specification Documents Tab

Some documents may only be available in hardcopy format, while others will have one or more corresponding electronic version in various formats. Specification documents may have a range of accessibility options, including electronic download, in-person collection, postal deliver and fax delivery. Furthermore, one may require that documents are ordered (so that they can be prepared for collection), and when they must be collected.

### 28.1 Removing a Specification Document

Click the **Delete** button  (the trash can) next to the document that you wish to delete.

## 28.2 Document Properties

The Agency Administrator has the choice to upload unlimited number of separate files, which are made available for Suppliers to download. The specification and any other relevant contractual documentation that Suppliers require for the preparation of a response should be included.

If documents are made available for download but the Administrator is not ready to upload when adding the tender, then just select the next button at the top or the bottom of the Tender Wizard. The Agency Administrator may choose one of the options available, and 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, less the extension.
<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 revision number is important, as this is used to determine if respondents have current versions of the document. It is also used by the system that dispatches automated email notifications to respondents informing them that the copies of the document have been updated. This value can be manually adjusted, although it is automatically incremented when updates are uploaded.
<b>File(s)</b>	This is the actual file name of the uploaded specification document including the file extension.
<b>Apply Selections to All Documents</b>	The option allows Administrators to apply changes to all the tender documents without having to go into each individual document.
<b>Associated Files</b>	A document can be in a range of formats, for example MS Word and PDF. If there are two versions of a file, they are treated as different formats of the same document, rather than



	<p>two separate documents. When specification documents are uploaded, files with the same name, but different extension are automatically aggregated to belong to the same document.</p> <p>Note that a document does not have to have associated files, it might only be available in hardcopy format.</p>
<b>Collection Availability Option</b>	This option indicates that a hard copy of this document is available for collection at the issuing agency. If there are any 'collectable' documents, then the collection point must also be specified. The collection time might also be required to be specified (set by default).
<b>Order Required</b>	This option indicates that the document must be ordered before collection. You would use this option for documents that are expensive or difficult to reproduce.
<b>Post Option</b>	This option indicates that suppliers can order the tender documents for postal delivery.

## 29. Advertisement Tab

The **Advertisement** tab is where an ad is created that will appear in the newspaper publication of your choice.

### 29.1 General Information

General Information	
Order No.	<input type="text" value="Order No."/>
Invoice Address	<input type="text" value="346346, 346, 346"/>
Notes for Media Provider	<div></div>

<b>Order No.</b>	The Agency must provide the media company with a purchase order number.
<b>Invoice Address</b>	Allows the Agency Administrator to select the address of where the media provider can send the invoice.
<b>Notes for Media Provider</b>	In this text box, provide detailed instructions and any other additional information that will need to be forwarded to the media provider. Given the structure of the LGA composite advertisement, this is not required.

## 29.2 Composite Advertisement

**Composite Advertisement**

Extra description

Source

B I S [Rich Text Editor Icons]

Styles Format [Info Icon]

Recurring each Tuesday until

Electronic Downloads ☐

Recurring each Tuesday ur [Calendar Icon]

<b>Extra Description</b>	Description of tender that appears in the ad.
<b>Recurring each Tuesday until</b>	Allows a tender's ad to appear in a newspaper publication for multiple weeks.
<b>Electronic Downloads</b>	If ticked, the ad will show that there are electronic downloads to be downloaded by potential suppliers.

### 29.3 Single Placement Advertisement

If your agency is not an SA Government Agency (not an internal buyer) then you will be able to post a Single Placement Advertisement.

Single Placement Advertisement allows Agency Administrators to select the section of the paper in which the advertisement is to appear, if it is appearing somewhere other than the Government tender page in the Tuesday Advertiser.

#### Comments (optional)

In this text box, provide detailed instructions to the media provider for the single placement advertisement and any additional information that will need to be forwarded to the media provider.

### 29.4 Newspaper Publications

The **Newspaper Publications** can be selected at the bottom of the Single Placement Advertisement section by ticking the checkboxes.

Selecting the names in blue will either expand or contract the options under the heading.

### 30. Advertisement Preview Tab

The **Advertisement Preview** tab will show the details of the ad that was filled out in the previous **Advertisement** tab.

Preview of Composite Advertisement					
COUNCIL	TENDER NO.	DETAILS	CLOSES	CONTACT	SPECIFICATIONS
Developer Administration	123456789	Title	21/02/2019 14:00		

Invoice Details	
Order No.	
Invoice Address	346346, 346, 346
Notes	

Single Placement Advertisement	
Text to appear in the advertisement	
Comments (optional)	
Newspaper Publications	SA Metropolitan Newspapers <ul style="list-style-type: none"> <li>The Advertiser</li> <li>The Sunday Mail</li> </ul>

The Agency Administrator must proofread the tender details, checking that:

- The opening and closing dates are correct,
- Correct tender box has been selected,
- The correct tender document has been attached to the SA Tenders and Contracts website.

### 31. Physical Copies of Specification

Specification documents have a range of accessibility options, including electronic download, in-person collection, postal deliver and fax delivery. Furthermore, you may require that documents are ordered (so that they can be prepared for collection), and when they must be collected. Depending on the options that are selected for tender specification documents, the following information may also be required:

Action	Name	Ver.	Upload Date	Size in bytes	Availability	Status
	Everest Base Camp and Gokyo Lakes TNE exodus	1		820835		New
	Porter_and_Co_Price_List_Low_Res	1		2471107		New
	Porter & Co List A list of porters and their companies in hard copy for demonstration purposes.	1.1	28/08/2018 14:52	0		New
Collection Point * Head Office - Ground Floor, State Administration Centre, 200 Victoria Square, Adelaide, SA, Australia, 5000						
Collect At		28/08/2018 13:07				

<b>Collection Point</b>	The physical location where suppliers can pick-up the tender documents from. This must be one of the physical addresses of an office in your business or it could be the <b>Alternative Collection Details</b> option.
<b>Collection At</b>	Specifies that tender documents must be collected from a specific date and time (optional).

### 31.1 Re-position Tender Documents

This option allows the Administrator to change the order in which tender documents appear on the site.

↓ The **Move Down** arrow will move the document down.

↑ The **Move Up** arrow will move the document up.

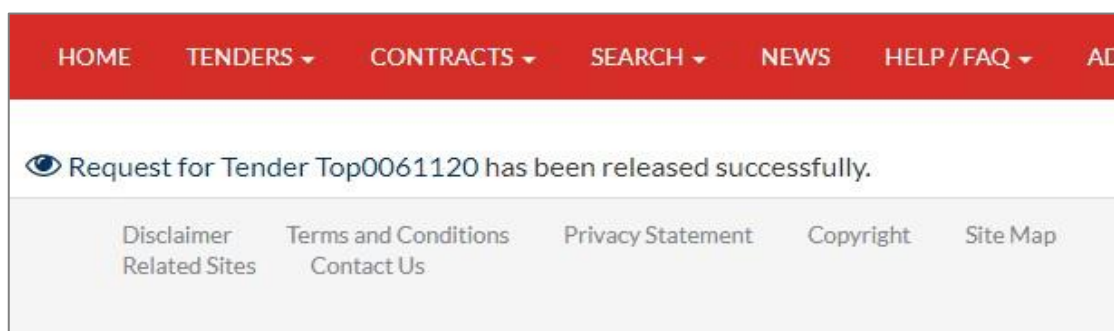
You may also click and drag the arrows of a document to move it into a new position.

### 31.2 Saving Tenders

Once all the information about the tender has been captured using the Tender Wizard, the tender can be saved in one of the following ways:

<b>Save as Draft</b>	In this case, the intention is to open the tender for editing again when complete information is available.
<b>Save as Template</b>	The tender is saved as a template, so that other tenders can be created using the information already entered as a starting point.
<b>Save as Advance Notice</b>	When a tender is saved as an advanced notice, it is advertised, and it cannot accept responses.
<b>Release Tender</b>	When the tender is released, the <b>Send Email Notification</b> page is displayed giving the Administrator a notification that a Tender was created. Note a notification will be sent to media company if single advert selected.

When released, the tender goes into a holding state until the opening date is reached, at which point it becomes publicly available on the website. The **Tender Saved Successfully** screen advises the Agency Administrator that the tender has been uploaded successfully to the SA Tenders and Contracts website. A System generated Tender Code is assigned to the tender, which should be recorded for future reference.

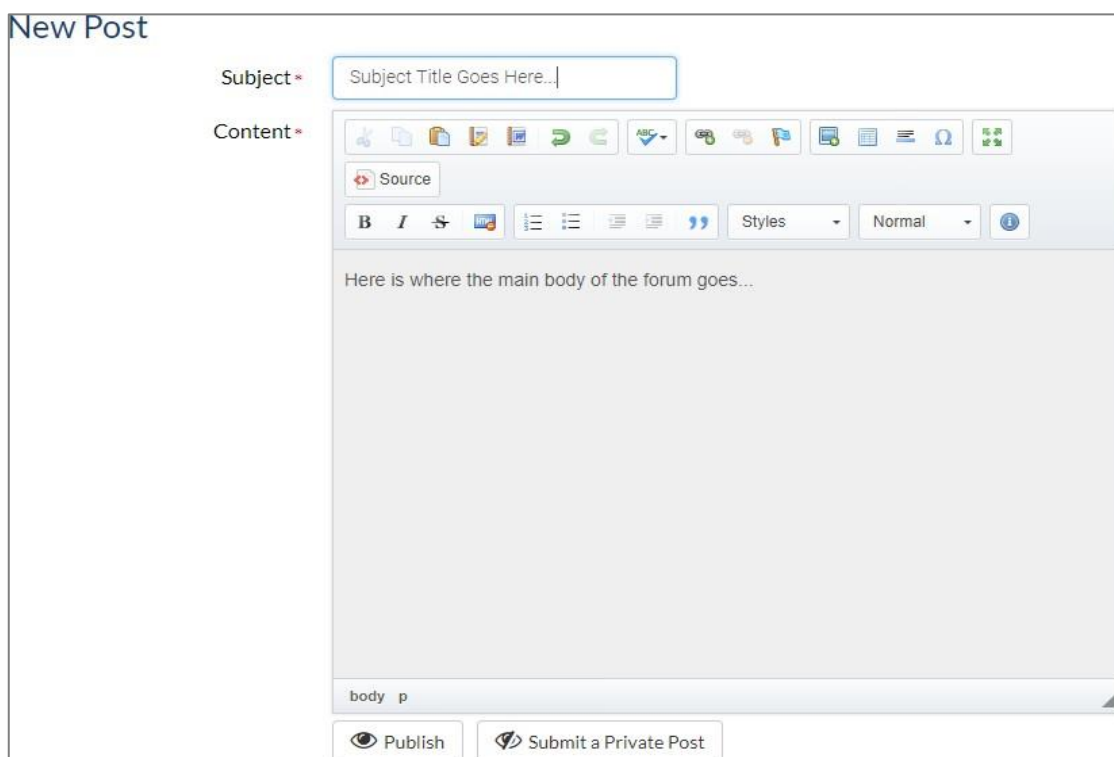


## 32. Forum Posts

As a buyer, you are able to respond, edit, delete and make visible the forum posts which are posted to your tenders.



### 32.1 Create Forum Post



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**. **Submit Post** will make the post visible to everyone while **Submit Private Post** will be available to only Agency members and not the general public.

### 32.2 Respond to Forum Post

To respond to a forum post, select the **Answer** button on the specific post you wish to give a response. Next, enter the response in the **Content** box and select the **Publish** button.

The screenshot shows a web interface for responding to a forum post. At the top, the title 'Supplier Post #2 - Public Post' is displayed, followed by action buttons: 'Make Visible', 'Edit', 'Delete', and 'Answer'. Below this is a message box stating 'This post will be made public by the Admin'. The post details show it was 'Posted on 30/11/2018 13:27 by Tender Notified of TENDER NOTIFIED SA'. The main area is a 'Content' box with a rich text editor toolbar containing icons for text formatting (bold, italic, underline, link, unlink, list, indent, outdent), media insertion, and other tools. Below the toolbar is a large text area for the response. At the bottom of the dialog are 'Publish' and 'Cancel' buttons.

This will take you back to the forum page which shows all forum posts for that tender. Be aware that whenever a post is added to tender by a supplier, it will automatically become visible only to admins. To make the question and response visible to the public, select **Make Visible** button and the post will be made public. If the post has a button saying **Make Invisible**, it means that the post is currently visible. Suppliers do have the option to request for the post they make to stay private and these posts will not have the option to turn the post visibility on and off.

### 32.3 Delete Forum Post

To delete a forum post, select the **Delete** button on the post you wish to delete. A confirmation dialog box will ask you to confirm deletion of the post by pressing the red **Delete** button. By deleting a post, you also delete all responses to that post with it.

### 32.4 Edit Forum Post

To edit a forum post, select the **Edit** button on the post you wish to edit. The subject and content of the post can then be edited. Once you have finished editing the post, click **Save** to keep your changes or **Cancel** to revert any changes made back to their original value.

### 32.5 Turn Forum On and Off Through Edit Tender Page

The forum may be turned on and off by editing the tender. On the Edit Tender page, scroll down to the bottom to find the **Online Forum** check box and either tick or untick the box depending on whether you would like a forum for your tender.

Opening Date *	07/11/2018 11:07	
Closing Date *	14/03/2019 17:07	
UNSPSC *	53000000 Apparel and Luggage and Personal Care Products	
List Document Recipients	<input checked="" type="checkbox"/>	
Online Forum ?	<input checked="" type="checkbox"/>	
Electronic Tender Box	Head Office ▼	
Physical Tender Box	None ▼	
Survey ?	<input type="checkbox"/>	

Turning the forum off will not delete any forum posts that have already been posted to the forum. If the forum is turned off and then turned back on, all previous posts will reappear.



## TENDERS AND CONTRACTS ADMINISTRATION

### 33. Overview

The SA Tenders and Contracts exists as a means of disseminating tender and contract information. The web application also supports advanced features such as:

- Creating tenders
- Creating contracts
- Statistical reports
- Alerts
- Tasks
- Workflow processes for requesting documents by other means.

This module covers the interactions that Agency Administrators will have in regard to tenders and contracts.

### 34. Administration Page

This is the **Administration** page where all tender management and system management activities are performed. It is only accessible to Agency Administrators and Agency Clerks.

HOME TENDERS CONTRACTS NEWS HELP ADMINISTRATION Peter Short Dec 12, 2022 1:18:35 PM

### Administration ?

Perform all tender management and system management activities here.

#### Actions

##### Agency Admin ?

- Create Tender
- Supplier Search
- Suppliers Marketplace
- Create Contract
- Tender Reports
- Mail Log
- Tender Audit Log

#### Alerts ?

#### Tasks ?

##### Escalated Tasks

There are no escalated tasks for you to attend to.

##### My Tasks

There are no tasks to attend to.

#### 34.1 Actions

This section contains the administration activity options.

### 34.2 Create Tender

This link will open the Tender Wizard with a blank tender.

### 34.3 Create Contract

This link is used to create listings for newly awarded Government contracts to appear on the site. If the contract is the result of a tender, then create the contract from the closed tender.

### 34.4 Mail Log

Allows Agency Admins to query a register of all emails sent from/to their agency.

### 34.5 Search Suppliers

This function is used to search for supplier businesses based on the information they have provided in the system. Agency Administrators can view the details of supplier businesses but are unable to modify or delete them. Refer to section 46, Supplier Marketplace for more information.

### 34.6 Register New Supplier

The Agency Administrator can register a supplier quickly from a link in their Agency Administration screen.

### 34.7 Suppliers Marketplace

The Agency Administrator can use the marketplace to search for supplier, using granular search constraints on the whole of the supplier profile, create and maintain list and use those lists for inviting suppliers to selective RFx. Refer to section 46, Supplier Marketplace for more information.

### 34.8 Tender Reports

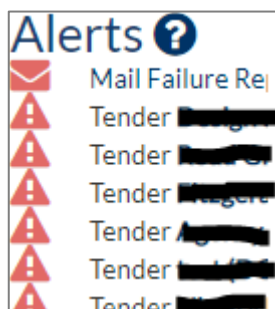
Generates statistical reports for all or selected agencies and all or selected UNSPSC categories.

### 34.9 Tender Audit Log

Allows agency to search for events for the tenders and contracts of businesses they manage.

### 34.10 Alerts

Alerts are important notifications that should be addressed. They include notifications of email delivery failure, tender errors, no contract for closed tenders, etc., contract disclosure expiring.



If you click on:

- The **Tender Code**, this opens the page that displays the details of this tender.
- The **Agency Name**, this opens to the page used to manage the details of your agency.
- The **Contract Name**, this opens to the page so you can update expiry details.

Some alerts remain active until the problem is remedied, while others are cleared by acknowledgement. In such cases, it is assumed that the responsible person will take the necessary corrective action relating the cause of the alert.

### 34.11 Tasks

Tasks are generated by activities performed by other users, or by the system. Tasks are used to manage basic workflow – the system generates tasks for users and users then act on those tasks. Tasks are diverse in nature, each requiring a specific activity in order to clear the task.

Tasks are either cleared after performing a required activity, or after a chain of events, which was started by performing an activity. On the **Administration** screen, tasks are presented in order of due date, with those tasks that must be acted on soonest displayed at the top.

### 34.12 Escalation

All tasks have a due date and an (optional) escalation date. The due date provides an indication of when the task must be acted upon. The escalation date specifies when the task will be escalated. All tasks are escalated to the System Administrator.

Once a task is escalated, it will appear on the **Administration** screens of both the original owner, and the System Administrator. This means that although the task has been escalated, it can still be cleared by the original owner.

Task Summary	Agency	Due	Created
Post specification documents for Tender [redacted] to [redacted]	[redacted]	12/09/2018	07/09/2018 9:23 AM
Open Tender Box for Tender [redacted]	[redacted]	09/01/2017	09/01/2017 3:10 PM
Open Tender Box for Tender [redacted]	[redacted]	04/01/2017	04/01/2017 4:02 PM

### 34.13 Notification

A user will only be aware that there are tasks of their attention by logging in to the system and viewing the **Administration** page. Since users may only log on from time to time, they may be unaware that there are tasks awaiting action. The system therefore includes an email notification feature that causes an email to be dispatched under the following conditions:

- When a task is escalated, an email notification must be sent to the System Administrator at the time of escalation to ensure it is acted upon.
- When a task's due date is approaching, and the user has not recently logged in to the system.

### 34.14 Task Lifecycle

When a task is first created by the system, it is assigned with a due date, optional escalation date, and is then assigned to a specific agency. Tasks are also assigned to a role in the target agency. That means that anyone with the specified role in the target agency can act on the task. Furthermore, bearing in mind that user roles are hierarchical, any user with a role of greater privileged level will also be able to act on the task.

Tasks appear on the **Administration** page for the target agency. Tasks are presented as single line items showing the task description, the date and time that the task was created and when it is due. Clicking on the task opens up a screen for the selected task. This does not constitute acting on the task. The screen that is presented will display more information about the task and provide the opportunity to complete the task – one can always escape at this point.

Each task type has a specific type of page, with information appropriate for that type of task. For example, opening a task that require specification documents to be dispatched by post will display details about the user who requested the documents, and optionally record the list of documents posted, and the address where the items were posted. Opening a task to open a tender box would display more information about the tender and optionally record the tender team and allow the download of responses for this tender.

Once a task has been acted on, it is closed and removed from the administration screen.

### 34.15 Task Types

The following is a list of possible task types:

- Prepare tender specification documents for collection by a supplier,
- Post tender specification documents to a supplier,
- Fax tender specification documents to a supplier,
- Open a tender box,
- Sign-Off Advertising.

#### 34.15.1 Order for Collection

In most cases tender specification documents will be available for collection in hardcopy format from the agency issuing the tender. In some cases, however, it may be required that Suppliers order documents for collection. This could be the case when there is significant cost in producing specification documents.

## Specification Documents ?

☒ By Post
 ☐ By Collection

▶ **Hardcopy Document**

- Version 1 (12/07/2018)
- Order Required
- Available by Post

- Click on the task.
- The Prepare Specification Documents for Collection page is displayed.
- Tender details are displayed for confirmation purposes.
  - List of documents requested,
  - Who requested these documents and when,
  - Where the documents must be collected.
- Click on the **Documents are ready for Collection** button.
- The supplier will be informed by email that the documents are ready for collection at this address.

### 34.15.2 For postal delivery

This option allows 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 the 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

- Click on the task.
- The **Post Specification Documents** page is displayed.

- Tender details are displayed for confirmation purposes.
  - List of documents requested,
  - Who requested these documents and when,
  - Where the documents must be delivered to.
- Click the **Documents have been Posted** button;
- The supplier will be informed by email that the documents have been posted to this address.

### 34.15.3 Sign-Off Advertising

This option allows you to either approve or reject the proof that has been submitted by the advertiser for your tender advertisement

Select the blue 'Advertisement PDF File' to view the proof that has been submitted by the advertiser. You can then either **Accept** or **Reject** the advertising proof, supply any additional information to the advertiser in the **Additional Information** area and then submit your sign-off by clicking the **Submit** button.

### 34.15.4 Advertising Has Changed

This task is generated if the advertiser makes further changes to your ad proof.

Select the blue 'Advertisement PDF File' to view the proof that has been submitted by the advertiser.

The **Reason for Changes** to the ad proof will also be displayed **Select the Signoff Advertising** button to approve the ad proof.

Advertising Sign-Off

Code & State	Details
DEV061500 Released	<b>Title</b> ⓘ Issued by Developer Administration Category Explosive materials

Advertising Proof

Advertisement PDF File ⓘ

Reason for Changes

This is the reason for changing your ad

Signoff Advertising

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

### 35. Tender Activities



This is where tenders are managed. Tenders are grouped according to the state. The groups are:

- Draft Tenders
- Tenders Pending Open
- Advanced Tender Notices
- Open Tenders
- Closed Tenders
- Tender Templates.











## Administration ?

Perform all tender management and system management activities here.



Actions

### Agency Admin ?

 <a href="#">Create Tender</a>	 <a href="#">Create Contract</a>	 <a href="#">Mail Log</a>
 <a href="#">Search Suppliers</a>	 <a href="#">Find or List Users</a>	 <a href="#">Register New Supplier</a>
 <a href="#">Tender Reports</a>	 <a href="#">Tender Audit Log</a>	

### Alerts ?

### Tasks ?

#### Escalated Tasks

There are no escalated tasks for you to attend to.

#### My Tasks

There are no tasks for you to attend to.

### Tenders ?

Draft Tenders (0)

Tenders Pending Open (0)

Advanced Tender Notices (0)

Open Tenders (0)


[Closed Tenders \(32\)](#)

Tender Templates (0)

## 36. Modifying Tenders

Once a tender has been saved and released, and even when it is open, certain tender information can be modified. Other than correcting errors and omissions, the most obvious uses are updating documentation (questions and answers, etc) and to extend the closing date.

### 36.1 Tender Popup Menu

Depending on the state of a tender, the Administrator can perform various operations on the tender. These operations are launched from the menu icon on the tender summary. To display the menu, simply move the mouse over the menu  icon, and then select the desired activity.

The menu will include one or more of the following:

<b>Edit this tender</b>	Opens the tender wizard loaded with the tender.
<b>Issue documents</b>	Issue tender specification documents to suppliers who collect in person.
<b>Extend closing date</b>	Extends the closing date for one supplier.
<b>Record hardcopy response</b>	Records hardcopy responses. This can be done at the time that tenders are lodged, or after the physical tender box is opened.
<b>View tender responses</b>	Displays information about the responses to the tender.
<b>Edit response summaries</b>	Captures key information about the tender responses
<b>View spec doc recipients</b>	Displays all recipients of specification documents for the tender, and the details of how they were acquired (download, post, etc).
<b>Mark as awarded</b>	Changes the state of the tender to 'Awarded'.
<b>Mark as not awarded</b>	Changes the state of the tender to 'Not Awarded'.
<b>Create contract from this Tender</b>	Creates new contracts, using details from existing tender.
<b>Display Tender Team</b>	Displayed the tender team that was present when the tender box was opened.
<b>Download Tender responses</b>	Downloads (and decrypts) the tender responses from the server. Although this is part of the procedure of opening the ETB, it can also be performed again after the initial opening.
<b>Create tender from this tender</b>	Create a new draft tender from this tender.
<b>Withdraw this Tender</b>	This option will remove the released tender from the

	'Pending for Open' state and the 'Current' state and mark the tender 'Withdrawn'.
--	---

### 36.2 Updating Specification Documents

Specification documents are updated by going to the Administration Page where all tender management activities are performed.

- Scroll down the page until you find the appropriate tender.

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

- Click the **Action Menu** icon.

Actions for PREM0050874	
Edit Tender	
Tender Summary Report	
Tender Email Summary Report	
Extend closing date	
View tender responses	
View spec doc recipients	
View Results	
Withdraw this tender	

- Select the **Edit Tender** option.
- Select the **Specification Documents** tab.
- Use **Drag and Drop** or **Manual Upload** to add documents as required.

### 36.3 Update Notifications


Each time that tender information is changed, an email notification is sent out to 'interested parties'. The list of people will be the combination of all people who have downloaded specification documents for the tender, and the primary contact for selective respondent companies (if no one from the selective company has yet downloaded documents).



### 37. Extending the Closing Date

Once a tender is open, the closing date can be extended. Extensions can be for all suppliers, in which case, the tender closing date is extended, or an extension can be granted to a single supplier. On the closing date extension form, a record is shown of all previous extensions granted. From the **Administration** page:

- Scroll down the page until you find the appropriate tender.
- Click the **Action Menu** icon and select the **Extend Closing Date** option.

When granting extensions, the list of possible companies is generated from all who have received specification documents.

- In the **Business Name** field, select the appropriate supplier(s) or leave empty.
- Click the **Date Picker**  icon;
- Select a **New Closing Date and Time**.
- Enter the **Reason for Extension**.
- Click the **Add Extension** button.
- Click the **Save Tender** button.
- The **Closing Date Extension** confirmation screen is displayed.
- Select the **Return to Administration** button.

When a Supplier logs on to the site, although the tender will appear closed, the electronic response  icon will appear, and the system will accept responses from suppliers who have been granted an extension. Other suppliers and anyone who is not signed in will not see the electronic response  icon.

### 38. Issuing Tender Specification Documents

This page is used to record when tender documents are collected in-person by a supplier. These details are captured so that the supplier will receive automated notifications of updates and changes to the tender. From the **Administration** page:

- Scroll down the page until you find the appropriate tender.
- Click the **Action Menu** icon and select the **Issue Documents** option.

**Actions for DEV0050846**

- Edit Tender
- Tender Summary Report
- Tender Email Summary Report
- Extend closing date
- Record hardcopy responses
- View tender responses
- View spec doc recipients
- Online Forum
- Create a new tender from this tender
- Withdraw this tender

#### Issue Tender Specification Documents

This page is used to record when tender documents are collected in-person by a supplier. These details are captured

Code & Status	Details
PREM039342	<b>Test Tender</b> Current Category: Telecommunications Equipment and Components and Supplies and Accessories

☒ **Test Document** (version 1, dated 1 Mar, 2017)  
Available by Download, Collection, Mail, Fax

**Documents**

**Person Receiving Documents** Please search and select a respondent person below

**Issue Location** Ground Floor, State Administration Centre, 200 Victoria Square, Adelaide

**Allow Respondent Details to be Shown** ☐

**Search for Respondent Person**

First Name

Last Name

Email Address

Business Name or ABN

- All specification documents for this tender are selected by default.
- Select the person collecting documents.
- Type in a partial name of the supplier and click **Search**.
- This will list of all members of the businesses that match.
- Click the **Select** button next to the supplier's name.
- Select the location where documents are being issued.
- Check with the respondent whether their details can be published.
- Click **Issue Documents** to submit the form.
- The confirmation screen appears.
- Select the **Return to Administration** button.

### 39. Recording Hardcopy Responses

This page is used to record hardcopy responses that are delivered in person either by courier or a representative of the respondent business. From the **Administration** page:

- Scroll down the page until you find the appropriate tender.
- Click the **Action Menu** icon and select the **Record Hardcopy Response** option.

**Actions for DEV0050846**

- Edit Tender
- Tender Summary Report
- Tender Email Summary Report
- Extend closing date
- Record hardcopy responses
- View tender responses
- View spec doc recipients
- Online Forum
- Create a new tender from this
- Withdraw this tender

#### Record Hardcopy Response ?

This page is used to record hardcopy lodgements.

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%	closing	Railway and tramway machinery and equipment - 25%
	Category 2: Railway and tramway cars - 25%	<b>22 Jan, 2019</b>	Railway and tramway cars - 25%
	Category 3: Railroad support equipment and systems - 25%		Railroad support equipment and systems - 25%
	Category 4: Road and railroad construction materials - 25%		Road and railroad construction materials - 25%

Physical Tender Box Location: Level 1, 1 Hutt Street, ADELAIDE, SA, Australia, 5000

Respondent Person:

Lodgement Date:

- Type in a partial name of the business and click **Search**.
- This will list of all members of the businesses that match.
- Click the **Select** button next to the supplier's name.
- The **Physical Tender Box Location** will be displayed.
- Select the **Lodgement Date** from the date picker.
- Select the **Lodgement Time** in hours and minutes.
- Click the **Record Response** button to submit the response.
- The confirmation screen appears.
- Select the **Return to Administration** button.

Responses must be recorded as having been made by a person. In the case that the tender is delivered by a member of the business who is registered with SA Tenders and Contracts, this page is used to capture their details as the person lodging the response.

## 40. View Specification Recipients

This page displays all specification document recipients and contact details for all recipients of this tender. When this page is viewed by the Agency Administrator, the list shows all document recipients, irrespective of whether they gave permission to have their details published.

**Tender Specification Recipients** ?

This page displays the specification document recipients for this tender.

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%

[Export to CSV file](#)

Business Details	Name	Contact Details
Developer Administration	Developer Administrator	Office: +61 (08) 8359 2332 [Redacted Email]
post at 17 Jul, 2018 9:48 PM	Developer Administrator	Hardcopy Document
[Redacted]	[Redacted]	Phone: +61 (08) 12345678 [Redacted Email]
post at 24 Jul, 2018 2:20 PM	[Redacted]	Hardcopy Document

In addition, the following information is also made available:

- The means by which the documents were obtained (download, fax, post, collection).
- The information presented here is pertinent to the means by which the documents were obtained (e.g. person who issued documents, addresses sent to, fax number, etc).
- The details of the date and time that the documents were issued.

To view the contact details of the person who has downloaded the tender documents, just click on their name.

**Viewing Details of Person 'John Smith'**

**First Name:** John  
**Last Name:** Smith  
**Position:**  
**Email Address(es):** [Redacted]  
**Phone Number(s):** OFFICE: (08) 81234568  
 FAX: (08) 81234567  
**Business:** SA Government (View)

The following details are displayed:

- **First Name, Last Name, Position, Login, Email Address (es), Phone Number(s), Role and Business** (to view the Business details, click on the [\(View\)](#) link).

## 41. Download Tender Responses

Use this activity to open the tender box for the selected tender. The tender team must be present to open the tender box, and you must be at the ETB PC in order to download responses.

This function downloads (and decrypts) the tender responses from the server. Although this is part of the procedure of opening the ETB, it can also be performed again after the initial opening.

From the **Administration** page where all tender management activities are performed:

- Under Tasks, you will have an action to 'open tender box' or scroll down the page until you find the appropriate tender.
- Click the **Action Menu** icon and select the **View Tender Responses** option.

Actions for DEV0050846

- Edit Tender
- Tender Summary Report
- Tender Email Summary Report
- Extend closing date
- Record hardcopy responses
- View tender responses
- View spec doc recipients
- Online Forum
- Create a new tender from this
- Withdraw this tender

### Open Tender Box for DEV028091 ?

Use this activity to open the tender box for the selected tender. The tender team must be present to open the tender box, and you must be at the electronic tender box PC in order to download responses.

Code & State	Details	Date	Category
DEV028091 <span style="color: green;">Closed</span>	<b>Alo Test Tender</b> Issued by Developer Administration Category Apparel and Luggage and Personal Care Products	closing <b>9 Jan, 2017</b>	Apparel and Luggage and Personal Care Products

Please click on the button below to open the tender box for the above tender.

This will not close the task until you confirmed the tender team on the next page.

- Click the **Open Tender Box** button.



## 42. The Tender Team

Tender team members need to be recorded as being present when the tender box is opened. Tender team members can be any registered user of the system, or can be created on the fly if not already registered with SA Tenders and Contracts.

Team members are likely to members of the agency that issued the tender and these people are therefore displayed prominently for easy access. All other team members are located using a name-based search.

### Create Tender Team ?

This page is used to record who was present at the opening of the tender box.

Code & State	Details	Date	Category
DEV028091 Closed	<b>ALo Test Tender</b> Issued by Developer Administration Category Apparel and Luggage and Personal Care Products	closing <b>9 Jan, 2017</b>	Apparel and Products

#### Selected Team Members

**Note:** Tender team must contain at least 2 valid members

Action	Name
	Developer Administrator

Save tender team

#### Available

- Developer Administrator
- [REDACTED]
- [REDACTED]

Search Member

- Select **Team Members** present from **Available** list (at least 3).
- If people are not displayed then **Search** for **Team Members** using the search function.
- Type in a partial name of the business and press **Search**.
- Select from the **Team Members** displayed or **Create team Member**.
- Click **Save Tender Team**.

## 43. Downloading Tender Responses

The tender response download provides a simple and easy means to retrieve tender responses.

Code & State	Details	Date	Category
DEV028091 Closed	Issued by Developer Administration Category Apparel and Luggage and Personal Care Products	closing 9 Jan, 2017	Apparel and Luggage and Personal Care Products

Drop ETB key here...

Response Files						
Select All	File Name	Response Date	Rev.	Size in Bytes	Status	Late
<input checked="" type="checkbox"/>	it r us/201651/test_response2.docx	09/01/2017 14:09	1	11426	Not Downloaded	No
<input checked="" type="checkbox"/>	mm/201650/test_response.docx	09/01/2017 14:08	1	11426	Not Downloaded	No

- Upload the ETB key by either **Drag and Drop** or **Manual Upload**.
- Select the files to download.
- If this is the first time that you are downloading responses, then all files will be selected.
- Select **Download responses** button. This will initiate the download sequence.
- Select the **Return to Administration** button.

Response Files						
Select All	File Name	Response Date	Rev.	Size in Bytes	Status	Late
<input checked="" type="checkbox"/>	it r us/201651/test_response2.docx	09/01/2017 14:09	1	11426	Not Downloaded	No
<input checked="" type="checkbox"/>	mm/201650/test_response.docx	09/01/2017 14:08	1	11426	Not Downloaded	No

### 43.1 Download Responses

Confirm the download responses. By default, tender responses will download and you are required to save to a folder **Responses**, where the system is assigned tender code for this tender. If this folder does not exist, it will be created.

- Click the **Choose Download Responses** button.
- Select the folder where you want to store the responses.
- Select the files to download.
- If this is the first time that you are downloading responses, then all files will be selected.
- Select **Download responses** button. This will initiate the download sequence.

- If the target folder does not exist, then you will be prompted to create the folder.
- Once created, each file is decrypted, decompressed and stored in the designated location.
- Select the **Return to Administration** button.

Response Files						
Select All	File Name	Response Date	Rev.	Size in Bytes	Status	Like
<input checked="" type="checkbox"/>	PSS Cleaning & Dental Test/218164/TestResponse1.docx	25/06/2018 15:47	1	11370	Not Downloaded	No
<input checked="" type="checkbox"/>	PSS Cleaning & Dental Test/218164/TestResponse2.xlsx	25/06/2018 15:47	1	10788	Not Downloaded	No
<input checked="" type="checkbox"/>	PSS Cleaning & Dental Test/218164/TestResponse3.txt	25/06/2018 15:47	1	85	Not Downloaded	No
<input checked="" type="checkbox"/>	PSS Cleaning & Dental Test/218164/TestResponse4.pptx	25/06/2018 15:47	1	30468	Not Downloaded	No
<input checked="" type="checkbox"/>	PSS Cleaning & Dental Test/218164/TestResponse5.zip	25/06/2018 15:47	1	39473	Not Downloaded	No
<input checked="" type="checkbox"/>	PSS Cleaning & Dental Test/218166/TestResponse1.docx	25/06/2018 15:49	3	11370	Not Downloaded	No
<input checked="" type="checkbox"/>	PSS Cleaning & Dental Test/218166/TestResponse2.xlsx	25/06/2018 15:49	3	10788	Not Downloaded	No
<input checked="" type="checkbox"/>	PSS Cleaning & Dental Test/218166/TestResponse3.txt	25/06/2018 15:49	3	85	Not Downloaded	No
<input checked="" type="checkbox"/>	PSS Cleaning & Dental Test/218166/TestResponse4.pptx	25/06/2018 15:49	3	30468	Not Downloaded	No
<input checked="" type="checkbox"/>	PSS Cleaning & Dental Test/218166/TestResponse5.zip	25/06/2018 15:49	3	39473	Not Downloaded	No

Download Responses Export to CSV file

### 43.2 Downloaded Response File Structure

A folder structure is created underneath the selected response folder for each company that submitted a response, and the files for that response are placed in that folder.

The files are deposited in exactly the same structure that they were on the suppliers PC when they were originally uploaded. If the files were arranged in sub-folders when the response was submitted, then they will appear the same way once downloaded.

### 43.3 View Responses

This page displays the final responses lodged by each respondent as well as the summary details captured after the responses were evaluated.

Code & State	Details	Date	Category	
DEV028091 Closed	Issued by Developer Administration Category Apparel and Luggage and Personal Care Products	closing 9 Jan, 2017	Apparel and Luggage and Personal Care Products	...
The Tender box was opened at 1 Nov, 2018				
Tender Team ⓘ				
Name	Agency	Email Addresses		
Developer Administrator	Developer Administration	[REDACTED]		
Val Star	Developer Administration	[REDACTED]		
<a href="#">Export to CSV file</a>				
it r us				
Lodged	9 Jan, 2017			
Lodgement Method	electronic response (receipt number: 201651)			
Lodged by	[REDACTED] Office: +61 (08) 80808080 client@nodomain.com.au			
mm				
Lodged	9 Jan, 2017			
Lodgement Method	electronic response (receipt number: 201650)			
Lodged by	[REDACTED] Office: +61 (08) 0000 client@nodomain.com.au			

Only those summary details, which have been entered, are displayed for each lodgement.

If information is missing, it can be updated using the **Edit response summaries** tender activity.

#### 43.4 Edit Response Summaries

This page is used to capture summary details of each of the responses to this tender.

**Edit Response Summaries** ?

This page is used to capture summary details of each of the responses to this tender.

Code & State	Details	Date	Category	
DEV028091 Closed	Issued by Developer Administration Category Apparel and Luggage and Personal Care Products	closing 9 Jan, 2017	Apparel and Luggage and Personal Care Products	...

Save Response Summaries

**Summary for electronic response from it r us (Receipt No: 201651, Submitted on 09/01/2017 2:09 PM)**

Key Price Points

Summary of Deliverables

Reason for Information Exclusion

**Summary for electronic response from mm (Receipt No: 201650, Submitted on 09/01/2017 2:08 PM)**

To capture response summaries, enter the required information for each response:

- Key Price Points
- Summary of Deliverables
- Reason for Information Exclusion
- Click the **Record Response Summaries** button.
- The **Response Summaries Edited** screen is displayed.

**Response Summaries Edited** ?

This page is used to capture summary details of each of the responses to this tender.

View Response Summaries

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[Privacy Statement](#)
[Copyright](#)
[Site Map](#)

Response summaries can be captured gradually, it is not required to enter all summaries in one session. Each time that this page is accessed, the existing summary details already entered will be displayed again for optional updating.

## 44. Awarding Tenders

Tenders can be awarded in one of two ways. Firstly, using the **Mark as awarded** option in the tender context menu or by creating a **Contract** from the tender.

- Scroll down the page until you find the appropriate tender.
- Click the **Action Menu** icon.

Actions for DEV0050846

- Edit Tender
- Tender Summary Report
- Tender Email Summary Report
- Extend closing date
- Record hardcopy responses
- View tender responses
- View spec doc recipients
- Online Forum
- Create a new tender from this
- Withdraw this tender

### Award Tender ?

This section provides some instructions on how to submit a tender response

Code & State	Details	Date	Cat
DEV028091 Closed	<b>ALo Test Tender</b> Issued by Developer Administration Category Apparel and Luggage and Personal Care Products	closing <b>9 Jan, 2017</b>	App Pro

Reason \*

Award Tender

- Select the **Mark as awarded** option.
- Input reason for awarding tender.
- Select the **Award Tender** button.

The system will change the state of the tender to **Awarded** and therefore, suppliers will be able to view this tender publicly but not respond to it or download the tender documents.

## 45. Not Awarding Tenders

This option is for Tenders, which have been cancelled and will not be awarded, or an Expression of Interest, Request for Information, Registration of Interest, Industry Briefing or Invitation that has closed but will not be let.

Tenders can be removed from the **Closed Tenders** section by using the **Mark as not awarded** option in the tender context menu.

- Scroll down the page until you find the appropriate tender.
- Click the **Action Menu** icon.
- Select the **Mark as not awarded** option.
- Input reason for awarding tender.
- Select the **Save Unawarded Details** button.

The system will change the state of the tender to **Not Awarded** and therefore, suppliers will be able to view this tender publicly but not respond to it or download the tender documents.

## 46. The Supplier Marketplace

The supplier marketplace consists of three elements:

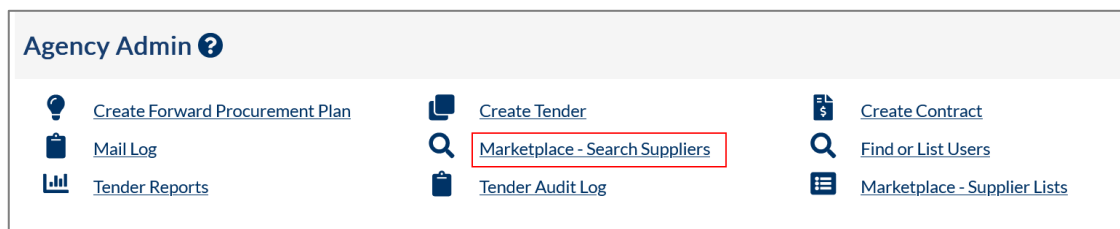
- Comprehensive supplier profiles
- Granular supplier search
- Reusable supplier lists

### 46.1 Supplier Profiles.

The supplier profile allows the suppliers to enter up to 200 data points about their capabilities. Apart from the basic supplier information that is entered upon supplier registration, supplier profile information is entered and maintained on the [www.consolidatedtenders.com](http://www.consolidatedtenders.com) site and is available to all buyers from all tenancies that use the Consolidated Tenders Platform.


### 46.2 Supplier Search

A search request will respond with a listing of all users that match the specified filter criteria. From the listing, you can modify the user's details, or log in as that user and perform activities on their behalf.



The search function accepts the following criteria:

## Search for a Supplier ?



Business Name

ABN

First Name

Last Name

Email Address

^ Hide Advanced Criteria

▼ Show Social Procurement ?

▼ Show Demographic Criteria ?

▼ Show Profile Criteria ?

▼ Show Notification Criteria ?

▼ Show Location Criteria ?

▼ Show Admin Criteria ?

Search

Reset

<ul style="list-style-type: none"> <li>Basic Information</li> </ul>	
<ul style="list-style-type: none"> <li>Business Name</li> </ul>	A case-insensitive partial search based on business name.
<ul style="list-style-type: none"> <li>ABN</li> </ul>	This will only return suppliers whose ABN fully matches the ABN specified
<ul style="list-style-type: none"> <li>First Name</li> </ul>	A case-insensitive partial search based on a person's first name.
<ul style="list-style-type: none"> <li>Last Name</li> </ul>	A case-insensitive partial search based on a person's last name.
<ul style="list-style-type: none"> <li>Email Address</li> </ul>	This is a partial search. A user will be returned by the search if any one of the user's email addresses contains the specified string.



^ Hide Social Procurement ?

☐ Check All

☐ Small and medium businesses (SME)

☐ Regional/rural businesses

☐ Female-owned businesses

☐ People with disability

☐ Culturally and linguistically diversified

☐ Aboriginal and Torres Strait Islander

<ul style="list-style-type: none"> <li>Social Procurement</li> </ul>	This is an exact match search. A company will be returned only if they match all the checked.
--	---

^ Hide Demographic Criteria ?

Business Size

Organisation Type

<ul style="list-style-type: none"> <li>Demographics</li> </ul>	
<ul style="list-style-type: none"> <li>Business size</li> </ul>	<input type="text" value="Any"/> <ul style="list-style-type: none"> <li>Any</li> <li>Small (1 to 19)</li> <li>Medium (20 to 199)</li> <li>Large (200 or more)</li> </ul>
<ul style="list-style-type: none"> <li>Business Type</li> </ul>	<input type="text" value="Any"/> <ul style="list-style-type: none"> <li>Any</li> <li>Commercial Australian Supplier</li> <li>Commercial International Supplier</li> <li>Government Organisation</li> <li>Not for Profit Organisation</li> <li>Public (Non-Business)</li> <li>Researcher</li> </ul>

^ Hide Profile Criteria ?

Profile Section ☒ All ☐ Accreditations ☐ Assets ☐ Awards ☐ Capabilities ☐ Overview ☐ Insurances ☐ Licences ☐ Projects ☐ Rate Card

Keywords

Min. Cybersecurity Compliance

<ul style="list-style-type: none"> <li>Profile</li> </ul>	
<ul style="list-style-type: none"> <li>Profile Section &amp; Keywords</li> </ul>	<p>A case-insensitive partial search based on supplier's advanced profile. Keywords are used to find matches within the nominated profile section(s).</p> <p>If the user selects "All", then the keyword will be searched across all profile fields that contain text. If the user select one of the profile categories, then the keyword search will only apply to that category.</p>
<ul style="list-style-type: none"> <li>Min Cybersecurity Compliance</li> </ul>	<p>This criterion is used when suppliers' cybersecurity compliance level is of importance.</p> <div data-bbox="671 981 831 1115"> <input type="text" value="Low"/> <ul style="list-style-type: none"> <li>Low</li> <li>Moderate</li> <li>High</li> </ul> </div> <ul style="list-style-type: none"> <li>Low – suppliers with any cybersecurity score</li> <li>Moderate – suppliers with a cybersecurity score greater than 36</li> <li>High – suppliers with a cybersecurity score greater than 54</li> </ul>

^ Hide Notification Criteria ?

☐ 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

Saved Searches Keywords

• Notification Criteria	
• Categories	Returns suppliers that have any of the checked categories matching their notification settings.
• Saved Search Keywords	Returns suppliers that have any of the keywords entered in their saved searches that are used for daily new tender notifications.

^ Hide Location Criteria ?

Postcode(s)

Main Location ☒ All  
☐ Within South Australia  
☐ Outside of South Australia

• Location	
• Post code	Returns suppliers who have an exact match on the nominated postcode.
• Main Location	Returns suppliers who have nominated their main location as indicated.

^ Hide Admin Criteria ?

Registration Date

• Administrative	
• Registration Date	Gives the user the ability to search for suppliers who registered withing the specified range.



Multiple criteria can be specified. When specifying multiple criteria, the search will require that the user's details match all the specified criteria, as opposed to any of the criteria.

### 46.3 Reusable Supplier Lists

Under the Market Place – Supplier Lists menu item buyers can create, maintain, share and use lists supplier lists to invite suppliers to selective RFx. Clicking on the menu item will display the screen shown below.

The screenshot displays the 'Market Place' interface for editing a supplier list. The header includes the 'Market Place' title and logos for 'SOUTH AUSTRALIA' and 'Government of South Australia'. The left sidebar shows a tree view with 'Local Earth Movers' selected. The main content area is titled 'Editing Supplier List - Local Earth Movers' and includes a 'Delete' button, 'Usage' and 'Share' icons, and three main sections: 'General', 'Suppliers', and 'UNSPSC Categories'. The 'General' section contains fields for 'Code' (LEMV), 'Name' (Local Earth Movers), 'Visibility' (Private), and 'Description' (Local earth movers. Small to medium, bobcat, excavator and tipper). The 'Suppliers' section lists five suppliers with 'Details' links. The 'UNSPSC Categories' section has an 'Add UNSPSC Category' search bar. At the bottom are 'Save' and 'Cancel' buttons.

The supplier lists have the following characteristics:

- They can be private lists for the specific user.
- They can be agency lists accessible by any agency user
- They can be shared with other agencies
- Lists can be used as the source of supplier for selective RFx
- Usage of lists as selective RFx supplier sources is tracked
- Lists are searchable
- Lists can have UNSPSC code associated with them.

### 46.3.1 Creating a new list

To create a new list, click on the **Create New** button. Complete and save the details of the form. To add suppliers to the list, click the **Add Supplier** button. The full advanced supplier search capability is available to find the suppliers required. Once a supplier has been found, click on the select button to add the supplier to the list.

**Select Business**

Business Name

ABN

Business Legal Name

Abbreviation

^ Hide Advanced Criteria

- ▼ Show Demographic Criteria ?
- ▼ Show Profile Criteria ?
- ▼ Show Notification Criteria ?
- ▼ Show Location Criteria ?
- ▼ Show Admin Criteria ?

Action	Type	Business Name	ABN	Business Legal Name
	Supplier	KWP Advertising Pty Ltd	51130411139	KWP Advertising Pty Ltd
	Supplier	Zoo Advertising (Melbourne) Pty Ltd	89161886899	Zoo Advertising (Melbourne) Pty Ltd

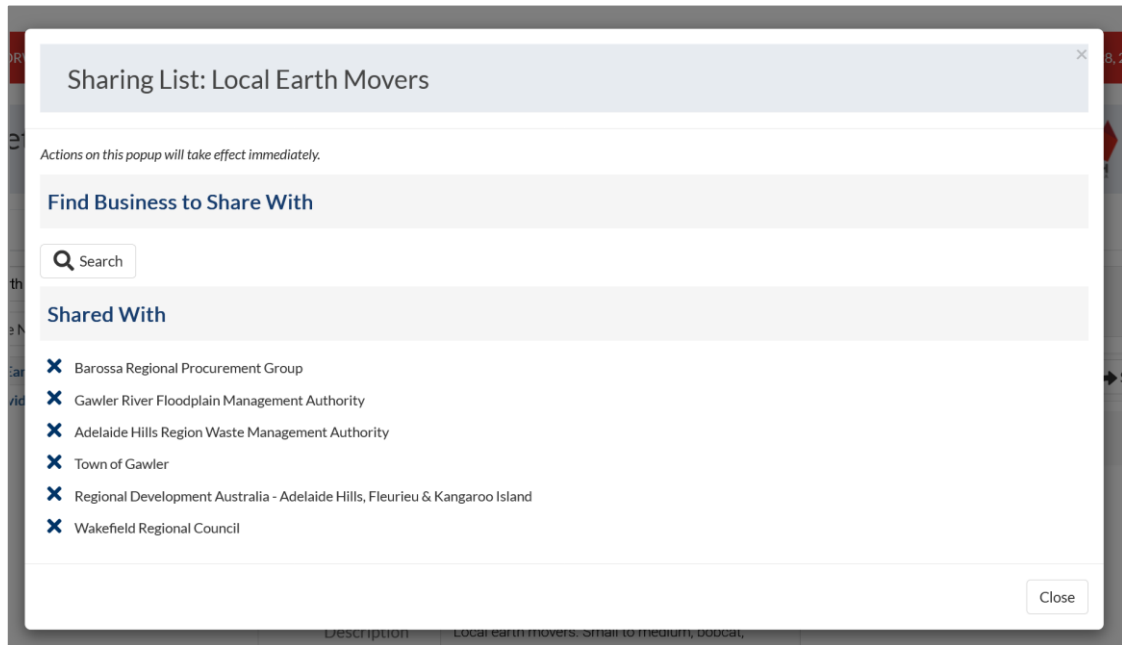
### 46.3.2 Editing a list

Once created, the supplier list can be edited at any time. When adding or removing suppliers, the change to the supplier list only occurs when the **Save** button is clicked.

### 46.3.3 Sharing a list

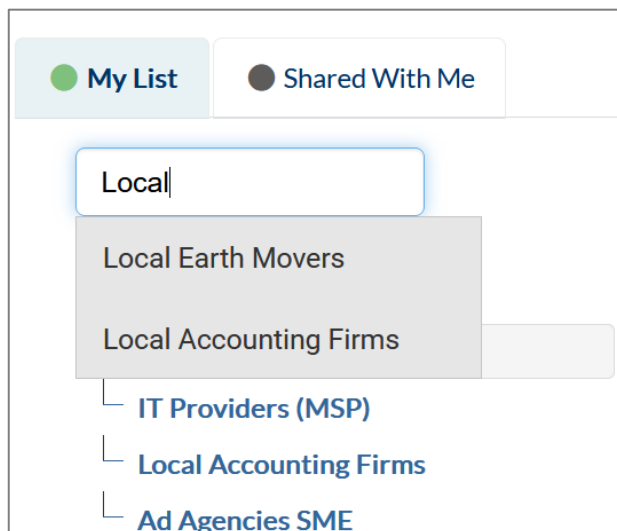
Once created, a supplier list can be shared with other agencies. To share a list click on the Share button in the top right corner. Use the search function to find the agency you want to share with and then select the agency to share with.

Sharing can be removed by clicking the cross icon to the right of the agency name.



#### 46.3.4 Searching for Lists

When you have a lot of lists, you can use the search capability to locate the list you want. Start typing in the search box and the potential matches will show in the dropdown list below the search box.



#### 46.3.5 Using Lists

Refer to selective Section 23 – Tender Page – Selective Respondents Tab.

Whenever a list is used for a selective tender, a record of its use is kept. To see where this list has been used, click the **Usage** button in the top right and the usage of the list will be displayed.

Search

### Usages For "Local Earth Movers"

Used By	Usage	Date
<a href="#">Developer Administrator</a> from <a href="#">Developer Administration</a>	Used to nominate selective respondents for Tender <a href="#">DEV099607 Provision of Electricity to Defence Sites</a>	28 Nov 2022 16:31

Close

## 47. Register New Supplier

When registering, a business is created with one member and one business office. Although people interact with the SA Tenders and Contracts system, these people act on behalf of their business. Business membership is used throughout the site, in the provision of services.

### Register New Supplier ?

This page is used to register your business with SA Tenders & Contracts. You are urged to read the terms and conditions of the system. You are not allowed 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

To register the new User:

- Enter the **Name** (the full trading name of the business), the **ABN** (the Australian Business Number), **Address** including **City**, **State / Province**, **Country** and **Zip/Postal Code**.
- Enter the **Name** and **Position** details of the person you are registering as the primary contact for the business and provide a **Username**. Select a meaningful username consisting of at least six characters (number or letters). This will be used each time that you log in to the site.
- Enter an **Email Address**. The email address is used by the site to dispatch



automated notifications and used to send registration confirmation, and details of how to login to the site.

- Enter at least one **Phone Number**.
- Click the **Register** button.

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, they can change it to a password of their choice.

## WORKING WITH CONTRACTS

### 48. Overview

This module covers the interactions that suppliers will have in regard to contracts awarded by the Government of South Australia as required by the Treasurer's Instruction 27 'Disclosure of Government Contracts'.

The Contracts page displays contracts published here as the result of:

- Public or selective tenders previously published on this site.
- Procurement processes other than tendering (e.g. direct negotiation).

Also note that not all tenders that are published on this site and then awarded will appear as contracts in this section.

### 49. Create Contract

Contracts can be created from scratch, or from an existing tender. When creating a contract from an existing tender, some of the details of the tender are carried over to the contract, the tender is linked to the contract, and the tender is flagged as being awarded.

**Create Contract** ?

This page is used to create listings for newly awarded Government contracts to appear on the site. If the contract is the result of a tender,

Details Contractors Contract Documents Variations

Save Contract

**Details**

Contract Code\* DWLBC002063

Public Authority Department for Water

Title\* Review of the Costs Associated with Managing the River Murray Water in South Aus

Description\*

Review of the Costs Associated with Managing the River Murray Water in South Australia, New South Wales and Victoria. This stu compared with NSW and Victoria. It will compare charging policies in each jurisdiction and identify the beneficiaries of government effect of different regulatory arrangements.

Associated with Tender Review of the Costs Associated with Managing the River Murray Water in South Australia, New South Wales and Victoria (DWLBC002063)

Procurement Method\* [dropdown]

Procurement Method\* [dropdown]

Contract Cost (\$)\* Contract Cost (\$)

Execution Date\* 01/11/2018

Starting Date\* Starting Date

This page is used to create listings for newly awarded Government contracts to appear on

the site. If the contract is the result of a tender, then create the contract from the closed tender.

#### 49.1 Information to be Disclosed

The information to be disclosed about each Eligible contract is:

- Contract title,
- Full details of the contractor including name, address, phone number and contact officer,
- Name of the public authority,
- Date of the contract's execution,
- Start date and completion date of the contract,
- Goods, services or subject matter of the contract,
- Total value of the contract,
- Procurement process used to select the contractor,
- Contract identification number,
- Summary information relating to any variations over the term of the contract,
- Reasons for non-disclosure of part or all of the contract (if applicable),
- Contact details for the public authority's Accredited Freedom of Information Officer.

#### 49.2 Contract Officer Selection

The Contract Officer is a member of your Agency and will be displayed in this section along with other Administrators and Contacts from your Agency.

#### 49.3 Contract Officer Search




If the Contract Officer is not displayed in the above list then you can search the system for this person. The methods to select the Contract Officer:

Contract Officer

Contract Officer

+

Search For Contract Officer

Action	Person
	Meredyth Taylor ( <i>Principal Project Manager</i> )
	Kathryn Powell
	Minas Frangoulis ( <i>Freedom of Information Officer</i> )


Other Contacts

+

Add Other Contact

Action	Name	Position	Email Address	Phone	Type
--------	------	----------	---------------	-------	------

Save Contract

<b>Search For Contract Officer</b>	Search function to locate by a Contract Officer.
<b>Add</b>	Choose from search results and add choice to list of Agency members by selecting the  button.
<b>Other Contacts</b>	Click on the <b>Add Other Contact</b> icon to register a new person to an existing agency if the person does not exist in the system.

#### 49.4 Name of Contractor

##### Respondent Contractors


This displays the names of the suppliers who have responded to the tender. If one or more of these suppliers has been awarded the contract, just tick the check box next to their name.

##### Selected Additional Contractors

Alternatively, you can select any other supplier to be listed as the contractor.

#### 49.5 Contractor Search

The methods to select Suppliers:

- **Add Respondent** – This feature is used to search for and add businesses that are already registered in the SA Tenders and Contracts system. Use either the Business Name, Legal Name, ABN or Abbreviation to search for a business or just select search without typing anything in to return a search of all registered businesses then select the company you wish to add by using the  button.

Search for Supplier

Business Name

ABN

Business Legal Name

Abbreviation

Search

Action	Type	Business Name	ABN	Business Legal Name
	Supplier	#SupplierBusinessName	1234	

Once a supplier business has been chosen, use the button to show all available contacts within the chosen business and select the desired contact by clicking the button.

#FirstName1 #LastName1

hmoore@mortonblacketer.com.au

	#FirstName1 #LastName1 <hmoore@mortonblacketer.com.au>
	2 2 <hmoore@mortonblacketer.com.au>
	3 3 <email@email.com.co.uk>
	4 4 <email@email.co.uk>
	5 5 <email@email.com.au>
	6 6 <email@email.co.uk>
	7 7 <email@email.co.uk>
	8 8 <hmoore@mortonblacketer.com.au>
	9 9 <email@email.co.uk>

- **Add Unregistered Supplier** – This feature is used to add a business that has not been registered to the SA Tenders and Contracts system. After selecting the **Add Unregistered Supplier** button, fill out the form with the businesses details and click **Done**.

×

Manage Unregistered Supplier

Business Information

Name \*

Name

ABN

ABN

Address

Address Line 1 \*

Address Line 1

Address Line 2

Address Line 2

City \*

City

State/Province \*

SA

Country \*

Australia

Zip/Postcode \*

Zip/Postcode

Phone Number

Type

FAX

Country

61

Area

08

Number

Number

Done

Close

## 49.6 Timing

Disclosure must occur within 60 days of the contract being executed. The information should remain on the website for the term of the contract or twelve months, whichever is longer.

To create a contract, fill in the details as required, then click the **Next Page** button to upload contract document (or specify reasons for omission).

## 49.7 Editing Contract - Attached Documents

This page allows you to upload the contract and any other document corresponding to the contract. **The entire contract must be uploaded in PDF format.**

### Additional Access

In cases where parts of the contract are not available electronically, these parts of the contract can be disclosed separately on request. Members of the public wishing to review the contract in its entirety should make a formal application under the Freedom of Information Act 1991.

**Edit Contract ?**

This page is used to create listings for newly awarded Government contracts, then rather create the contract from the closed tender.

☒ Details
 ☐ Contractors
 ☐ Contract Documents
 ☐ Variations

Save Contract

Action	Name	Ver.	Upload Date	Size in bytes	Status
No uploads yet					

Drop file here

Save Contract

## 50. Statistical Reports

This page displays statistics about tenders that have been issued by your Agency and opened during a specific date range.

**Tender Reports ?**

SR

Report Type:

Agency:

Opening Date: From  To  -- Select a preset --

Category:

*No results*

The following details are accumulated for tenders that fall in the specified date range:

<b>Selective</b>	Counts selective tenders.
<b>Electronic Documents</b>	Counts tenders that had electronic specification documents available.
<b>Electronic Tender Box</b>	Counts tenders that accepted electronic responses.
<b>Document Requests (excl. downloads)</b>	Counts the total number of documents requests, excluding electronic downloads. In other words, this counts the number of documents issued by in-person pickup and by postal or fax delivery.



<b>Document Downloads</b>	Counts the number of times that documents were downloaded electronically.
<b>Total Responses</b>	Counts the total number of responses to this tender.
<b>Electronic Responses</b>	Counts the number of electronic responses to this tender.

## Site Management

SA Tenders and Contracts site is centrally managed by e-Procurement Systems Support, Engagement and Change, Shared Services SA, Department of the Premier and Cabinet but specific tender information is managed by the individual agency responsible for the tender opportunity.

## **Role of e-Procurement Systems Support**

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The e-Procurement Systems Support is responsible for the development and management of the SA Tenders and 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.

e-Procurement Systems Support has a primary focus on new and significant corporate Departmental programs and projects, which include identifying, initiating and managing the development of business projects that have a Departmental-wide focus or impact and in some circumstances have a government-wide focus. e-Procurement Systems Support also engage in monitoring and reporting on the progress of Departmental business projects.

### **For further information contact:**

Business Systems Service Desk

Shared Services SA

Department of Treasury and Finance

Ph: 08 8462 1401

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