

SA TENDERS AND CONTRACTS

AGENCY ADMINISTRATOR USER GUIDE

Business Systems
Shared Services SA
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CONTENTS

CONTENTS	2
INTRODUCTION.....	8
1. ACCESSING TENANT SITES.....	8
1.1 Browser Requirements.....	8
1.1.1 Minimum System Requirements	8
1.1.2 Web Browser Settings	8
1.2 Site Navigation.....	9
1.2.1 Home Page.....	9
1.2.2 General Site Functions	10
1.2.3 Account Functionality.....	11
1.2.4 Additional Links	12
1.3 Registering an Agency Account.....	13
1.3.1 Registration Form	13
1.3.2 Terms & Conditions	14
1.3.3 Privacy Policy	15
1.4 Signing into an Account.....	16
1.4.1 Overview	16
1.4.2 Log In	16
1.4.3 Retrieve Password.....	17
2. AGENCY INFORMATION.....	18
2.1 Overview.....	18
2.2 Account Roles.....	18
2.2.1 Agency Administrator Role	18
2.3 Administration Dashboard.....	19
2.3.1 Tasks.....	20
<i>Escalation</i>	<i>21</i>
<i>Task Lifecycle.....</i>	<i>21</i>
<i>Task Types.....</i>	<i>21</i>
<i>Order for Collection</i>	<i>22</i>
<i>For postal delivery</i>	<i>22</i>
<i>Open Tender Box.....</i>	<i>23</i>

<i>Sign-Off Advertising</i>	24
<i>Advertising Has Changed</i>	24
<i>Notification</i>	25
2.3.2 <i>Search</i>	26
<i>Find Tenders</i>	26
<i>Find Contracts</i>	28
<i>Marketplace – Search Suppliers</i>	29
<i>Find or List Users</i>	32
<i>Supplier Lists</i>	33
2.3.3 <i>Create</i>	37
<i>Creating Tenders/RFx</i>	37
<i>Creating Tender Template</i>	37
<i>Creating Contracts</i>	37
<i>Registering New Supplier</i>	37
2.3.4 <i>Tenders</i>	38
<i>Tender/RFx Reports</i>	38
<i>Advanced Tender Notices</i>	39
<i>Tender Templates</i>	39
<i>Draft Tenders</i>	40
<i>Tenders Pending Open</i>	40
<i>Open Tenders</i>	41
<i>Closed Tenders</i>	41
2.3.5 <i>Contracts</i>	42
<i>Recently Awarded Contracts</i>	42
2.3.6 <i>Reports</i>	43
<i>Tender Reports</i>	43
<i>Contract Reports</i>	45
2.3.7 <i>Audit Logs</i>	46
<i>Mail Log</i>	46
2.4 <i>Tender Action Menu</i>	47
2.4.1 <i>Tender</i>	49
<i>Edit</i>	49
<i>Withdraw</i>	49
<i>Extend</i>	49
<i>View Tender Team</i>	51

2.4.2 Responses.....	52
<i>View Respondents</i>	52
<i>Download</i>	52
<i>Edit Response Summaries</i>	53
<i>Recording Hardcopy Responses</i>	54
2.4.3 Mark As	55
<i>Awarded</i>	55
<i>Not Awarded</i>	56
2.4.4 Result	57
<i>View Results</i>	57
2.4.5 Reports.....	57
<i>Tender Summary</i>	57
<i>View Respondents</i>	59
<i>View Spec Doc Recipients</i>	60
<i>Tender Email</i>	61
<i>Edit Summaries</i>	62
2.4.6 Transition.....	62
<i>Award with Contract</i>	62
<i>Create Duplicate</i>	64
<i>Reopen</i>	64
3. MANAGING USER INFORMATION	65
3.1 Personal Information	65
3.2 Email Addresses.....	67
3.2.1 Multiple Email Addresses.....	67
3.2.2 Adding an Email Address.....	67
3.2.3 Modifying an Email Address	67
3.2.4 Removing an Email Address.....	67
3.3 Phone Numbers	68
3.3.1 Multiple Phone Numbers.....	68
3.3.2 Adding a Phone Number.....	68
3.3.3 Modifying a Phone Number	68
3.3.4 Removing a Phone Number.....	68
3.4 Manage Business.....	69
4. MANAGING BUSINESS INFORMATION.....	70

4.1	General Tab	71
4.1.1	Name and Business Number	71
4.1.2	Business Number	71
4.1.3	Abbreviation.....	71
4.1.4	Government Agency	71
4.1.5	Invoicing Address	71
4.1.6	Receive Summary Mailout.....	71
4.2	People Tab	72
4.2.1	Primary Contact	72
4.2.2	Adding a Person	72
4.2.3	Modifying a Person	73
4.2.4	Removing a Person	73
4.3	Locations Tab	74
4.3.1	Head Office.....	74
4.3.2	Adding an Office	74
4.3.3	Modifying an Office	76
4.3.4	Removing an Office	76
4.3.5	Tender Boxes	77
	<i>Electronic Tender Boxes</i>	77
	<i>Creating an Electronic Tender Box (ETB)</i>	77
	<i>Select Private Key Storage Location</i>	78
4.4	Sub-Businesses Tab	79
4.4.1	Creating a sub-agency.....	79
4.4.2	Modifying a sub-agency.....	80
4.4.3	Removing sub-agency	80
4.5	Pre-qualification Codes Tab	81
4.5.1	Adding Pre-qualification Codes	81
4.5.2	Modifying a Pre-qualification Code	81
4.5.3	Removing Pre-qualification Codes.....	81
5.	WORKING WITH TENDERS	82
5.1	Overview	82
5.2	Tender Creation	82
5.3	General Tab	83

5.3.1 Agency to list under	84
5.3.2 Tender Type	84
5.3.3 Title.....	84
5.3.4 Description.....	85
5.3.5 Contract No	85
5.3.6 Pre-qualification Code	85
5.3.7 Opening Date	85
5.3.8 Closing Date and Time	85
5.3.9 Category.....	86
5.3.10 List Document Recipients.....	87
5.3.11 Tender Box	87
5.4 Contacts Tab.....	88
5.4.1 Selecting Contacts.....	89
5.4.2 Show Details.....	90
5.5 Specification Documents Tab.....	91
5.5.1 Re-position Tender Documents	91
5.5.2 Drag and Drop Option.....	91
5.5.3 Hardcopy Document.....	91
<i>Editing Specification Documents.....</i>	<i>91</i>
<i>Removing Specification Documents</i>	<i>91</i>
<i>Document Properties.....</i>	<i>92</i>
5.6 Selective Respondents Tab	93
5.6.1 Add Respondents	93
5.7 Briefing Tab.....	95
5.8 Advertisement Tab.....	96
5.8.1 General Information	96
5.8.2 Composite Advertisement.....	96
5.8.3 Single Placement Advertisement	97
5.8.4 Newspaper Publications	97
5.8.5 Advertisement Preview Tab	98
5.9 Saving Tenders.....	98
5.10 Update Notifications.....	99
6. WORKING WITH CONTRACTS	100

- 6.1 Overview..... 100**
- 6.2 Creating a Contract from a Tender..... 100**
 - 6.2.1 Context Action Menu 101
- 6.3 Create Contract Manually..... 102**
- 6.4 Contract Creation Page..... 103**
 - 6.4.1 Details Tab 103
 - 6.4.2 Contractors Tab 106
 - 6.4.3 Contract Documents Tab 107
 - 6.4.4 Variations Tab 107
- 6.5 Viewing a Contract..... 108**
 - 6.5.1 Contract Search Registry 108
- 6.6 Editing a Contract..... 108**
 - 6.6.1 Contract Details 109
 - 6.6.2 Contract Search Registry 109
- 6.7 Deleting a Contract..... 109**
 - 6.7.1 Contract Search Registry 110
- 7. SITE MANAGEMENT..... 111**



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.





1. ACCESSING TENANT SITES

1.1 Browser Requirements

1.1.1 Minimum System Requirements

Both internet and an internet-enabled device, such as Personal Computer

One of the following Internet Browsers:

<u>Google Chrome</u>	<u>Mozilla Firefox</u>	<u>Microsoft Edge</u>	<u>Safari</u>
			
Supported Versions: Current version and 2 versions prior			

1.1.2 Web Browser Settings

The use of an up-to-date browser is recommended, as outdated versions may be limited in their capability, preventing users from uploading tender responses.

Each of the tenant sites use cookies to keep track of browser login sessions and inconsequential user choices, such as the selection of supplier or buyer on the login page. If cookies are not enabled, passwords may need to be re-entered every time a tender response is submitted, or specification documents are downloaded.

The recommended settings are as below:

Setting	Requirement	Notes
JavaScript	Enabled	Update this in the browser settings.
Cookies	Enabled	Update this in the browser settings.
Internet speed	Download \geq 12Mbps Upload \geq 1Mbps	Slow internet speeds may result in services running slowly or timing out.
Ad-blocker, Anti-virus, Browser add-ons,	Settings of software or browser extensions may need to be adjusted to allow for online services to load correctly.	This may involve whitelisting the following domains. tenders.sa.gov.au tenders.vic.gov.au

Network settings (for example, firewalls)	tenders.act.gov.au consolidatedtenders.com
---	---

1.2 Site Navigation

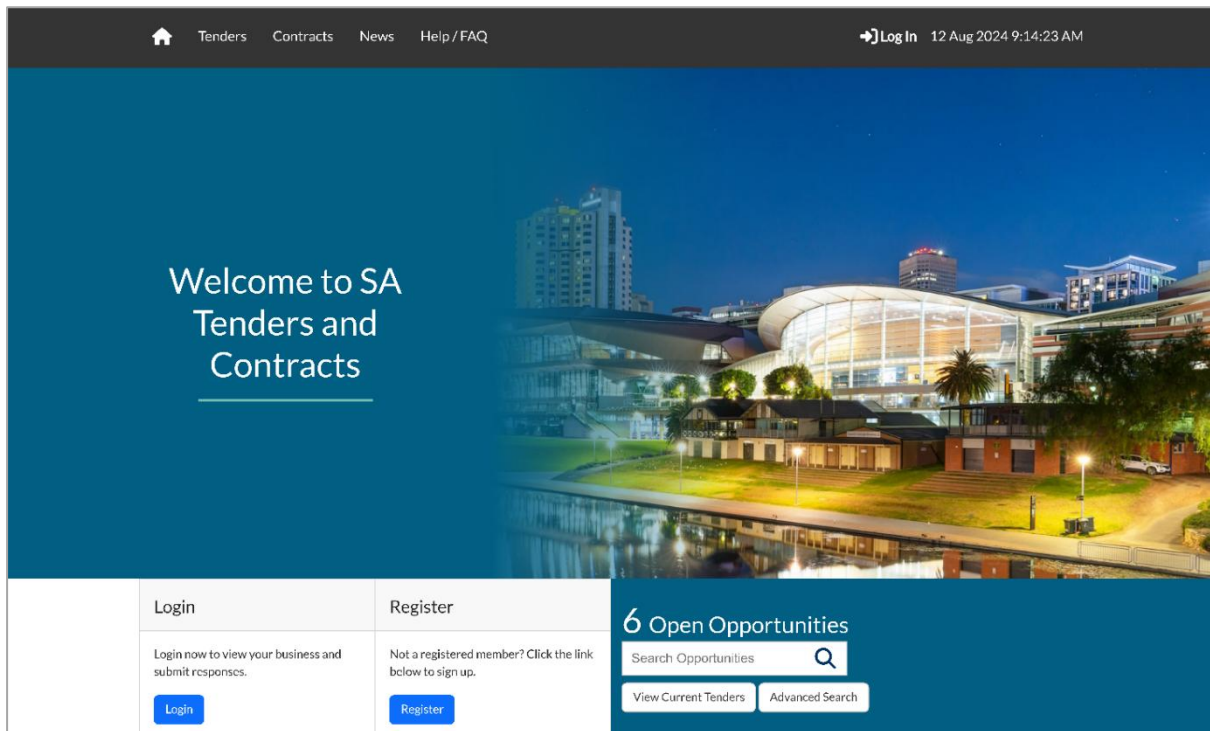
1.2.1 Home Page

Complete the following steps:

- Open one of the browsers listed in [Browser Requirements](#).
- Enter www.tenders.sa.gov.au into the address bar, which can be found at the top of the browser window.

The Home page is the initial landing page for all users who wish to engage in the tendering process, such as searching for current or past contracts/tenders, FAQ, or recent news.


To maintain easy-of-use, all pages on the site (except pop-up windows) retain the same page layout, with consistent navigation.



The Home page links can be divided into general site functions, account functionality and additional links.

1.2.2 General Site Functions


On the tenant sites, the main navigation buttons are located on the top menu bar. The buttons allow users to navigate through the site quickly.

	The home page contains information about the latest news from the tenant site government.
Tenders	
Search	Find tenders that match specified criteria. When signed in, users can also configure saved searches and set up new tender notifications.
Current	This page will show all publicly open tenders or selective tenders given the user is signed in with the correct account, with the ability to search for tender criteria.
E-Lodgement	The secure Electronic Lodgement Service (ELS) allows suppliers to submit tender responses in a secure electronic environment.
Future	Lists opportunities that will soon be opening and seeking responses.
Closed	This page shows all tenders that have closed for responses and have not yet been awarded.
New This Week	Selecting this option will return the results for all tenders with an 'Open' state opening This Week .
Contracts	
Search	Find contracts that match specified criteria.
Awarded	This page displays a list of contracts awarded by the Government.
Across Government Contracts	This page displays a list of the whole of Government contracts awarded by the Government.
News	News & Publications is an access point for Suppliers and other Government Agencies to news, publications and policies from the Government, the State Procurement Board and further information on relevant issues relating to government purchasing.
Help / FAQ	
FAQ	This page lists the most frequently asked questions by users of the website, as well as some tips.

Request Support	Users can request support or provide feedback on the service. Support requests will be routed to the System Administrator, who may forward them to others for resolution.
Document Library	The library is an access point to documents, policies, user guides and further information on relevant issues relating to Tenders & Contracts.
Administration	
Dashboard	This page shows all the administrator options available for the person's role.
Search Suppliers	This allows for Agency Administrators to search for suppliers, see section " Supplier Search " for more information about search criteria.
Search Users	This allows for Agency Administrators to search for both suppliers and other buyers on the site, see section " Find or List Users " for more information about search criteria.

1.2.3 Account Functionality

Located on the far right-hand side of the navigation bar, there are several additional features, which allow users to log out, edit personal details, look for or request help and edit business details.

Edit My Details	This option will take users to a page where they can manage personal information, such as their Username and Password .
Edit My Business	This option will take users to a page where they can change their business details. Depending on the business, users may have multiple offices and can choose to enter the details of these offices using this feature.
Edit My Subscriptions	This option will take users to a page where they can update what tenders and saved tender searches, they receive notifications from.
 Log Out	Allow users to log out of any tenant website.

1.2.4 Additional Links

On the menu bar at the bottom of the home page, several additional links that provide useful information about site terms & conditions or contact information, these links describe:

Feedback	This page contains input fields for submitting feedback to the tenant.
Disclaimer	This page describes the source of the data and includes disclaimers regarding its origins, as well as disclaimers related to links to external sites.
Terms and Conditions	This page explains the conditions under which the data on this site can be used.
Privacy Statement	The Tenders & Contracts Website is operated in compliance with the Government's Information Privacy Principles.
Copyright	The Government's Tenders & Contracts Website Copyright details are outlined on this page.
Site Map	This page provides links to all the key pages across the site.
Related Sites	Clicking this option will take users to a list of other related websites.
Contact Us	This page provides information (such as an address, phone, and email) to contact a tenant site support line.
Consolidated Tender Logo	Clicking on this link will navigate users to the Consolidated Tenders site.

1.3 Registering an Agency Account

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 hierarchical basis, which dictates certain privileges.

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.

1.3.1 Registration Form

The creation of sub-agencies will be covered later in this user guide. In the interim though, refer to the figure below. This is the registration screen for sub-agencies.

As with suppliers, this is a basic screen required to capture the bare minimum of information required to register an Agency. Once created, more powerful management features are available.

Business Information

Legal Name*

Business Name*

ABN

Agency Abbreviation*

SA Government Agency

Address*

City*

State/Province*

Zip/Postcode*

Country*

Contact Information

First Name*

Last Name*

Position

Email Address*


Number

1.3.2 Terms & Conditions

The use of the SA Tenders and Contracts website is governed by the Terms and Conditions, which when accepted constitutes an agreement between the person who wants to use the SA Tenders and Contracts website and the South Australian Government (including its agents, employees and subcontractors).

To use the SA Tenders and Contracts Website:

- Before registering, you must read the Terms and Conditions.
- To continue with registration process, **Agree** or **Disagree** to the Terms and Conditions.
- If you do not agree to the Terms and Conditions, you should not use the SA Tenders and Contracts website and will be returned to the Home Page.



Terms and Conditions

Formation and Acceptance

The use of the South Australian Tenders & Contracts Website (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:

- view tender documentation and information;
- download tender documentation electronically via the Internet;
- upload tender responses electronically via the Internet; and
- 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 & Contracts Website.

You agree to grant us a license to any information and documentation provided by you using the South Australian Government Tenders & Contracts Website. You acknowledge that there will be no royalty or other fee payable by us to you or to any third party for this right.

You acknowledge that we are not responsible for:

- loss of tender responses, documents and/or other information in transit from you to us utilising the South Australian Tenders & Contracts Website;
- loss of your tender response, documents and/or other information distributed to other parties by us;
- any error or delay in the assessment of your tender response;
- any failure to assess your tender response;
- any loss of documents or information provided by you;
- incorrectly assessing a tender response due to inaccurate or incomplete documentation or information provided by you.

You acknowledge that the electronic lodgement of your tender response is not received by us until you receive an electronic mail notification from us.

You acknowledge that the Crown in right of the State of South Australia owns the copyright in the South Australian Tenders & Contracts Website.

Links

Links are provided from the South Australian Tenders & Contracts Website to external Internet websites operated by other government bodies, non-government organisations and individuals. These external information sources are outside our control. We are not responsible for the contents of any external Internet site or any link contained in a linked site, or any changes or updates to such sites. We provide these links to you only as a convenience, and any link does not imply endorsement by us of the site. These linked sites will have their own terms and conditions of use and you should familiarise yourself with them.

Security

Notwithstanding our efforts to ensure that the South Australian Tenders & Contracts Website is secure, you acknowledge that all electronic and telephonic data transfers are potentially susceptible to interception by others.

We may issue instructions from time to time intended to ensure the security of the South Australian Tenders & Contracts Website. You agree to comply with those instructions.

Warranty

You acknowledge that access to the South Australian Tenders & Contracts Website may not be continuous, uninterrupted or secure at all times and that access may be subject to factors or circumstances outside of our control.

You acknowledge that the South Australian Tenders & Contracts Website is not error free and electronic information provided by you or us may be lost or corrupted. We do not warrant the accuracy, adequacy or completeness of any material on the South Australian Tenders & Contracts Website.

Liability

Subject to any responsibilities implied by law that cannot be excluded, we are not liable to you for any loss, damage, claims, liabilities, expenses (including without limitation legal costs and settlement costs) whatsoever arising out of or attributable to any content, or other material or loss or corruption of documents or information provided by us, any third party (including but not limited to any local government authority) or by you using the South Australian Tenders & Contracts Website whether in contract, tort (including negligence), statute or otherwise.

If the law implies any condition or warranty liability for breach of which cannot be excluded, our liability is limited to the supply of the South Australian Tenders & Contracts Website service to you again.

Without limiting our rights referred to in the preceding subclauses, we will not be liable for any failure to perform our obligations if such failure arises from such circumstances reasonably beyond our control. These circumstances include fire, flood, earthquake, elements of nature, acts of God, malicious damage, explosion, sabotage, riot, civil disorder, rebellion or revolution in Australia, any change of law which makes compliance with the affected party's obligations under these Terms and Conditions illegal, communication line failures, power failures, interruptions or shortages, computer processing systems failure.

Indemnity

You agree to indemnify and to hold us harmless from any claim or demand, made by any third party due to, or arising out of or in connection with, your breach of these Terms and Conditions or your infringement of any rights of a third party.

Notices

We may give any notice or other type of communication to you:

- by electronic mail to the most recent email address that you have notified to us;
- by making the notice available for access on the South Australian Tenders & Contracts Website; or
- by ordinary prepaid mail to your last notified address given to us.

Any notice given by us is deemed given:

- at the time when an electronic mail is sent by us;
- on making the notice available for access on the South Australian Tenders & Contracts Website for display to you; and
- two (2) business days (i.e. any day that is not a Saturday or Sunday or a public holiday in Adelaide) after we post the notification to you.

1.3.3 Privacy Policy



Privacy Statement

This statement explains how the South Australian Government collects and uses the personal information of users of the South Australian Tenders & Contracts Website. The South Australian Government (Us or We) and its commercial website operator Morton Blacketer Pty Ltd (Commercial Operator) are required to comply with the South Australian Government's Information Privacy Principles (SAIPPs), a copy of which can be obtained at: <http://www.archives.sa.gov.au/privacy/principles.html>. The SAIPPs govern the way in which We collect, use, disclose, store and secure your Personal Information.

We require all users who wish to download tender documentation to be registered on the South Australian Tenders & Contracts Website before access to the tender documentation is permitted. A name and an electronic mail address are required for all registered South Australian Tenders & Contracts Website users.

By using the South Australian Tenders & Contracts Website you consent to the collection and use of your information by Us and our Commercial Operator.

What is Personal Information?

Personal Information is information or an opinion that identifies an individual. Examples of Personal Information we collect include names, addresses, email addresses, phone numbers.

The South Australian Tenders & Contracts Website, like most other websites, collects the following personal and non-personal information from users that visit the site:

- A record of your visit,
- Your Internet Protocol address,
- the date and time of the visit to the site,
- the pages accessed and documents downloaded and uploaded,
- the previous site visited, and
- the type of browser used.

This information is analysed to determine the Website's usage statistics.

No attempt will be made to identify users or their browsing activities except where, in the unlikely event of an investigation, a law enforcement agency may exercise a warrant to inspect our Commercial Operator's logs.

How do we collect Personal Information?

We collect Personal Information when you:

- register for, or use, our online products and services
- email us
- ask us to contact you
- create an account with us
- complete an online survey
- complete and submit online forms and
- access pages within the system.

Why do we collect Personal Information?

We collect your Personal Information for the primary purpose of enabling you to participate in the services available through the South Australian Tenders and Contracts Website, to improve your user experience, for statistical analysis and, if you Opt In to receive marketing material, for the purposes of the Commercial Operator.

When We collect Personal Information We will, where appropriate and where possible, explain to you why We are collecting the information and how We plan to use it.

How do we use Personal Information?

We use the information collected:

1. For statistical and reporting purposes
2. to notify you of any alterations made to any tender documentation you have downloaded
3. for marketing purposes.

The information collected may be displayed on the South Australian Tenders & Contracts Website in the Specifications "Downloaded/Collected by" table for the relevant tender, which is accessible to a category of agency users. The agency may choose whether this information is displayed on the South Australian Tenders & Contracts Website when you download selected tender documentation.

How does the Commercial Operator use Personal Information?

The Commercial Operator operates the Consolidated Tenders Platform which publishes multiple tendering websites including SA Tenders and Contracts at <https://tenders.sa.gov.au>, and <https://consolidatedtenders.com/> (Complementary Website) which aggregates tender and contract data from various Australian government jurisdictions.

The information that you provide for the purposes of participating in South Australian government tenders and contracts is made available by direct feed to <https://consolidatedtenders.com/>.

At Your choice, the Commercial Operator may use your personal information for the purposes of marketing the services it offers at the Complementary Website.

You may opt in to receive marketing material from the Commercial Operator at the time you register as a user or at any time by logging into the South Australian Tenders & Contracts Website and updating your preferences. You can opt out or unsubscribe at any time by updating your preferences.

Security of Personal Information

You should note that there are inherent risks associated with transmission of information via the Internet. You should make your own assessment of the potential risks to the security of your information when making a decision as to whether or not you should use the South Australian Tenders & Contracts Website to lodge a tender response.

We store your Personal Information in a manner that reasonably protects it from misuse and loss and from unauthorized access, modification or disclosure.

When your Personal Information is no longer needed for the purpose for which it was obtained, We will take reasonable steps to destroy or permanently de-identify your Personal Information. However, most of the Personal Information is or will be stored in client files which will be kept by us for a minimum of 7 years.

Access to your Personal Information

You may access the Personal Information We hold about you and to update and/or correct it, subject to certain exceptions. If you wish to access your Personal Information, please contact us in writing at satendersandcontracts@sa.gov.au.

In order to protect your Personal Information we may require identification from you before releasing the requested information.

Maintaining the Quality of your Personal Information

It is important to Us that your Personal Information is up to date. We will take reasonable steps to make sure that your Personal Information is accurate, complete and up to date. This may involve Us contacting you. If you find that the information We have is not up to date or is inaccurate, please advise Us as soon as practicable so we can update our records and ensure we can continue to provide quality services to you.

Third Party Links and Websites

1.4 Signing into an Account

1.4.1 Overview

A top-level agency is most likely a government department, or agency. As such, the registration for agencies is different compared to suppliers due to a higher level of site access. There are two possible means of registering an agency:

- An Agency account can only be created by either the tenant or Consolidated Tenders staff with System Administrator privileges.
- A sub-agency is a business unit inside a department or agency, as such they can be created by an already existing agency without the need for a system administrator.

Refer to the “[Creating a sub-agency](#)” section for creating a sub-agency.

1.4.2 Log In

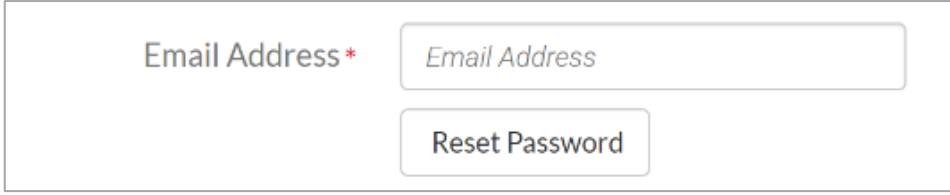
To log into a buyer account, click the **Log In** button in the top right-hand corner of any page:

- Select Buyer Login and enter a Username and Password.

- Click the **Sign In** button.
- In the case of a new account, users will be directed to accept the terms & conditions as well as the privacy statement, followed by the **Dashboard** page.

1.4.3 Retrieve Password

In the case of a forgotten password, just click the forgotten password link on the login page just above the **Sign In** button.



The screenshot shows a form with a label "Email Address *" and a text input field containing the placeholder text "Email Address". Below the input field is a button labeled "Reset Password".

- Enter the email address associated with the account.
- Click **Reset Password**.
- The accounts username together with a password reset link will be sent to the email address entered. Note the link is only valid for 4 hours from the time the email is created.

2. AGENCY INFORMATION

2.1 Overview

Many of the advanced features for each of the tenant sites 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.

2.2 Account Roles

Account roles are used to determine what actions are allowed to be performed by a user. These roles can inherit permissions from their parent role, while others are specific to each role, for example, an Agency Administrator can perform all the actions of an Agency Clerk but not all the actions of a System Administrator.

The value of having different types of roles is that users are sectioned off from functionality that their job position does not require them to complete, while also safeguarding bad actors from accessing sensitive information from the site. Administrators cannot modify their own roles.

2.2.1 Agency Administrator Role

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

- Add all 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.
- Make modifications to agency information, both existing and newly 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.

The correct usage of these procedures, the Agency Administrator must have:

- An appropriate **Username** and secure **Password** that is kept confidential to access tender administration. Access can **only** be arranged through the System Administrator.
- An internet-enabled device, such as a PC workstation with one of the [listed browsers](#).
- This site is best viewed in screen resolutions higher than 1920 x 1080.


Each agency administrator must have access to a secure administration area that is used to maintain the data on the site.


2.3 Administration Dashboard


This is the **Administration** dashboard where all tender management and system management activities are performed.


Welcome, Andrew


What would you like to work on?



Tasks



Search


Create





Tenders


Contracts




Reports


Audit Logs

Action Required

-  1 [Draft Tender\(s\)](#) are due to open but are still in a draft state.
-  1 [Tender\(s\)](#) have been closed for more then 3 months without a contract.
-  2 [Contract\(s\)](#) will expire in less than 3 months.

My Tasks (128)

	Task Summary	Dates	
	Response Upload Failed for Tender Aardvark Enclosure (AA061653) from respondent Project Management Specialists	Due: 15 May 2019 Created: 8 May 2019	

[View All...](#)

2.3.1 Tasks

The **Tasks** action tile provides access to all tasks assigned to the logged in buyer. The tasks page is split into two tables, general tasks “**Tasks**” and those requiring action “**Action Required**”.

Tasks are created after actions performed by users, or by the system and are used to manage the basic workflow for user interactions and the tender process. Each of the tasks requires a specific action to be made on that task so that the task can be cleared, for example an Open Tender Box task will not be cleared until the tender team members have been selected. The tasks appear on the **Dashboard** page, tasks are presented in order of due date, with tasks that must be acted on the soonest are displayed at the top.

Action Required		Tasks
Task Summary	Dates	
Response Upload Failed for Tender Aardvark Enclosure (AA061653) from respondent Project Management Specialists	Due: 15 May 2019	Created: 8 May 2019
Open Tender Box for Tender EOJ for corporate sponsorship of Local Government Information Technology in South Australia (CWT062049) Agency: Developer Administration	Due: 29 Mar 2024	Created: 29 Mar 2024
Forward Plan Portfolio and Project Management System (SAH1010) Requires Review Agency: Developer Administration	Due: 21 Nov 2023	Created: 14 Nov 2023

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

Users can click on:

- The Tender Code to view the tender details page.
- The Agency Name to the manage business page for that agency.
- The Contract Name, to view the contract details page so expiry dates can be updated.

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.

Action Required		Tasks
Action Required		
	Tender Replacement Kerbing Loxton and Waikerie (DCLW062384) from District Council of Loxton Waikerie opens on 17 Nov 2023 but is still in draft state.	
	Tender Earthmoving for Fire Track maintenance (GISA062391) from Green Industries SA opens on 2 Jan 2024 but is still in draft state.	
	Tender 21C868 Construction of the Ethelton Railway Station Platform Upgrade (DIT062360) from Department for Infrastructure and Transport opens on 29 Sept 2023 but is still in draft state.	
	Tender Draft -> Selective (LGA061814) from Local Government Association of South Australia opens on 1 June 2019 but is still in draft state.	
	Tender ACC // Draft -> Public (ACC061832) from Adelaide City Council opens on 31 May 2019 but is still in draft state.	

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 escalated tasks are sent to the System Administrator.

Once a task is escalated, it will appear on the **Dashboard** 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 Lifecycle

When a task is first created it is associated with a due date and an optional escalation date depending on the task type. This task is then assigned an agency so members with a designated role can act on the tasks. Furthermore, as user roles are hierarchical, any user assigned a role with greater system access can also be able to act on the task.

Tasks appear on the **Dashboard** 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 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 without it effecting the status of the task.

Each task type has a specific type of page, with information appropriate for that type of task. For example, opening a task that requires 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.


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.
- Advertising has Changed.

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.

Task Summary	Dates
 Prepare tender documents for Tender Call for Expression of Interest: Emergency Under Frequency Response (EUFR) in SA (SAPN062323) for collection by SP Electro PowerSystems	Due: 16 Oct 2023 Created: 9 Oct 2023

- 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.

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.

Code & Status	Details	Date
SAPN062323 Closed	Call for Expression of Interest: Emergency Under Frequency Response (EUFR) in SA @ Issued by: SA Power Networks Category: Electrical power sensors	Closed 6 Nov, 2023

Documents
 EOI DocuEmergency Underfrequency Response in South Australlament Addenda (version 2, dated 6 Oct 2023, 11:16 am)
 Requested By
 Brandon Hobbs of SP Electro PowerSystems
 Requested At
 9 Oct 2023, 3:02 pm
 Documents Due
 14 Oct 2023, 3:02 pm
 Post To Address
 13 Naldera St, Glandore, South Australia, Australia, 5037

Please click the button below once the documents have been serviced. The document requester will be notified by email.

Documents have been posted

- 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.

Open Tender Box

This task is generated once a tender has closed, and its grace period has ended. After opening the task, the agency will be asked to select a minimum of Tender Team Members either from the predetermined “available” list or using the “Search Member” button. Saving the tender team will close the task and remove it from the buyer dashboard.

Selected Team Members

Note: Tender team must contain at least 2 valid members

Action	Name
	Emmie Gomez
	Nancy Haley

Save tender team

Available

- Emmie Gomez
- Nancy Haley
- Charley Lawrence
- Benjamin Conner

Search Member

Once selected, the system will ask the user to upload the agency’s ETB key to view the tender responses.

Sign-Off Advertising

This option allows users to either approve or reject the proof that has been submitted by the advertiser for a tender advertisement.

Advertising Sign-Off ?

Code & Status	Details	Date
WTB062141 Open	001363 Argana park Detailed Design Issued by: City of Playford Category: Professional engineering services	Closing 24 Nov, 2024

Advertising Proof: [Advertisement PDF File](#)

Sign-off Proof: Accept advertising proof
 Reject advertising proof

Additional Information:

Click the blue link next to the Advertising Proof label to view the proof that has been submitted by the advertiser. can then either **Accept** or **Reject** the advertising proof, supply any additional information to the advertiser in the **Additional Information** area and then submit a sign-off by clicking the **Submit** button.

Advertising Has Changed

This task is generated if the advertiser makes further changes to an 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 & Status	Details
WTB062141 Open	001363 Argana park Detailed Design Issued by: City of Playford Category: Professional engineering services

Advertising Proof: [Advertisement PDF File](#)

Reason for Changes: These are the reasons for changing your ad

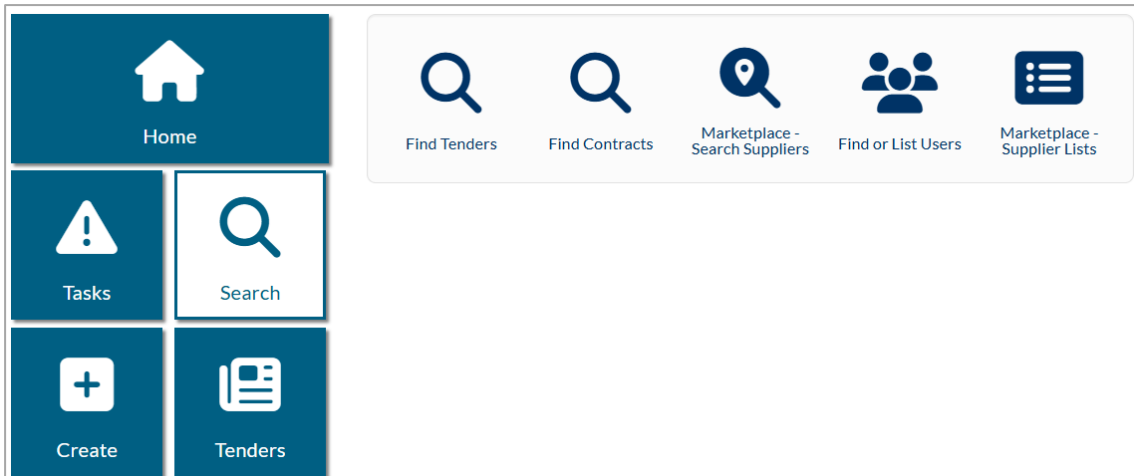
Notification

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.

2.3.2 Search

The **Search** action tile provides options to search for suppliers, buyers, tenders, contracts or marketplace supplier lists.



Find Tenders

Search Criteria ?

Keywords

Tender Code

Tender State ▼

Tender Type ▼

Category Q

Issued By ▼

Opening Date From 📅 To 📅

This Week (Monday - Sunday)

Closing Date From 📅 To 📅

This Week (Monday - Sunday)

Grouping ▼

Search Field	Possible Values	Behaviour
Keywords	Terms or phrases, optionally separated by 'AND' or 'OR' for complex searches	Performs a full text search on the tender title, description and category description, using the specified terms.
Tender Code	Any sequence of numbers or letters	Returns all tenders with a tender code that contains the specified character sequence.
Tender State	A specific tender state	Returns tenders in the specified state.
Tender Type	A specific type of tender	Returns tenders of the specified type.
Category	A top-level category	Returns tenders with a category that is equal to the specified category or is a descendent of the specified category.
Issued by	A tender issuing agency	Returns tenders issued by the specified agency.
Opening date	A start date, and optional end date	Returns all tenders that open after the specified start and before the specified end date.
This Week	Appears under the Opening Date	Selecting this option will return the results for all tenders with ' Open ' state opening This Week (Monday - Sunday) .
Closing date	An end date, and optional start date	Returns all tenders that close before the specified end date, and after the specified start date.
This Week	Appears under the Closing Date	Selecting this option will return the results for all tenders with ' Closed ' state closing This Week (Monday - Sunday) .
Grouping	A specific tender grouping	Groups tenders based on the selected grouping

Find Contracts

Search Criteria ?

Keywords

Partial Reference #

Issued By v

Minimum Cost

Start Date From 📅 To 📅 v

Search Field	Possible Values	Behaviour
Keywords	Terms or phrases, optionally separated by 'AND' or 'OR' for complex searches	Performs a full text search on the contract title and description, using the specified terms.
Partial Reference #	Any sequence of numbers or letters	Returns all contracts with a contract code that contains the specified character sequence.
Issued by	A contract issuing agency	Returns contracts issued by the specified agency.
Minimum Cost	A number	Returns contracts that have costs above the specified value
Start date	A start date, and optional end date	Returns all contracts that are currently valid after the specified start and before the specified end date.



Marketplace – Search Suppliers

Supplier search allows buyers to search for potential suppliers using the following criteria:

Basic Information	
Business Name	A case-insensitive partial search based on business name.
ABN	This will only return suppliers whose ABN fully matches the ABN specified
First Name	A case-insensitive partial search based on a person's first name.
Last Name	A case-insensitive partial search based on a person's last name.
Email Address	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.

To view the addition criteria to search by, click on the **Show Advanced Criteria** button. The criteria that is searchable uses the following search criteria:

^ 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

Social Procurement 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 ▼

Demographics

Business size	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="border-bottom: 1px solid #ccc; padding: 2px 5px;">Any ▼</div> <div style="padding: 2px 5px;">Any</div> <div style="padding: 2px 5px;">Small (1 to 19)</div> <div style="padding: 2px 5px;">Medium (20 to 199)</div> <div style="padding: 2px 5px;">Large (200 or more)</div> </div>
----------------------	--

^ Hide Profile Criteria ?

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

Keywords

Min. Cybersecurity Compliance

Profile

Profile Section & Keywords	<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 selects one of the profile categories, then the keyword search will only apply to that category.</p>
Min Cybersecurity Compliance	<p>This criterion is used when suppliers’ cybersecurity compliance level is of importance.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <div style="border-bottom: 1px solid #ccc; padding: 2px 5px;">Low ▼</div> <div style="padding: 2px 5px; background-color: #e0e0e0;">Low</div> <div style="padding: 2px 5px;">Moderate</div> <div style="padding: 2px 5px;">High</div> </div> <ul style="list-style-type: none"> Low – suppliers with any cybersecurity score Moderate – suppliers with a cybersecurity score greater than 36. High – suppliers with a cybersecurity score greater than 54



^ 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

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)

Location

Post code	Returns suppliers who have an exact match on the nominated postcode.
-----------	--

^ Hide Admin Criteria ?

Registration Date

Administrative

Registration Date	Gives the user the ability to search for suppliers who registered within 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.



Find or List Users

To search for users of any role or type on a tenant site, click the **Find or List Users** button.

Like **Supplier Search**, this function allows the agency administrator to search for both suppliers as well as other buyers, however, it does not have the advanced criteria search.

First Name	<input type="text" value="First Name"/>
Last Name	<input type="text" value="Last Name"/>
Username	<input type="text" value="Username"/>
Business Name	<input type="text" value="Business Name"/>
ABN	<input type="text" value="ABN"/>
Email Address	<input type="text" value="Email Address"/>
Role	<input type="text" value="Any"/>
Type	<input type="text" value="Any"/>
<input type="button" value="Search"/>	

Supplier Lists

To access Supplier Lists, navigate to the Search action tile on the dashboard and click **Market Place – Supplier Lists**. On that page, seen below, buyers can create, maintain, share, and use lists supplier lists to invite suppliers to selective RFx.

The screenshot displays the 'Editing Supplier List - Local Earth Movers' interface. On the left, there is a sidebar with a search bar, a '+ Create New' button, and a list of existing lists: 'Local Earth Movers' and 'IT Providers (MSP)'. The main content area is titled 'Editing Supplier List - Local Earth Movers' and includes a 'Delete' button, 'Usage' and 'Share' buttons, and a 'General' section. The 'General' section contains fields for 'Code' (LEMV), 'Name' (Local Earth Movers), 'Visibility' (Private), and 'Description' (This is a list for the major local earth movers, Small to medium business with bobcats, excavators and tipper). Below the 'General' section is a 'Suppliers' section with an 'Add Supplier' button and a list of suppliers: Aussie Earth Moving, Barossa Earthworks, Watkins Earthmoving, Nevles Earthworks & Fencing, and Melbourne Civil Engineering. At the bottom, there 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.

Creating a List

To create a new list, click on the Create New button. Fill out the Code, Name and Description and select the lists Visibility.

Creating Supplier List

General

Code

Name*

Visibility*

Description

Suppliers

UNSPSC Categories

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 next to the supplier's business name.

Select Business ✕

Business Name

ABN

Business Legal Name

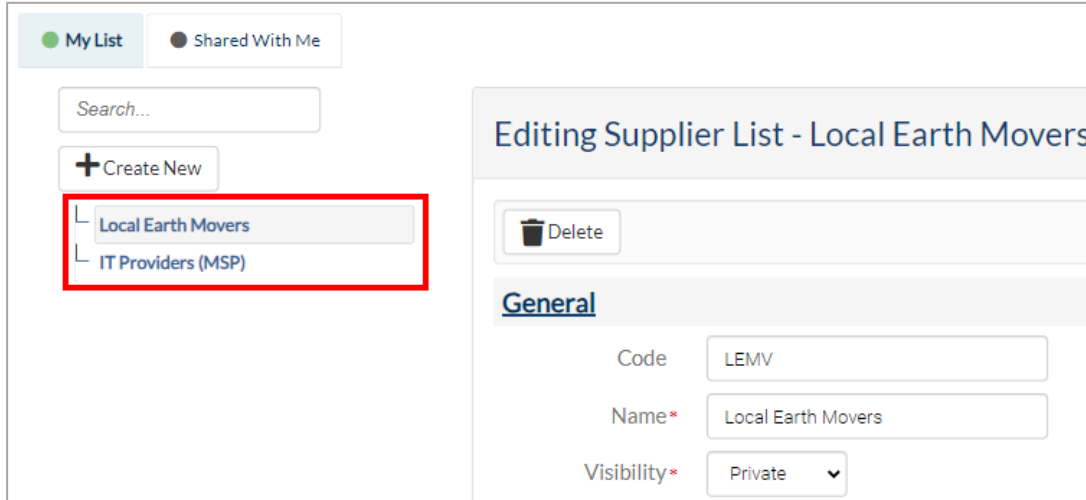
Abbreviation

▼ Show Advanced Criteria

Action	Business Name	ABN	Business Legal Name
	A & G Willson Earthmovers Pty Ltd	50010440134	A & G Willson Earthmovers Pty Ltd
	A Haros & Sons Earthmovers Pty Ltd	62082001107	A Haros & Sons Earthmovers Pty Ltd
	A Harros & Sons Earthmovers	62082001107	A Harros & Sons Earthmovers
	A&L Earthmoving		A&L Earthmoving

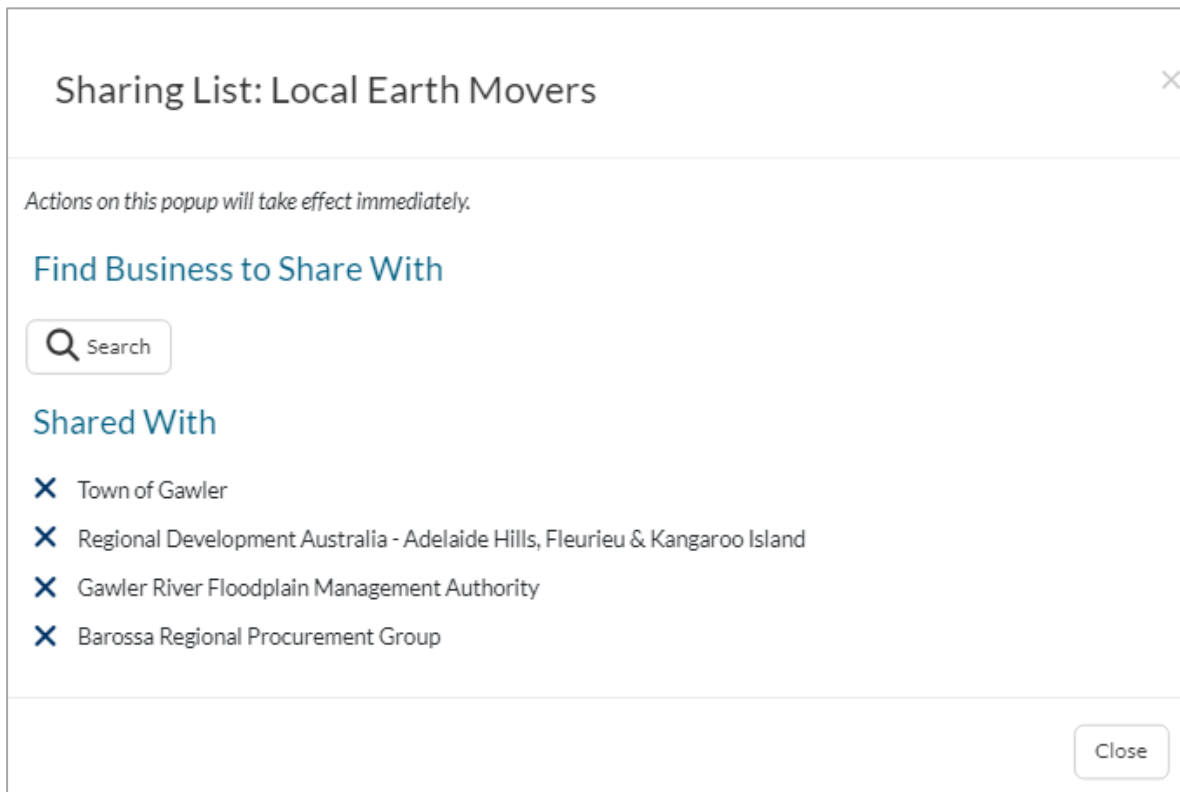
Editing a list

Once created, the supplier list can be edited at any time by clicking on the desired name in the list on the left-hand side of the page. When adding or removing suppliers, the change to the supplier list only occurs when the **Save** button is clicked.



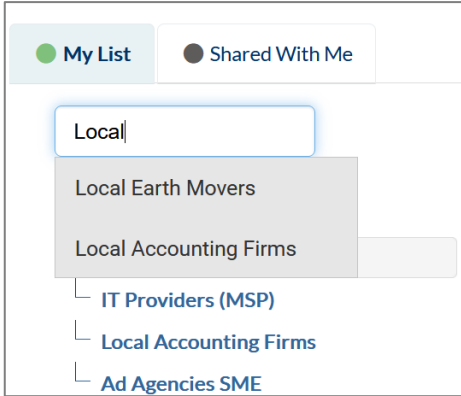
Sharing a list

Once created, a supplier list can be shared with outside agencies. To share a list, click on the Share button in the top right corner. Use the search function to find and select the agency to share the list with. Shared access can be revoked by clicking the cross icon to the left of the agency name.



Searching for Lists

When a user has lots of lists, the lists search can locate a desired list by entering keywords in the search box, potential matches will show in a list just below the search box.



Using Lists

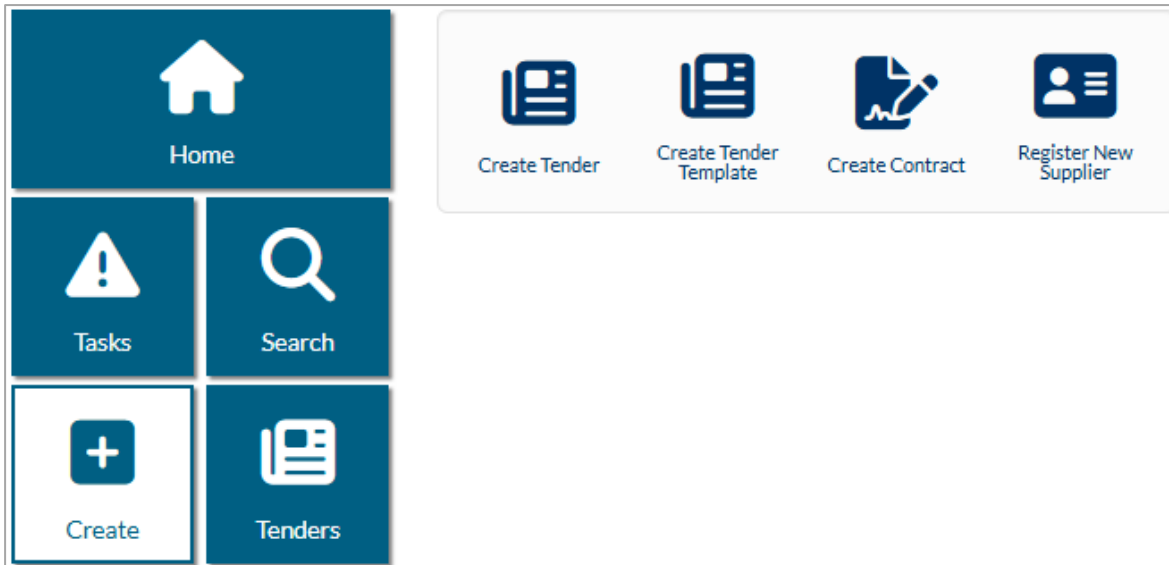
Whenever a list is used for a [selective tender](#), a record of its use is kept. To see where this list has been used, click the **Usage** button in the top right and the usages of that list will be displayed.

Used By	Usage	Date
Example Buyer from Example Business	Used to nominate selective respondents for Tender DEV062165 Provision of Electricity to Defence Sites	19 Jan 2023 10:20

[Close](#)

2.3.3 Create

The **Create** action tile provides options for buyers to create tenders, tender templates, contracts, or suppliers.



Creating Tenders/RFx

Refer to the section about "[Working with Tenders](#)" for detailed information about creating and managing tenders.

Creating Tender Template

Refer to the section about "[Tender Creation](#)" for detailed information about creating and managing tender templates.

Creating Contracts

Refer to the section about "[Working with Contracts](#)" for detailed information about creating and managing contracts.

Registering New Supplier

The Register New Supplier tiles provide agency administrators with the ability to register a new supplier whilst still being logged in.

2.3.4 Tenders

The **Tenders** action tile provides buyers with options to create tenders, view tender reports and search for tenders. The page also displays tenders that are in the draft, released, open, closed state as well as advanced tender notices and tender templates.

Tender/RFx Reports

This page generates statistical reports based on entered search criteria, for a selected agency, open/closing date, minimum costs or a UNSPSC category.

Tender Statistics Report

SA Power Networks

Tender Code	Title	Opening Date	Selective	Electronic Documents	Electronic Tender Box	Document Requests	Document Downloads	Total Responses	Electronic Responses
SAPN062323	Call for Expression of Interest: Emergency Under Frequency Response (EUFR) in SA	6 Oct 2023	No	Yes	Yes	2	0	0	0
SAPN062324	Big Adelaide Battery Project Stream 2: Government Sites - Large Batteries and Solar PV System	6 Oct 2023	No	Yes	Yes	0	0	0	0

The results can be exported to a CSV or Excel spreadsheet.

Advanced Tender Notices

Home

Tasks

Search

Create

Tenders

Contracts

Reports

Audit Logs

Create Tender

Marketplace - Supplier Lists

Tender Reports

Advanced Tender Notices

Tender Templates

Draft Tenders

Tenders Pending Open

Open Tenders

Closed Tenders

Code & Status	Details	Date	
SAPN062399 Advance Notice	<p>Building 10 - Electrical Infrastructure Upgrade Issued by: SA Power Networks Category 1: Building and Facility Construction and Maintenance Services - 80% Category 2: Electrical Systems and Lighting and Components and Accessories and Supplies - 10% Category 3: Power Generation and Distribution Machinery and Accessories - 10%</p>	Closing 19 Aug 2024	...

Records: 1

Tender Templates

Home

Tasks

Search

Create

Tenders

Contracts

Reports

Audit Logs

Create Tender

Marketplace - Supplier Lists

Tender Reports

Advanced Tender Notices

Tender Templates

Draft Tenders

Tenders Pending Open


Open Tenders


Closed Tenders


Code & Status	Details	Date	
SAPN062399 Template	<p>Building 10 - Electrical Infrastructure Upgrade Issued by: SA Power Networks Category 1: Building and Facility Construction and Maintenance Services - 80% Category 2: Electrical Systems and Lighting and Components and Accessories and Supplies - 10% Category 3: Power Generation and Distribution Machinery and Accessories - 10%</p>	Closing 19 Aug 2024	...


Records: 1


Draft Tenders



Home



Tasks



Search



Create



Tenders



Contracts


Reports


Audit Logs


Create Tender


Marketplace - Supplier Lists


Tender Reports

Advanced Tender Notices

Tender Templates

Draft Tenders

Tenders Pending Open


Open Tenders


Closed Tenders


Code & Status	Details	Date
SAPN062365 Draft	<p>Costal Substation Restoration Issued by: SA Power Networks Category 1: Building and Facility Construction and Maintenance Services - 80% Category 2: Electrical Systems and Lighting and Components and Accessories and Supplies - 10% Category 3: Power Generation and Distribution Machinery and Accessories - 10%</p>	Closing 6 Jan, 2024


Records: 1


Tenders Pending Open



Home



Tasks



Search



Create



Tenders



Contracts


Reports


Audit Logs


Create Tender


Marketplace - Supplier Lists


Tender Reports

Advanced Tender Notices

Tender Templates

Draft Tenders

Tenders Pending Open

Open Tenders

Closed Tenders

Code & Status	Details	Date
SAPN062399 Released	<p>Building 10 - Electrical Infrastructure Upgrade Issued by: SA Power Networks Category 1: Building and Facility Construction and Maintenance Services - 80% Category 2: Electrical Systems and Lighting and Components and Accessories and Supplies - 10% Category 3: Power Generation and Distribution Machinery and Accessories - 10%</p>	Closing 19 Aug 2024

Records: 1

Open Tenders

Home

Tasks

Search

Create

Tenders

Contracts

Reports

Audit Logs

Create Tender
 Marketplace - Supplier Lists
 Tender Reports

Advanced Tender Notices
Tender Templates
Draft Tenders
Tenders Pending Open
Open Tenders

Closed Tenders

Code & Status	Details	Date
SAPN062382 Open	<p><u>HRE Act Technical & Commercial Evaluation Support</u> Issued by: SA Power Networks Category 1: Building and Facility Construction and Maintenance Services - 80% Category 2: Electrical Systems and Lighting and Components and Accessories and Supplies - 10% Category 3: Power Generation and Distribution Machinery and Accessories - 10%</p>	Closing 15 Nov, 2024

Records: 1

Closed Tenders

Home

Tasks

Search

Create

Tenders

Contracts

Reports

Audit Logs

Create Tender
 Marketplace - Supplier Lists
 Tender Reports

Advanced Tender Notices
Tender Templates
Draft Tenders
Tenders Pending Open
Open Tenders

Closed Tenders

Code & Status	Details	Date
DEV062390 Closed	<p><u>Scenic Way - Concrete Footpath & Bike Lane Installation @</u> Prequalification: DAIS Prequalified General Building Contractors, Category 2 Issued by: Developer Administration Category 1: Concrete installation and repair services - 95% Category 2: Asphalt - 5%</p>	Closed 12 Dec, 2023
DEV062381 Closed	<p><u>Transport Services - Students with Disability - Supplementation</u> Issued by: Developer Administration Category: Transportation and Storage and Mail Services</p>	Closed 18 Nov, 2023



2.3.5 Contracts

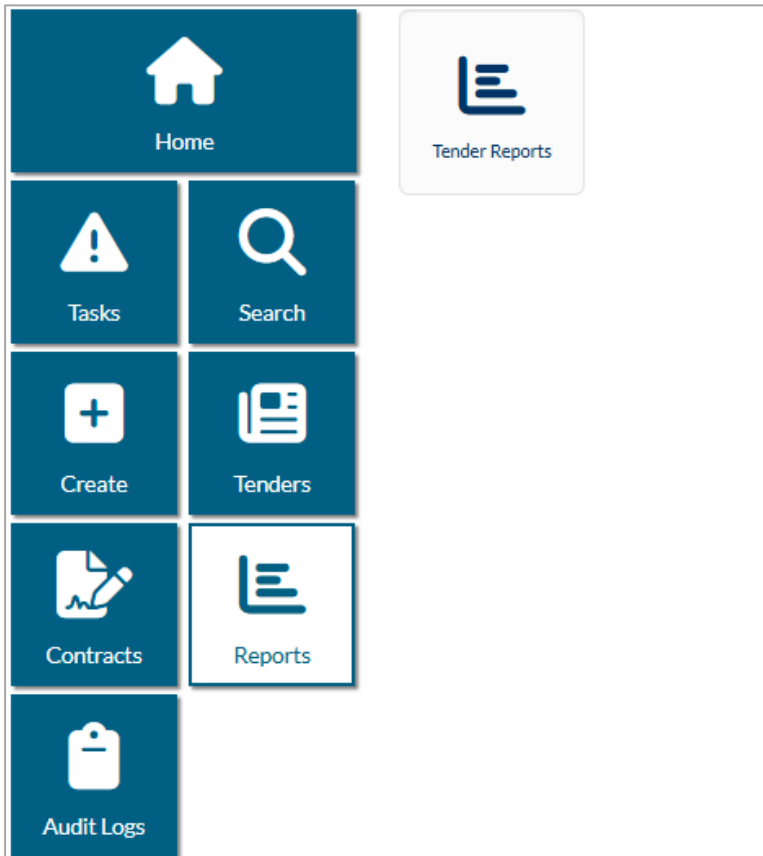
The **Contracts** action tile displays recently awarded contracts with options to create a contract and search for contracts.

Recently Awarded Contracts

Reference #	Contract Title	Start Date	Expiry Date	Total Cost
No Records				

2.3.6 Reports

The **Reports** action tile allows for agencies to view a report of their published tenders.



Tender Reports

The 'Tender Reports' form contains the following fields and controls:

- Report Type:** A dropdown menu currently showing 'Tender Statistics Report'.
- Agency:** A dropdown menu currently showing 'Any'.
- Opening Date:** Two date input fields labeled 'From' and 'To', each with a calendar icon. A dropdown menu between them shows '-- Select a preset --'. A 'Clear' button is to the right.
- Minimum Cost:** A text input field containing 'Minimum Cost'.
- Category:** A text input field with the placeholder text 'Start typing for autocomplete' and a search icon on the right.
- Action Buttons:** A 'View Report' button with a magnifying glass icon, a 'Reset' button with a circular arrow icon, an 'Export to CSV file' button with a CSV icon, and an 'Export to XLSX file' button with an XLSX icon.

Search Fields	
Report Type	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Tender Statistics Report ▼</div> <div style="background-color: #0056b3; color: white; padding: 2px;">Tender Statistics Report</div> <div style="padding: 2px;">Public Tenders Report</div> <div style="padding: 2px;">Selective Tenders Report</div> <div style="padding: 2px;">Advance Tender Notice Report</div> <div style="padding: 2px;">Unactioned Tenders Report</div> <div style="padding: 2px;">Specification Document Requests Report</div> </div>
Agency	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Any ▼</div> <div style="background-color: #0056b3; color: white; padding: 2px;">Any</div> <div style="padding: 2px;">2007 World Police and Fire Games Corporation</div> <div style="padding: 2px;">AHA - Port Lincoln</div> <div style="padding: 2px;">ASDF</div> <div style="padding: 2px;">Aardvark Agency</div> <div style="padding: 2px;">Aboriginal Affairs and Reconciliation Division</div> <div style="padding: 2px;">Across Government Initiatives</div> <div style="padding: 2px;">Adelaide Cemeteries Authority</div> <div style="padding: 2px;">Adelaide City Council</div> </div>
Opening Date	Returns all tenders that open after the specified start and before the specified end date range.
Opening Date Preset	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">-- Select a preset -- ▼ Clear</div> <div style="background-color: #0056b3; color: white; padding: 2px;">DateRangePreset</div> <div style="background-color: #0056b3; color: white; padding: 2px;">-- Select a preset --</div> <div style="padding: 2px;">Today</div> <div style="padding: 2px;">This Week (Monday - Sunday)</div> <div style="padding: 2px;">Last Week (Last 7 Days)</div> <div style="padding: 2px;">Last Month (Last 30 days)</div> </div>
Minimum Cost	Returns tenders that have costs above the specified value
Category	Returns tenders with a category that is equal to the specified category or is a descendent of the specified category.

Contract Reports

Report Type: Awarded Contracts Report

Public Authority: Any

Execution Date: From To -- Select a preset -- Clear

Minimum Cost:

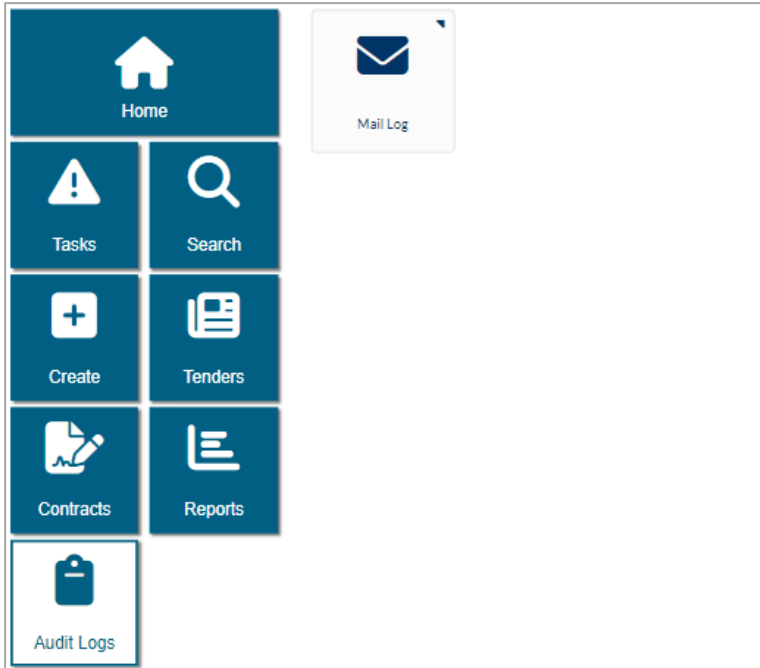
View Report Reset

Export to CSV file Export to XLSX file

Search Fields	
Report Type	<div style="border: 1px solid #ccc; padding: 5px;"> Awarded Contracts Report <ul style="list-style-type: none"> Awarded Contracts Report Expired Contracts Report </div>
Public Authority	<div style="border: 1px solid #ccc; padding: 5px;"> Any <ul style="list-style-type: none"> Any 2007 World Police and Fire Games Corporation AHA - Port Lincoln ASDF Aardvark Agency Aboriginal Affairs and Reconciliation Division Across Government Initiatives Adelaide Cemeteries Authority Adelaide City Council </div>
Execution Date	Returns all contracts that executed after the specified start and before the specified end date range.
Execution Date Preset	<div style="border: 1px solid #ccc; padding: 5px;"> -- Select a preset -- Clear <ul style="list-style-type: none"> DateRangePreset -- Select a preset -- Today This Week (Monday - Sunday) Last Week (Last 7 Days) Last Month (Last 30 days) </div>
Minimum Cost	Returns tenders that have costs above the specified value

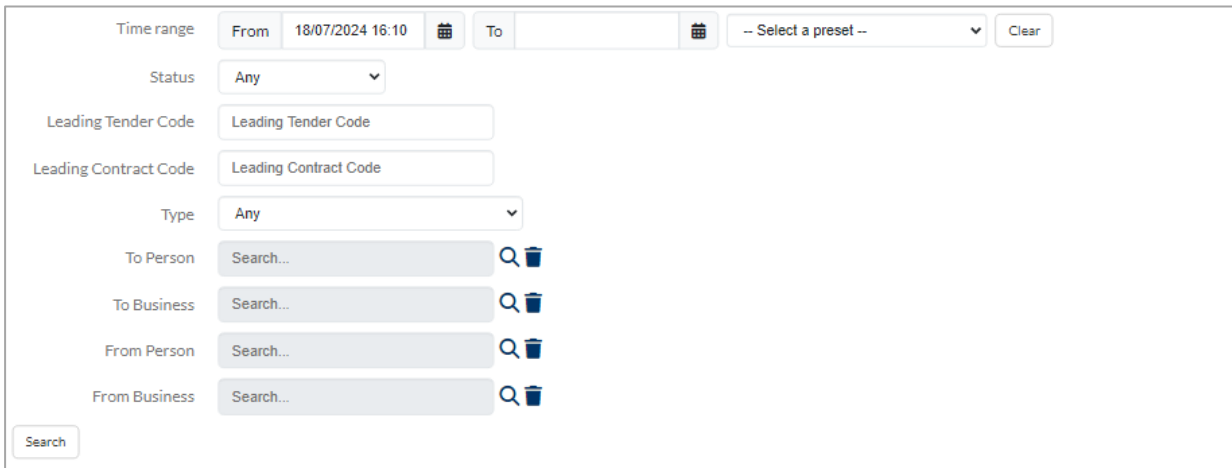
2.3.7 Audit Logs

The **Audit Logs** action tile displays buttons for viewing specialized logs of the system, currently mail log is viewable to agency administrators.



Mail Log

The feature allows for buyers to search for past emails sent to a buyer and does not allow for emails sent to other users to be viewed.



2.4 Tender Action Menu

The Agency Administrator has the option to perform various operations of the tender that they have created. These operations can be chosen from the action menu next to each tender. To display this menu, the Agency Administrator can click the three dots (***) next to a tender and select the desired activity from one of the following options.

Tender	
Edit	Edit aspects of the tender
Withdraw	Withdraw the tender from the system, this will keep the tender visible
Extend	Change the closing date to be further away
View Tender Team	View the tender team
Login as Last Modifier	Login as the person that last modified the tender
Responses	
View Respondents	View all the suppliers who responded
Download	View the suppliers' responses. The ETB key is needed to access the responses
Record Hardcopy	Record physical responses to the tender
Edit Summaries	Edit the summary details of each of the responses to the tender
Mark As	
Awarded	Mark a supplier's tender response as awarded
Not Awarded	Mark a supplier's tender response as not awarded
Reports	
Tender Summary	View the tender details, supplier submission details, changes to the tender, and tender teams
Spec Doc Recipients	View the suppliers that downloaded the specification documents
Tender Email	View all emails sent to suppliers
Edit Summaries	Edit the summary details of each of the responses to the tender

Transition	
Award with Contract	Create a contract associated to a tender
Create Duplicate	Create another tender based of a tender
Reopen	Reopen a tender once it has closed, this will not work if the tender box has been opened

2.4.1 Tender

This section of the tender action menu outlines several useful links just a click away, from easy editing of the tender, extending the closing date, or viewing tender teams.

Edit

At any stage throughout the tender process, the buyer who created the tender can edit all criteria before its released, most criteria after its released and no criteria after it is closed.

Withdraw

Withdrawing a tender will set its status to **Withdrawn** this can happen at any stage in the tender process and can stem from several reasons from the buyer not willing to pay the contract, to a new tender being released with updated objectives or a business restructuring.

Extend

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 to the **Administration** page:

- Scroll down the page until the desired tender is found.
- Click the **Action Menu** icon and select Extend.

The image shows two parts of the tender administration interface. On the left is a vertical menu titled 'Actions for DCLW062319' with links for Edit, Manage Online Form, Tender Summary, Tender Email, Extend, View Respondents, Spec Doc Recipients, Create New Tender, and Withdraw. On the right is the 'Add a new extension' form for tender DCLW062319. The form displays the tender title 'Rubble Raising and Rock Crushing', state 'Open', and closing date '17/07/2023 10:20'. Below this is a table of previous extensions. The 'Add a new extension' section includes a search field for 'Extend for' (with a 'Select Business' button and a 'Clear' button), a date picker for 'Extend until' (set to 17/07/2023 10:20), and a text field for 'Reason'.

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

- In the **Extend for** field, select appropriate supplier(s) using the search button or leave empty to extend for everyone.
- In the **Extend Until** field, click the **Date Picker** icon to enter a new closing date and time.

- Enter the **Reason for Extension**.
- Click the **Add Extension** button to apply the extension to the supplier(s).
- Click the **Save Tender** button.
- The **Closing Date Extension** confirmation screen is displayed.
- Select the **Return to Administration** button.

View 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 a tenant site.

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

Selected Team Members

Note: Tender team must contain at least 2 valid members

Action	Name
	Emmie Gomez
	Nancy Haley

Available

- Emmie Gomez
- Nancy Haley
- Charley Lawrence
- Benjamin Conner

- Select **Team Members** from the **Available** list. A minimum of 2 users must be selected to proceed to the next page.
- If there are not enough people being displayed, additional members can be selected using the **Member Search** function.
- The search already has a prefilled agency name to locate agency members, however, members outside of the agency can still be selected.
- Press **Search** once the desired search terms are entered.
- Select from the **Team Members** displayed.
- Click **Save Tender Team**.

2.4.2 Responses

View Respondents

This link directs to the page where the agency admins can view the people who have responded to their tender, it will display the tender team members (If the tender box has already been opened), as well as the suppliers business name, the time, method, and person who lodged the response. Each business will have a new table for each response.

Code & Status	Details	Date
ONWD062405 Closed	Disbursement of Water on Native Crops Issued by: Office of Northern Water Delivery Category: Dewatering equipment	Closed 12 Aug, 2024
<input type="button" value="Export to CSV file"/>		
Green Industries SA		
Lodged	12 August 2024 11:12 am	
Lodgement Method	electronic response (receipt number: 302313)	
Lodged by	Garrett Harper (Contracts and Acquisitions Analyst) Office: +61 (08) 5003 4567 GarrettHarper@nodomain.com	

Download

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 the same structure that they were on the supplier's 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.

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

Code & Status	Details	Date				
ONWD062405 Closed	Disbursement of Water on Native Crops Issued by: Office of Northern Water Delivery Category: Dewatering equipment	Closed 12 Aug, 2024	...			
Drop ETB key here or click to select ETB key...						
<input type="button" value="Upload ETB Key"/> <input type="button" value="Clear"/>						
Response Files						
Select All	File Name	Response Date	Rev.	Size in Bytes	Status	Late
<input checked="" type="checkbox"/>	Green Industries SA/302313/01 - [SOW] MVP Specification Document.pdf	12 Aug 2024 11:12	1	382000	Not Downloaded	No
<input checked="" type="checkbox"/>	Green Industries SA/302313/02 - [SOW] MVP Process Guide.pdf	12 Aug 2024 11:12	1	382000	Not Downloaded	No
<input type="button" value="Download Responses"/> <input type="button" value="Export to CSV file"/>						

- Upload the ETB key using **Drag and Drop** or file explorer.
- Select the files to download using the checkbox next to each response file.
- If this is the first time that responses are being downloaded for the tender, then all files will be selected by default. This can be changed by unselecting responses to not download them. Subsequent downloads will select all files that have not been downloaded yet by default.

Select All	File Name	Response Date	Rev.	Size in Bytes	Status	Late
<input checked="" type="checkbox"/>	Green Industries SA/302313/01 - [SOW] MVP Specification Document.pdf	12 Aug 2024 11:12	1	382000	Not Downloaded	No
<input checked="" type="checkbox"/>	Green Industries SA/302313/02 - [SOW] MVP Process Guide.pdf	12 Aug 2024 11:12	1	382000	Not Downloaded	No

- Select **Download responses** button to download only the selected files.

Edit Response Summaries

This page is used to capture summary details of each of the responses to this tender. This page is only available after the tender box has been opened.

Summary for electronic response from StellaEco (Receipt No: 302081, Submitted on 13 Nov 2023)

Key Price Points

Summary of Deliverables

Reason for Information Exclusion

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 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.

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. This page is only available when a physical tender box has been set for the tender.

From the Administration page:

- Select the **Record Hardcopy** option from the desired tender action menu.

Code & Status	Details	Date	
GISA062379 Open	Supply of ventilated baskets (or equivalent) and compostable bags that comply with AS4736/2006 Issued by: Green Industries SA Category: Environmental Services	Closing 14 Nov, 2023	...

Physical Tender Box Location: 81-95 Wymouth Street, Adelaide, South Australia, Australia, 5001

Respondent Person:  

Lodgement Date*: 

- Search for the supplier that made the hardcopy response and enter the relevant criteria into the provided input fields.
- Enter the lodgement date and time into the **Lodgement Date** field.
- Click the **Record Response** button to submit the response.

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.

2.4.3 Mark As

The **Mark As** tender action menu options have two options depending on the action that is required. A tender can be marked as awarded or not awarded, or individual tender responses can be marked as shortlisted or excluded.

Awarded

Tenders can be marked as awarded one of two ways, the first is using the **Awarded** tender action menu option, and the other is by [creating a contract from the tender](#).

To mark the tender as awarded, select the **Mark as Awarded** option from the tender action menu, which will display the below page.

Code & Status	Details	Date	
ONWD062406 Closed	EOI for the Supply and Installation of Advanced Water Filtration Systems Issued by: Office of Northern Water Delivery Category: Water treatment and supply equipment	Closed 12 Aug, 2024	...
Reason *			
<input type="text"/>			
<input type="button" value="Award Tender"/>			


- Enter a reason for awarding the tender.
- Select the Award Tender button.

The system will change the state of the tender to **Awarded** and therefore, suppliers can view the tender publicly, however no further responses or specification document downloads can be made.

Not Awarded

This option is for tenders which have been cancelled and thus cannot be awarded, from the tender types Expression of Interest, Request for Information, Registration of Interest, Industry Briefing or Invitation that has closed.

Tenders can be marked as not awarded by selecting the **Not Awarded** option in the tender action menu.

Reference Number	GISA062380
Associated with Tender	Household Hazardous Waste and Farm Chemicals Program (GISA062380)
Name of Public Authority	Green Industries SA
Date	14 Nov 2023
Comments*	<input type="text"/>
	 Save Unawarded Details

- Input reason for not awarding the tender.
- Select the **Save Unawarded Details** button.

The system will change the state of the tender to **Awarded** and therefore, suppliers can view the tender publicly, however no further responses or specification document downloads can be made.

2.4.4 Result

View Results

This link will navigate the user to the contract that was created from the selected tender. The tender must be awarded with a contract for this option to be displayed.

2.4.5 Reports

Tender Summary

The tender summary report provides the issuing agency with critical information about the lifecycle, changes and entered details about the selected tender. Each of the fields is outlined in the below table.

Tender Details

Tender Title	The tender title field displays the title of the selected tender
Contract No.	This field displays the contract number associated with the selected tender.
Creator	The creator field displays the name of the person who initially created the tender.
Created Date	This is the time and date the tender was first created.
Opening Date	This is the time and date the tender was first opened.
Closing Date	This is the time and date the tender was closed; this will update to the most recent closing date if the tender has been reopened.
Status	The status field displays the current status of the tender, e.g., Open, Awarded, Closed etc.
Tender Box	The tender box field outlines the address provided to the system for the selected electronic tender box, and if the ETB is not selected, the physical tender box address is used instead.
Description	The description field displays the description provided during the tender creation process.
Tender Type	This is the type of the tender that was selected during the tender creation process, this can be Expressions of Interest, Request for Tender, Advanced Tender Notice and many more.

Category	The category field displays all UNSPSC codes selected during the tender creation process. It displays the UNSPSC name, code and the percentage each UNSPSC contributes to the tender.
-----------------	---

Tender Document Details

Each of the specification documents uploaded during the tender creation process will show along with the following details.

Document Name	This is the name of the document, along with its file extension.
Revision	This is the revision number for the document.
Date Posted	This is the date the document was added to the system.
Description	Ideally this is a summary of what the document is/contains.
Submission Type	This field outlines which methods the document can be submitted to the system, either electronic upload, hardcopy, mailed or faxed.

Tender Document Recipients

Each hardcopy specification document that has been collected/posted will be displayed here with the following details for the document.

Date	The date is when the document request was actioned, either posted, or collected.
Business	The business name represents which business requested and received the hardcopy specification document.
Person	The person field outlines which person from the business requested and received the hardcopy document.
Collection Method	The collection field will either be Post or Collection and indicates what method the supplier requested for receiving the selected specification documents
Distributing Person	The person in this field is the person that posted the documents or handed the documents directly to the supplier.
Details	The details field indicates any additional information relating to the specification document being collected, e.g. If the method is Post, the details field will display the address it was posted to.

Addendums

The addendum fields provide additional information about any actions that were performed on the tender, e.g., Tender Created, Tender Information modified etc. This section has three fields:

Date Modified	The date modified field displays both the date and the time that any changes were made to the selected tender.
Modified By	The modified by field outlines which person from the system made the changes to the tender.
Description	The description is the type of event that was actioned by a user.

View Respondents

Downloading the Respondent report has two sections in the report, the first being Tender Details, and the second is Responses.

Tender Details

The tender details sections have four fields that display information regarding the tender.

Tender Details	
Tender Number:	1498468
Tender Title:	Valuation Services Scheme
Directorate/Agency:	Directorate/Agency Chief Minister, Treasury and Economic Development Directorate
Closing Date/Time:	14/11/2023 04:20 pm

Tender Number	The tender number field displays the provided tender code.
Tender Title	The tender title field displays the title provided during the tender creation process
Directorate/Agency	The directorate/agency field displays which agency initially created and released the tender.
Closing Date/Time	The closing date/time field displays what time the tender closed.

Responses

The responses section displays information about the suppliers that responded to the tender, with each supplier being a new row in a table.

Responses	
Supplier	ABN
Office Corporate & Education	89 621 423 612
Schema Development Pty Ltd	95 060 609 289
FoodBank	58 073 579 254

Supplier	The supplier column displays the business name for each of the suppliers that responded to the tender.
ABN	The ABN column displays each of the Australian Business Number that have been entered into each of the suppliers' profiles. If no ABN has been provided the field for that supplier will be left blank.

View Spec Doc Recipients

The Specification Document Recipients report page displays all the recipients of a tender associated specification documents, along with each of the recipient's contact information. 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.

Code & Status	Details	Date	
ONWD062405 Closed	Disbursement of Water on Native Crops Issued by: Office of Northern Water Delivery Category: Dewatering equipment	Closed 12 Aug, 2024	...
Export to CSV file			
Business Details		Name	Contact Details
Green Industries SA		Hollis Bell	Phone: +61 (08) 8303 8550 HollisBell@nodomain.com
electronic	at 12 Aug, 2024 11:12 am	Garrett Harper	[FEE] Administrators Fee.pdf [NDA] Agreement of Non-Disclosure.pdf

In addition, the following information is also made available:

- The method by which the documents were obtained (electronic, fax, post, collection).
- The information for how 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 additional contact information of the person who received a specification document, the user can click on the underlined name corresponding to the person and the respective specification document. To view the Business details, click on the business name.



Tender Email

The tender email summary report displays information about the emails that were sent out regarding a given tender, the emails can be related to anything from the tender such as tender response receipts, document requests being actioned, or tender information being modified by the issuing agency.

The tender email summary report contains the following information for each of the emails:

Person	This field displays the name of the person that received the email
Email Address	The email address field is the email address the system used to send an email to.
Mail Type	The mail type is the category the system uses to differentiate the various types of mailouts sent to recipients.
Mail Subject	The mail subject is what the recipient would see when viewing the email in their email client. This is predominantly used for referencing purposes in the event support has been requested.
Date Sent	The date field displays the date and the time the email was sent from the system, this is used for referencing purposes in the event support has been requested.
Send Result	This field will display the status of the given email and is used in the event support has been requested.

TENDER EMAIL SUMMARY REPORT	
CAA062349:Enterprise Case Management System	
Mail Details	
Person:	Madeline Buck
Email Address:	MadelineBuck@nodomain.com
Mail Type:	NewTenderSummaryMailout
Mail Subject:	Tender Created
Date Sent:	14/11/2023 11:14 am
Send Result:	sent
Person:	Madeline Buck
Email Address:	MadelineBuck@nodomain.com
Mail Type:	TenderOpenedMailout
Mail Subject:	Opened Tender from SA Tenders and Contracts: CAA062349 - Enterprise Case
Date Sent:	14/11/2023 11:26 am
Send Result:	sent
Person:	Layton Pierce
Email Address:	LaytonPierce@nodomain.com
Mail Type:	ResponseMailout
Mail Subject:	Tender Response Receipt from SA Tenders and Contracts
Date Sent:	14/11/2023 11:28 am
Send Result:	sent

Edit Summaries

The edit response summaries page shows summary details of each of the responses to the tender.

2.4.6 Transition

Award with Contract

Once a tender has been closed, the issuing agency can create a contract from that tender to indicate that it has been awarded to a selected respondent. Some of the information provided to the system during the tender creation process will be automatically filled into any fields, such as but not limited to the description, title and any respondents to the tender can be easily selected from.


Details

Contract Code*

Public Authority



Title*


Across Government Contract

Description* 


The Courts Administration Authority is seeking information regarding the procurement and implementation of an Enterprise Case Management System to manage all Criminal and Civil cases within the State of South Australian. Information is being sought from the industry to assist in the preparation of a business case.


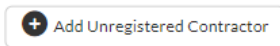
Associated with Tender

UNSPSC 
 



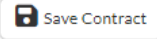
Tender Respondents

 **UrbanGala** 61 Carrington St, Adelaide, South Australia, Australia, 5000 Layton Pierce

Chosen Contractor

None



Create Duplicate

In the case that the issuing agency requires a similar tender to be opened, they can do so using the create a new tender menu option. Much like creation of a contract from a tender, most of the information that was used for the previous tender will be prefilled into the respective fields.

The screenshot shows a tender creation interface. At the top, there are three buttons: "Save as Template", "Save as Draft", and "Release Tender". Below these, the "Agency" is set to "Courts Administration Aut". The "Advertising" checkbox is unchecked. The "Type" is a dropdown menu set to "Request for Information". The "Title" is "Enterprise Case Management System". The "Description" field contains a rich text editor with the following text: "The Courts Administration Authority is seeking information regarding the procurement and implementation of an Enterprise Case Management System to manage all Criminal and Civil cases within the State of South Australian. Information is being sought from the industry to assist in the preparation of a business case." At the bottom, the "Contract No." is "CAA010651".

Reopen

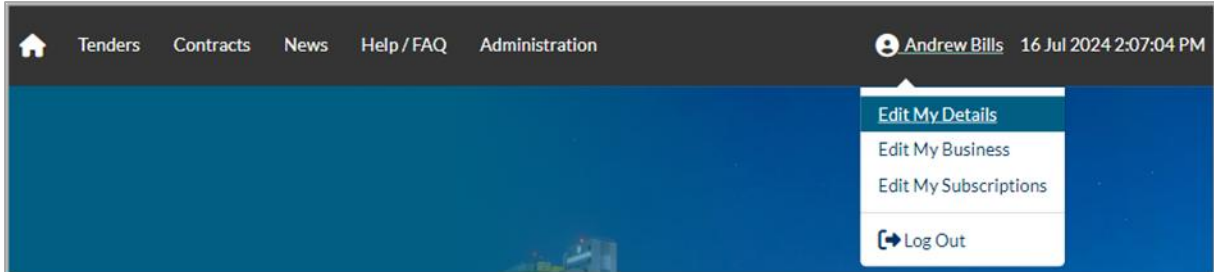
Once a tender has been closed, the issuing agency can reopen the tender to accept any additional responses. The agency must provide a new closing date and time for that tender, as well as a reason for why it has been reopened. Upon doing so, an email can be sent out to all respondents and specification document recipients notifying of the tender reopening.

The screenshot shows a tender reopening form. It has a table header with three columns: "Code & Status", "Details", and "Date". The first row contains the following information: Code & Status: "ONWD062406 Closed"; Details: "EOI for the Supply and Installation of Advanced Water Filtration Systems", "Issued by: Office of Northern Water Delivery", "Category: Water treatment and supply equipment"; Date: "Closed", "12 Aug, 2024". Below the table, there are two required fields: "New Closing Date" with a date picker icon, and "Reason" with a text area. At the bottom, there is a "Reopen Tender" button.

3. MANAGING USER INFORMATION

3.1 Personal Information

This option will take users to a page where they can change their account information, such as their **Username** or **Password**.



Once the page has loaded, users can update their account details.

A screenshot of the 'Personal Information' user profile page. The page has a white background with blue accents. At the top, there is a heading 'Personal Information' with a help icon. Below this, there are several sections: 'First Name' with the value 'Andrew', 'Last Name' with 'Bills', 'Position' with 'Position', 'Allow Login' with a checked checkbox, 'User Name' with 'AndrewBills', and 'Password' with a 'Change Password' button. The 'Role' section shows 'Agency Admin'. The 'Email Addresses' section has a '+ Add Email' button and one email address 'AndrewBills@nodomain.com'. The 'Phone Numbers' section has a '+ Add Phone' button and one phone number 'HOME +61 08 7022 1789'. The 'Manage Business' section has tabs for 'Actions', 'Primary Contact', 'Business', and 'Admin Functions', and a message 'No managed businesses.' At the bottom, there are 'Cancel' and 'Save Changes' buttons.

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

First Name and Last Name	Used for reference purposes and in correspondence by post and email.
Position	The position is a useful reference when trying to identify the appropriate person at a business.
Allow Login	This checkbox can only be changed by the System Admin, and it enables/disables the ability to sign into the account. Note this does not delete the account or information.
Username	The name entered when the account was registered with the site can only be changed by the System Admin.
Password	This button takes users to the page where they can change the password for the account. Note: The current password needs to already be known for the password to be changed. If not, contact the tenant or Consolidated Tenders.
Role	This shows users what role the site has assigned the account and cannot be changed.
Email Addresses	The emails that have been added to the account will show here, all emails relating to the account will be sent to all the emails listed.
Phone Numbers	All phone numbers that have been added to the account will be listed here.
Manage Business	Here users can add, edit, or remove sub-businesses

Select the **Save Changes** button at the bottom of the page to save any changes made on the page. Otherwise navigating away from this page will not save the changes.

3.2 Email Addresses

Each of the tenant sites can store multiple email addresses against a user's account. Emails are used to inform users on the release of new tenders, updates to tenders, and other important information. Consolidated Tenders and associated tenant sites will send emails to all the addresses entered on the user's account.

3.2.1 Multiple Email Addresses

Only one email address is required, however, entering multiple email addresses is encouraged for the following reasons:

- Improved likelihood of receiving emails if one of the services is temporarily unavailable.
- Using shared, group email addresses so that emails are also sent to the rest of the team in case one person is unexpectedly away from the office.

3.2.2 Adding an Email Address

To add an email address to an account:

- Navigate to **Edit my Details** page.
- Click the **+ Add Email** button next to the email address.
- Enter the email address in the input box that appears.
- Select the **Save Changes** button at the bottom of the page.

If users wish to add multiple email addresses, then repeat the above steps until the desired amount of email addresses has been added.

3.2.3 Modifying an Email Address

Modifying an Email Address is very important when changing email domains or correcting mistakes. To modify an email address, update the details in the field corresponding to the email you wish to change, followed by clicking the **Save Changes** button at the bottom of the page.

3.2.4 Removing an Email Address

Removing unnecessary or unwanted email addresses from accounts is important if staff leave the business and/or no longer require access to the tenant sites. To remove an email address from the system, click the **Delete** button next to the chosen email address.



When using the Add, Modify or Remove functions, users must click the Save Changes button to commit changes to the account, otherwise changes will be discarded.

3.3 Phone Numbers

Each of the tenant sites can store multiple phone numbers against a user's account. Support staff may use the phone numbers provided to contact users when resolving support requests or problems relating to tenders.

3.3.1 Multiple Phone Numbers

Although users are only required to specify one phone number, multiple entries are encouraged for the following reasons:

- Improved likelihood of receiving support for reported issues as soon as possible.
- Ensuring that if one person is unexpectedly away from the office or unavailable to receive a call, other staff in the business can be called.

3.3.2 Adding a Phone Number

To add a phone number to an account, simply:


- Select the **+ Add Phone** button.
- Select from one of the following, **Phone, Office, Home, Mobile** or **Fax**.
- Select a country code.
- Enter the region code followed by the rest of the phone number.
- Select the **Save Changes** button at the bottom of the page.

If users wish to add multiple phone numbers, then repeat the above steps until the desired amount of phone numbers has been added.

3.3.3 Modifying a Phone Number

Modifying a phone number is very important in correcting mistakes or updating to a new number. To modify a phone number, update the details in the field corresponding to the phone number you wish to change, followed by clicking the **Save Changes** button at the bottom of the page.

3.3.4 Removing a Phone Number

Removing unnecessary or unwanted phone numbers from accounts is important if the phone number is no longer active or needed. Click the **Delete** button  (the trash can) next to the phone number users wish to remove.



When using the Add, Modify or Remove functions, users must click the Save Changes button to commit changes to the account, otherwise changes will be discarded.

3.4 Manage Business

Managing Business is commonly used by Agency Administrators to manage businesses outside of their own business.

Manage Business ⓘ

2007 World Police and Fire Games Corporation ▼ + Add Business

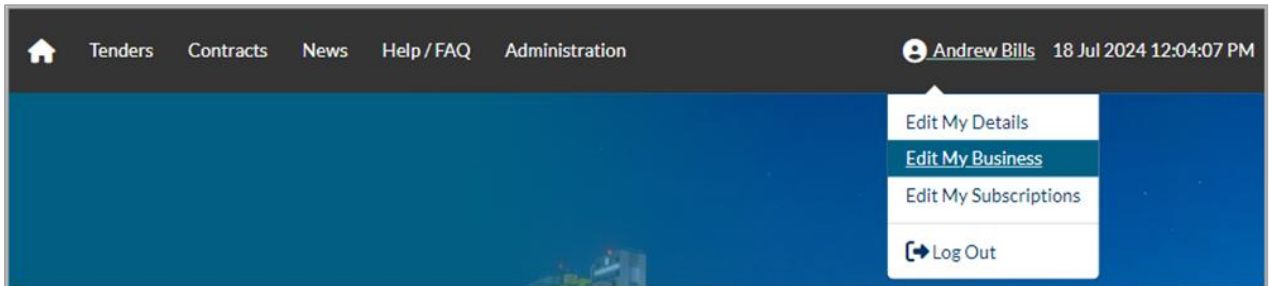
Actions	Primary Contact	Business	Admin Functions
No managed businesses.			

✕ Cancel 💾 Save Changes

4. MANAGING BUSINESS INFORMATION

Agency membership is used throughout the site, mostly in the provision of services where each member is deemed to act on behalf of the agency. As such it is important that all relevant users are reflected as members of the agency as opposed to re-registering each user under their own agency.

The **Edit My Business** is where users can change agency details, such as Business Number, Office Locations and Tender Boxes.



Once the page has loaded, users can update their business details on the page below.

General

People

Locations

Sub-Businesses

Prequalification Code

Business Information ?

Legal Name*

Display Name*

Business Identifications

Type	Code	Actions
ABN	63573932841	

Abbreviation*

SA Government Agency

Default Invoicing Address*

Receive Summary Mailout*

4.1 General Tab

The general tab allows for the agencies to change common information for that agency business, such as the legal and display name, ABN, and invoicing address.

4.1.1 Name and Business Number

The legal name is the name of the operating agency business, and the display name is displayed on the site for reference purposes and for tender listings.

4.1.2 Business Number

The business number is representative of an agency or business and can be either an ABN or NZBN. This is used for ensuring that the entered business information matches official government business records.

4.1.3 Abbreviation

The abbreviation will be used as a prefix for tender codes, as such it should match existing, well-known acronyms for the agency (for example BOM, ATO).

4.1.4 Government Agency

The Government Agency checkbox allows for the user to select if their business is a part of the tenant organization running the site.

4.1.5 Invoicing Address

The invoicing address is selected from already entered addresses and must allow postal deliveries as it's used for newspaper advertisement invoices.

4.1.6 Receive Summary Mailout

This will enable/disable the Friday mailout that contains an agency summary report for both public and selective tenders. The report looks as follows:

No. of Tenders Placed on <i>Tenant Site</i>						
Agency	Tender	Public	Selective	PO Number	Date Appeared on Site	Date First Appeared in Advertiser

4.2 People Tab

The people tab allows for the agencies to assign a primary contact and managing people in the agency.

4.2.1 Primary Contact

The primary contact is generally responsible for managing tenders, as such it is also used by support staff to respond to support requests. A primary contact can be designated by selecting the name from the **Primary Contact** dropdown, then clicking the **Update** button.

Action	Name	Email Addresses	Role	Phone Numbers
<input checked="" type="checkbox"/>	Andrew Bills	AndrewBills@nodomain.com.au	Agency Admin	+61 (08) 7022 1789
<input checked="" type="checkbox"/> <input type="checkbox"/>	Sarah Williams	SarahWilliams@nodomain.com.au	Lead Contract Officer	+61 (08) 3210 9876 Login As
<input checked="" type="checkbox"/> <input type="checkbox"/>	Michael Brown	MichaelBrown@nodomain.com.au	Contract Approver	+61 (08) 2345 6789 Login As
<input checked="" type="checkbox"/> <input type="checkbox"/>	Emma Davis	EmmaDavis@nodomain.com.au	Contract Publisher	+61 (08) 3456 7890 Login As

4.2.2 Adding a Person

To register a new user of an agency to a tenant site:

- Click the **+ Add Person** link.
- Enter the **First Name**, **Last Name**, **Position** and **Username** of the person.
- Select the person’s role by choosing one of the roles listed in the dropdown.
- Enter a valid **Email Address** and **Phone Number**.
- At the bottom of the page, click the **Save Changes** button.

Personal Information ?

First Name*

Last Name*

Position

Allow Login

User Name*

Role ?

Role

Email Addresses ?

+ Add Email

Phone Numbers ?

+ Add Phone

OFFICE

4.2.3 Modifying a Person

To modify a person's information, click the **Edit** button next to the person to edit them. Once the desired details have been changed, click the **Save Changes** button otherwise the changes will not be saved.

4.2.4 Removing a Person

Users would typically perform this activity when a person leaves the agency, or when their job function changes such that they no longer require access to a tenant site. To remove an account, click the **Delete** button next to the chosen account users and follow the instructions provided on screen to remove them from the system.



When using the Add, Modify or Remove functions, users must click the Save Changes button to commit changes to the account, otherwise changes will be discarded.

4.3 Locations Tab

The locations tab allows for agencies to manage the details of their offices, with options to add multiple locations, and distinguish postal from physical locations.

The entered offices correspond to the physical locations of:

- Physical and Electronic Tender boxes.
- Tender document collection points.
- Briefing venues.
- Locations for advertising invoicing.

Action	Name and Address	Phone Numbers	ETB	PTB
	Head Office 1 Anzac Hwy, Keswick	+61 (08) 5500 8961		
	Postal Office GPO Box 77, Adelaide	+61 (08) 5500 9548		

4.3.1 Head Office

Every agency must have a minimum of one physical office, which is most likely the head office. The head office details are used by the system for postal delivery and contact follow-ups in response to matters raised by any of the tenant sites.

4.3.2 Adding an Office

To register a new office to an agency, click the **Add Office** link. This will open the **Creating New Office** details form for the new office. Enter details into the following fields:

General Details ?

This office is a Head Office

Name *

Alternative Collection Details

Has Physical Tender Box

Phone Numbers ?

Office ▼ +61 08

Addresses ?

	Address	Physical	Postal	
	1 Anzac Hwy, Keswick, South Australia, 5035, Australia	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Name	The name for an office should be well known to members of the agency and meaningful to the public, e.g., Canberra Office.
Alternative Collection Details	The text entered the input field will display in the drop-down list when selecting the collection location for a specification document that is not available for download over the internet.
Has Physical Tender Box	The checkbox determined if the office has a physical tender box for receiving tender responses.
Phone Numbers	The phone number field can be a fax, office, mobile or home phone number, and could possibly be used by support staff to resolve issues.
Addresses	Adding one or multiple addresses will open modals for each. The modal looks like the image below.

Edit/Add Address
×

Address*

City*

State/Province*

Country*

Zip/Postcode*

Postal Address


Physical Address

Line 1	Enter address into this line
Line 2	Enter apartment or office number on this line
City	Enter the city the location is in.
State/Province	Select from the dropdown which state the location is in, this dropdown will change depending on which country is selected.
Country	Enter the country the location is in.
Zip/Postcode	Enter the zip/postcode the location is in
Postal Address	This checkbox determined if the address is a postal address (e.g., PO box).
Physical Address	This checkbox determines if the address is a physical address (e.g., office).

4.3.3 Modifying an Office

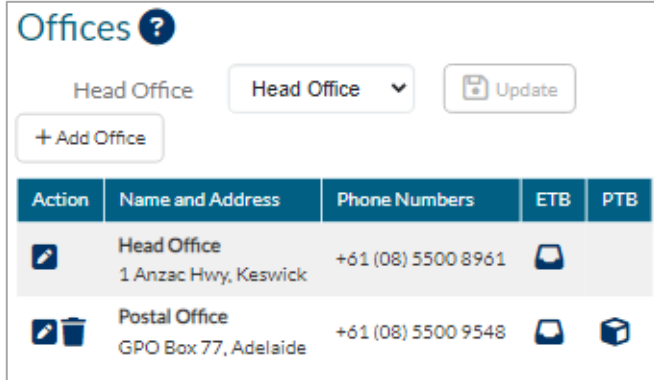
Modifying an office is important when the office location is being moved. To modify the office, click the pencil icon next to the office, and update the details in the field corresponding to the information you wish to change, followed by clicking the **Save Changes** button at the bottom of the page.

4.3.4 Removing an Office

Click the **Remove** button  (the trash can) next to the corresponding office to remove it from the system. Due to the importance of a head office, users will be prevented from removing from the head office until a new head office has been selected.

4.3.5 Tender Boxes

Tender boxes are used for physical tender responses and the encryption of electronic tender responses. As such, they are bound to the physical location of an office as this is where agencies are issuing tenders.

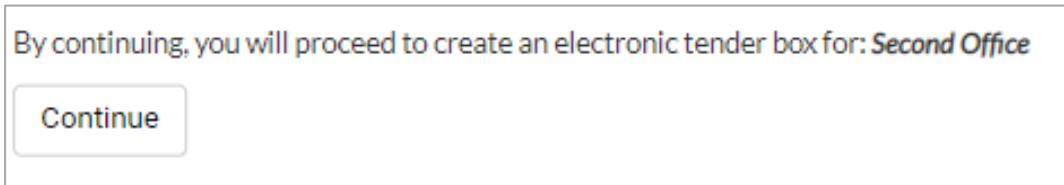


Electronic Tender Boxes

An electronic tender box (ETB) is necessary to receive electronic responses. The ETB is a repository that stores the encrypted tender responses until they are decrypted user-side using the private key stored on the issuing buyer’s workstation, this is the [ETB Key selected](#) for that tender at creation.

Creating an Electronic Tender Box (ETB)

Electronic tender box (ETB) is bound to offices and are created from the business management page, see this [Section](#). To create an ETB, click the **Create ETB** button, followed by the **Continue** 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 and compared against the original sample on the server.

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

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

Your **Electronic Tender Box** has been created for "Second 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](#)

Select Private Key Storage Location

By default, ETB private keys are downloaded to the user's computer in the **Downloads** folder. It is recommended that it is renamed to match the agency/office name and moved to a designated, ideally shared, folder. This is because it can get lost in amongst other downloads if left in the default location.

4.4 Sub-Businesses Tab

Agencies can create sub-agencies that correspond to a business unit within that agency, this would often be the case when the business units already manage their own tenders.

These sub-agencies inherit their government membership flag and prequalification codes from their top-level agency. This allows the sub-agency to create tenders under their own business unit name or the name of the top-level parent.



4.4.1 Creating a sub-agency


To register a new sub-agency:

- Click the **+ Add Sub-agency** link.
- Enter the relevant sub-business details into the provided fields.

Legal Name *	<input type="text" value="Legal Name"/>
Business Name *	<input type="text" value="Business Name"/>
ABN/NZBN *	Does your business have an Business Number (ABN/NZBN)? <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="text"/>
Agency Abbreviation *	<input type="text" value="Agency Abbreviation"/>
Government Agency ?	<input type="checkbox"/>
Address *	<input type="text" value="Address"/>
City *	<input type="text" value="City"/>
State/Province *	-- Select --
Zip/Postcode *	<input type="text" value="Zip/Postcode"/>
Country *	Australia

First Name*	<input type="text" value="First Name"/>
Last Name*	<input type="text" value="Last Name"/>
Position	<input type="text" value="Position"/>
User Name*	<input type="text" value="User Name"/>
Email Address*	<input type="text" value="Email Address"/>
Number	<input type="text" value="Home"/> <input type="text" value="+61"/> <input type="text" value="08"/> <input type="text" value="Line"/>
<input type="button" value="Register"/>	

4.4.2 Modifying a sub-agency

Click the **Edit** button  (the pencil icon) next to the corresponding sub-agency to modify its details. This will open the agency details form for the selected sub-agency. Modify the details as required.

4.4.3 Removing sub-agency

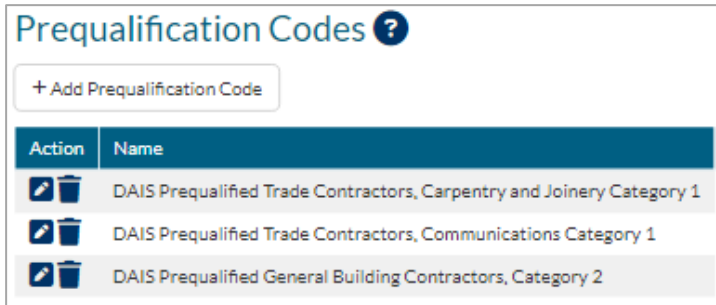
Users would typically perform this activity when a business unit no longer creates their own tenders or has been shut down. To remove a sub-agency, click the **Delete** button next to the chosen agency and follow the instructions provided on screen to remove them from the system.









When using the Add, Modify or Remove functions, users must click the Save Changes button to commit changes to the account, otherwise changes will be discarded.

4.5 Pre-qualification Codes Tab

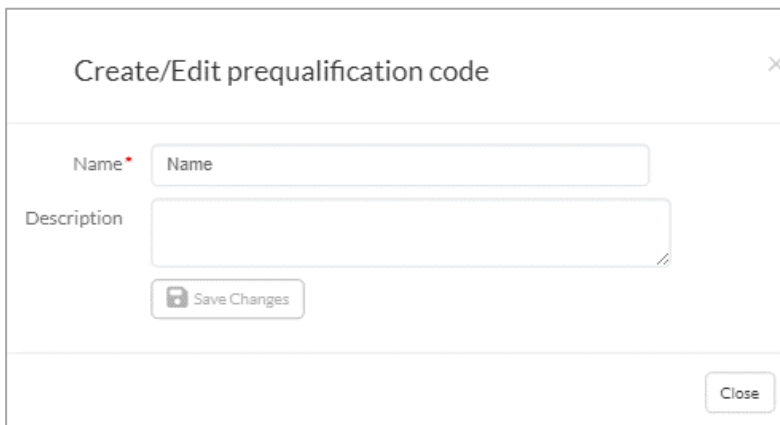
Pre-qualification codes indicate what criteria suppliers must already be qualified for, to lodge a tender response.



Action	Name
 	DAIS Prequalified Trade Contractors, Carpentry and Joinery Category 1
 	DAIS Prequalified Trade Contractors, Communications Category 1
 	DAIS Prequalified General Building Contractors, Category 2

4.5.1 Adding Pre-qualification Codes

To add a new pre-qualification code for a business:



- Click the + Add Prequalification Code button.
- Enter a name and description into the modal.
- Click the Save Changes button otherwise any modifications made, will not be saved.

4.5.2 Modifying a Pre-qualification Code

Click the **Details** button next to the corresponding pre-qualification code to modify its details. Make the necessary changes and press the **Save Changes** button.

4.5.3 Removing Pre-qualification Codes

Click the **Remove** button next to the corresponding pre-qualification code to remove it from the system.

5. WORKING WITH TENDERS

5.1 Overview

The tenant sites exist 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 regarding tenders.

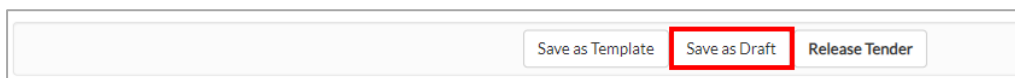
5.2 Tender Creation

Tenders are created from the following sources:

- **A New Blank Tender.** An empty tender structure with no prepopulated data. Further information regarding the population of relevant input fields can be found throughout this section. The link to create them from a blank slate can be accessed by clicking on the **Create Tender** button on the dashboard after opening the Tenders action tile.
- **A Template Tender** (created by an agency). A frequently used tender with likely default values, and necessary specification documents attached. They can be accessed from the Dashboard under the [Tender](#) section or created when creating a blank tender and clicking the **Save as Template** button.



- **An Existing Tender** (created by an agency). This option is provided in case one only realizes 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. Refer to the section about creating. Refer to the section about [creating a tender from this tender](#).
- **A Draft Tender** (created by an agency). This option is provided in case the tender creation process is not done in one step, a tender can be partially completed and saved as a draft to be fully completed later. Draft tenders can be accessed from the Dashboard under the [Tender](#) section.



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. 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.

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

5.3.1 Agency to list under

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

5.3.2 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.

The screenshot shows a form with the following fields:

- Advertising**: A checkbox with a help icon.
- Type**: A dropdown menu currently showing "Request for Tender". The dropdown list includes: Request for Proposal, Request for Tender (highlighted), Expression of Interest, Sale Tender, Request for Information, Request for Quotation, Registration of Interest, Prequalification, Advanced Tender Notice, Industry Briefing, and Invitation.
- Title***: A text input field.
- Description**: A text input field.

Select one of the following options:

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

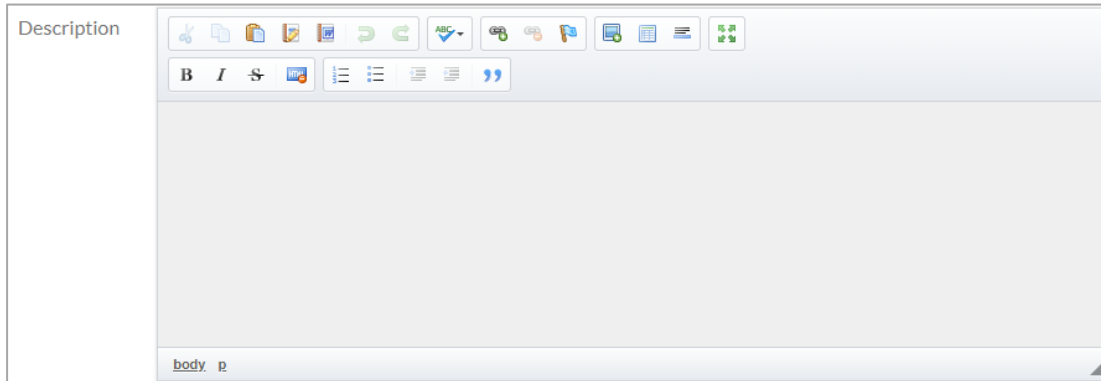
5.3.3 Title

The title or name of the tender being uploaded. This should be a short, concise title with a maximum of 100 characters. Long explanations of what the tender is should appear in the **Description** field (below).

The form shows a text input field labeled "Title*" with a placeholder text "Title".

5.3.4 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.



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.

5.3.5 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.

5.3.6 Pre-qualification Code

Select a Pre-qualification code from the drop-down list if it applies to the 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.

5.3.7 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.

Opening Date *	29/06/2023 08:00	
----------------	------------------	--

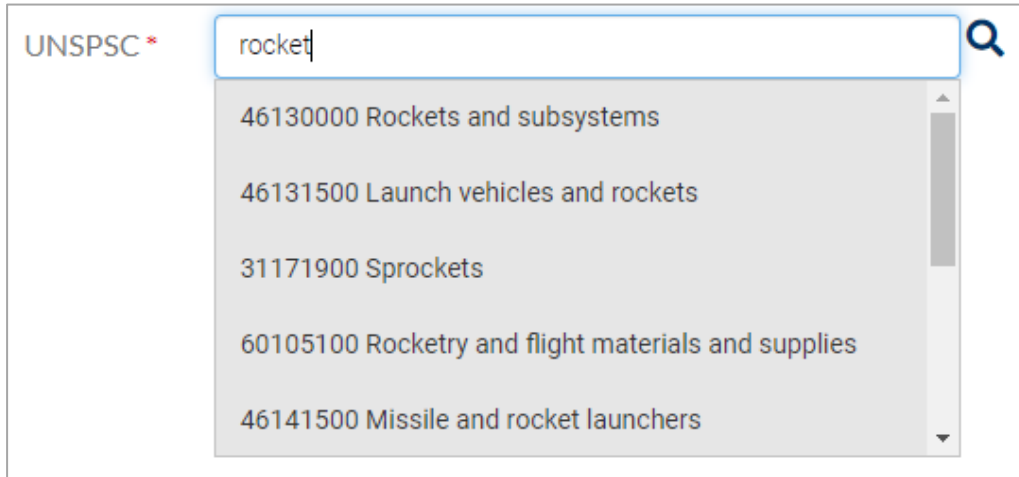
5.3.8 Closing Date and Time

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).

Closing Date *	29/06/2023 14:00	
----------------	------------------	--

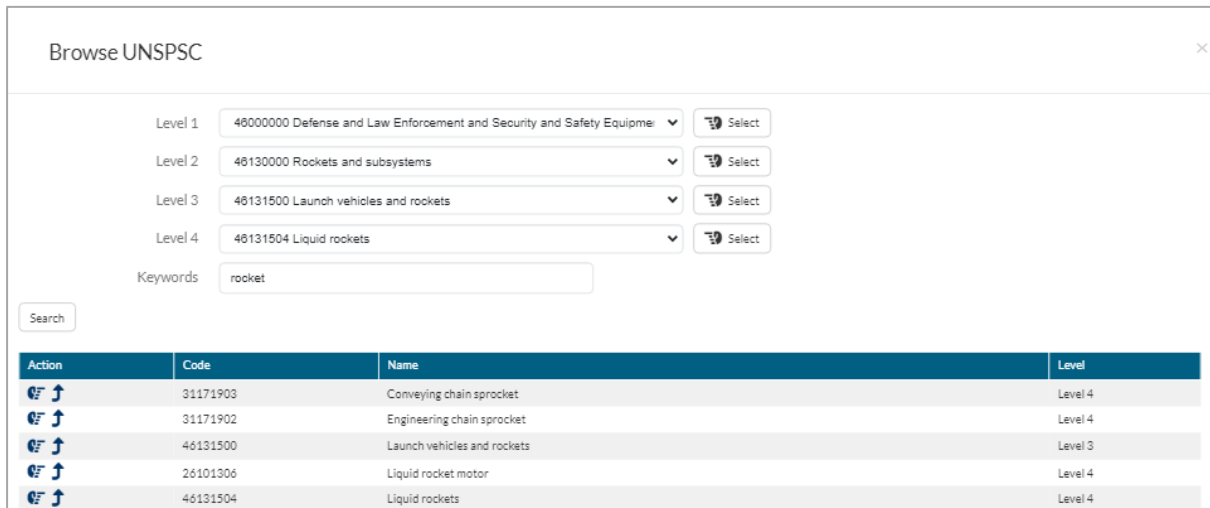
5.3.9 Category

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.



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.

UNSPSC codes can be searched for if the appropriate code is not known. To search, click on the magnifying glass **Search** icon. This will bring up a window which will allow users to 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.



To add another UNSPSC to the tender, either click the magnifying glass or the input field next to the UNSPSC label.

UNSPSC *	Start typing for autocomplete		
46131504	Liquid rockets	100	
55110000	Electronic reference material	100	

Users 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. As many UNSPSC codes as desired can be added as long as the sum of the percentages adds up to 100.

5.3.10 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.

5.3.11 Tender Box

To successfully create a tender, an electronic or physical tender box must be selected. If one has not been already created no option will be visible in the relevant dropdown. Refer to [this section](#) about how to create a tender box.

List Document Recipients	<input checked="" type="checkbox"/>
Online Forum ?	<input type="checkbox"/>
Electronic Tender Box	None
Physical Tender Box	None
Survey ?	None Second Office - 1 Lane

Remember that responses can only be downloaded using the original tender box key, this could be on a shared directory or on the workstation that created the tender box key. The [locations tab](#) under Manage Business shows the office addresses for all agency offices that have an ETB.

5.4 Contacts Tab

Contacts are selected from registered users in an 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).

Save as Template Save as Draft Release Tender

+ Add Contact

Action	Name	Signoff Proofs	Contact Role	Show on Details Page	Show Role In Advertisement	Email	Phone	Mobile	Fax	Company
--------	------	----------------	--------------	----------------------	----------------------------	-------	-------	--------	-----	---------

+ Add Other Contact

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

5.4.1 Selecting Contacts

To select a contact(s) for a tender there are two methods, either to select an existing user for the system or adding a user who does not already exist in the system contact details for someone who is not part of the system.

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

Select Person ✕

First Name

Last Name

Username

Business Name

ABN

Email Address

Role Any ▼

Action	Name	Business	Email Addresses
	Peter Ackland	ASDF District Council of Loxton Waikerie, 29 East Terrace, Loxton, South Australia, Australia, 5333	client@nodomain.com.au
	Rob Ackland	Local Government Association Procurement Ground Floor, 148 Frome Street, Adelaide, South Australia, Australia, 5000	client@nodomain.com.au
	Ben Adams	Department of Planning, Transport and Infrastructure Level 16, Wakefield House, 30 Wakefield Street, Adelaide, South Australia, Australia, 5000	client@nodomain.com.au
	Leanne Adams	SAFECOM SAFECOM Level 6, 60 Waymouth Street, Adelaide, South Australia, Australia, 5000	client@nodomain.com.au
	Mark Adams	Department of Planning, Transport and Infrastructure Level 16, Wakefield House, 30 Wakefield Street, Adelaide, South Australia, Australia, 5000	client@nodomain.com.au
	Paul Addle	Adelaide City Council Customer Centre, Ground Floor, 25 Pirie Street, Adelaide, South Australia, Australia, 5000	client@nodomain.com.au
	Agency Admin	Urban Renewal Authority (trading as Renewal SA) Level 9 West, Riverside Centre North Terrace, Adelaide, South Australia, Australia, 5000	client@nodomain.com.au

- **Add Non-Existing 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.)

5.4.2 Show Details

For each nominated contact, users can specify what contact information will be displayed on the tender details page, once the tender has been opened. By default, email, phone and mobile number will be displayed on the tender details page.

To change what information is being displayed, checkboxes corresponding to the user’s information can be checked to show and unchecked to hide it on the tender details page.

Action	Name	Signoff Proofs	Contact Role	Show on Details Page	Show Role in Advertisement	Email	Phone	Mobile	Fax	Company
	Emmie Gomez	<input type="checkbox"/>	Enquiries	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Optional Contact Functions:

Show on Details Page	This will enable/disable viewing any of the user’s information irrespective of if other checkboxes have been enabled.
Show role in Advertisements	This controls whether the Contact Person’s details are shown in 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

5.5 Specification Documents Tab

Specification Documents may only be available in hardcopy format, while others will have one or more corresponding electronic versions in various formats. Specification documents may have a range of accessibility options, including electronic download, in-person collection, postal delivery, 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.

The **Upload Specification Documents** page is used to upload specification documents for the selected tender from a PC. Electronic uploads are coordinated by Drag and Drop. Follow these steps to upload specification documents to the SA Tenders and Contracts website:

5.5.1 Re-position Tender Documents

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



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



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

5.5.2 Drag and Drop Option

To upload specification documents to a tender, drag the files to upload into the drop zone area on the page. Once the file appears in the rectangle click the upload button in the lower left corner.




Each file upload is limited to 100MB and/or 10 Files


5.5.3 Hardcopy Document

Specification documents may also be hardcopy documents that require in-person collection, postal delivery, or fax delivery. Each hardcopy document has the option to input document title, description, revision number, required collection, and whether that can be done by in-person collection or by post.

Editing Specification Documents

Click the **Edit** button  (the pencil) next to the corresponding document to edit its details.

Removing Specification Documents

Click the **Delete** button  (the trash can) next to the corresponding documents to remove them from the system.

Document Properties

The Agency Administrator has the choice to upload an 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:

Title	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.
Description	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.
Revision	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.
Collection Availability Option	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).
Post Option	This option indicates that suppliers can order the tender documents for postal delivery.

5.6 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.

The screenshot shows a 'Selective Type' dropdown menu set to 'Open'. Below this, there are two main sections: 'Registered Suppliers' and 'Unregistered Suppliers'. Under 'Registered Suppliers', there are three buttons: 'Add Respondent' (with a plus icon), 'Choose From Lists' (with a list icon), and 'Import from Tender' (with a document icon). Under 'Unregistered Suppliers', there is one button: 'Add Unregistered Supplier' (with a person icon).

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

5.6.1 Add Respondents

The methods to select Suppliers:

- **Add Respondent** – The Add Respondent function allows for a search to locate registered suppliers based on their business/account information. The display is consistent in all views when searching for a supplier.

The screenshot shows a 'Select Respondent' dialog box with a close button (X) in the top right corner. It contains several input fields for search criteria: 'Business Name', 'ABN', 'First Name', 'Last Name', and 'Email Address'. Below these fields is a 'Show Advanced Criteria' link. At the bottom left, there are 'Search' and 'Reset' buttons. At the bottom right, there is a 'Close' button.

- **Choose from List** – The Import from List function allows users to import suppliers who have been added to a pre-created supplier list. Importing these suppliers can be achieved by selecting the desired list from the provided options after clicking on the **Choose from Lists** button. If many lists have been created, the user can filter for a lists name or added UNSPSC. Alternatively, one can select a List that has been shared to the agency by another agency.

The 'Choose from Lists' modal window has a title bar with a close button. It is divided into two main sections. The top section, 'My Supplier Lists', includes a 'Switch to Shared With Me' button and two list items: '+ Add Local Earth Movers' and '+ Add IT Providers (MSP)', each with a '[show description...]' link. The bottom section, 'Filters', contains a 'Name' search field, a 'UNSPSC' search field with a magnifying glass icon and the text 'Add UNSPSC Category', and an 'Apply' button. A 'Close' button is located at the bottom right of the modal.

- **Add Unregistered Supplier** – This function allows users to add a supplier that has not been added to the system already. Clicking on **Add Unregistered Supplier** will display a modal where account details can be entered for future creation. The details that are entered will create a supplier account when the tender is opened, additionally the supplier will receive an email with a link to fully set up their account.

The 'Add Unregistered Supplier' modal window has a title bar with a close button. It is divided into two main sections. The top section, 'Business Information', contains a 'Business Name' field with a red asterisk and an 'ABN' field. The bottom section, 'Contact Information', contains 'First Name', 'Last Name', and 'Email Address' fields, each with a red asterisk. The 'Email Address' field includes a lock icon. An 'Add' button is located at the bottom left, and a 'Close' button is at the bottom right.

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

5.7 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 appears on the detailed view of the tender.

Briefing Details
×

Title

Location

None
▼

Notes
✍

Briefing On *

Briefing On
📅

Mandatory

Site Visit Required

Save

Close

A briefing has the following properties:

Title	The entered title will be shown to suppliers on the tender details page.
Location	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 from the agency or enter a new address.
Notes	An optional area where additional, non-structured information can be specified, for example preparation details, transports arrangements, additional directions for the venue, etc.
Briefing On	This is the date and time of the briefing.
Mandatory	Indicates to respondents that attendance at the briefing is a condition of responding to the tender.
Site Visit Required	Indicates to respondents that visiting the site in person is a condition of responding to the tender.

5.8 Advertisement Tab

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

5.8.1 General Information

General Information

Order No.

Invoice Address

Notes for Media Provider

Order No.	The Agency must provide the media company with a purchase order number.
Invoice Address	Allows the Agency Administrator to select the address of where the media provider can send the invoice.
Notes for Media Provider	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.

5.8.2 Composite Advertisement

Composite Advertisement

Extra description

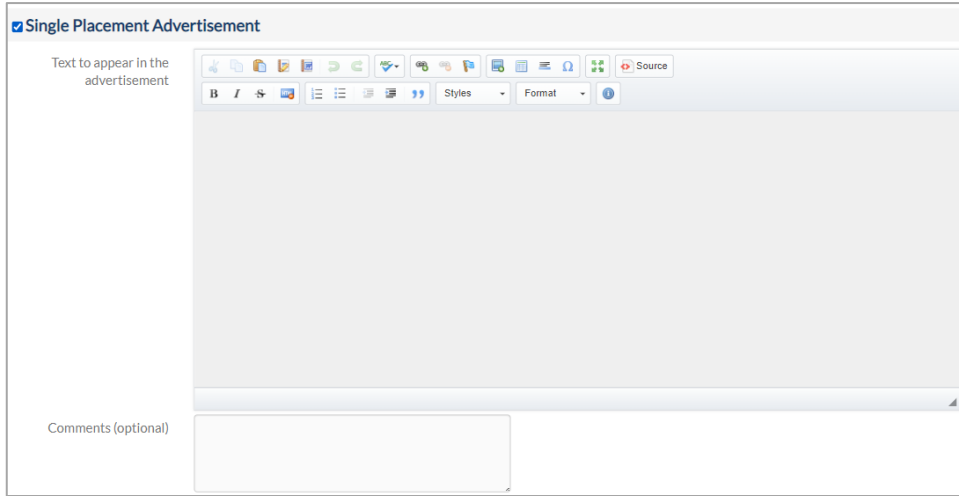
Recurring each Tuesday until

Electronic Downloads

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

5.8.3 Single Placement Advertisement

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

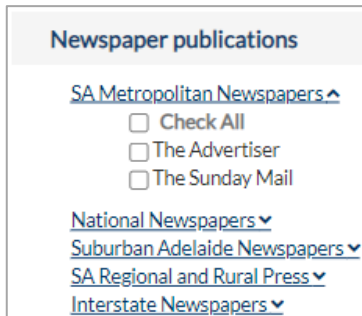


Single Placement Advertisement allows Agency Administrators to select the section of the paper in which the advertisement is to appear, if it is appearing somewhere other than the Government tender page in the Tuesday Advertiser.

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.

5.8.4 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.

5.8.5 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"> • The Advertiser • The Sunday Mail 				

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.

5.9 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:

Save as Template	The tender is saved as a template, so that other tenders can be created using the information already entered as a starting point.
Save as Draft	In this case, the intention is to open the tender for editing again when complete information is available.
Release Tender / Advanced Tender Notice	When the tender is released, the Send Email Notification 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.

Save as Template

Save as Draft


Release Tender


Save as Template

Save as Draft

Release Advanced Tender Notice

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.

 [Request for Tender DEV062315](#) has been saved successfully.

 [Return to Dashboard](#)

5.10 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).

6. WORKING WITH CONTRACTS

6.1 Overview

This module covers the interactions that suppliers will have regarding contracts awarded by agencies on the tendering system. The Contracts page displays contracts published 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.

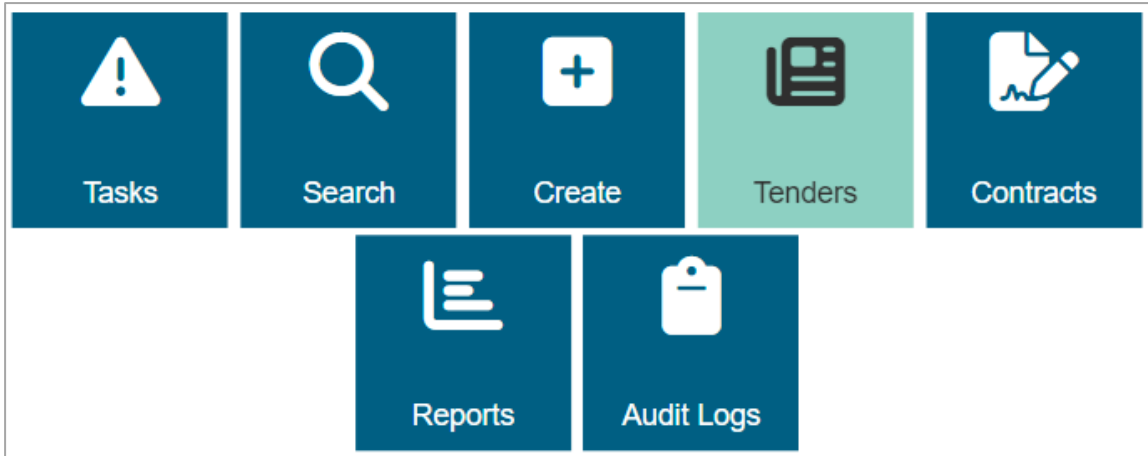
6.2 Creating a Contract from a Tender

Contracts can be created with or without an existing closed tender. When creating a contract from an existing tender, some of the details are prefilled from the tender to the contract and will be marked as awarded. Additionally, a direct link to that tender is visible on the contract details page, while a link to the contract is visible on the tender details page.

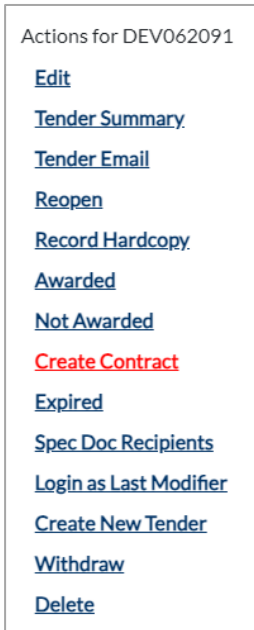
Contracts can be created from a tender one of two ways, either using the tender action menu, or the tender code on the contract create page.

6.2.1 Context Action Menu

Once both the tender has closed and the tender box has been opened, navigate to the Tenders option on the buyer dashboard followed by the three dots next to a tender.



Select **Create Contract** from the list of options.



A contract created from a tender will prefill some information from the contract.


Contract Code* DEV062375

Public Authority Developer Administration

Title* Lobethal Woollen Mill Stormwater Remediation Design

Across Government

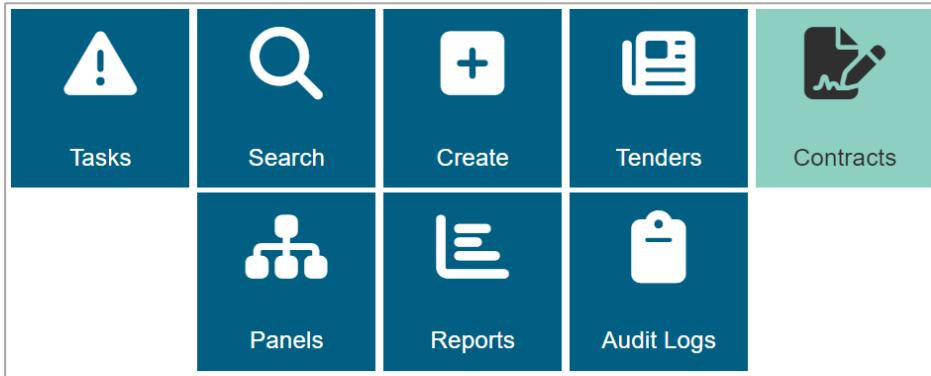
Description*



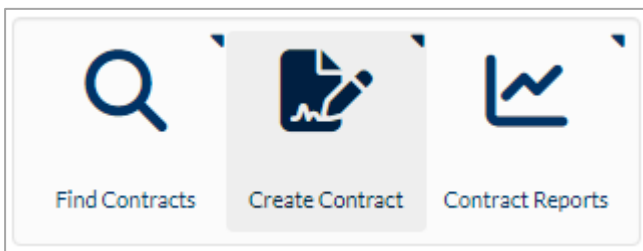
The proposed project aims to address a critical issue and explore potential solutions for the Adelaide Hills Council regarding existing stormwater infrastructure that is reaching the end of its useful life and is located at 1 Lobethal Road, Lobethal SA. The property in question, formerly the Lobethal Woollen Mill site, holds significant historical and architectural value as a State Heritage place under the Heritages Places Act 1993 (SA). The Council, having acquired the site and applied for community division, now intends to sell the property. However, specific legal agreements, including a Heritage Agreement and a service easement, impose constraints and responsibilities related to development approvals, building alterations, and drainage purposes

6.3 Create Contract Manually

Alternatively, Contracts can be created from the dashboard under the contracts option.



Select the **Create Contract** button.



6.4 Contract Creation Page

6.4.1 Details Tab

The details tab on the contract creation page outlines critical information that must be provided as it pertains information about the contract itself, and not necessarily regarding the suppliers on the contract as this is entered into the [Contractors/Supplier Information](#) tab.

● Details ● Contractors ● Contract Documents ● Variations

Save Contract

Details

Contract Code*

Public Authority

Title*

Across Government

Description*

UNSPSC

Procurement Method*

Contract Cost (\$) *

Execution Date*

Starting Date

Completion Date

Comments

Freedom of Information Officer Selection

Freedom of Information Officer*

Action	Person
	Developer Administrator (<i>Head</i>)
	Riley Truong (<i>Agency Admin</i>)
	Arturo Hutchinson
	Catherine Delarosa (<i>tender officer</i>)
	Hunter Salinas (<i>Clerk</i>)
	Fletcher Waters (<i>test</i>)
	Matilda Dixon
	Michelle DevBuyer
	Ethan DevBuyer (<i>Developer Administrator</i>)

Other Contacts

Action	Name	Position	Email Address	Phone	Type
<input type="button" value="Save Contract"/>					

The information to be disclosed about each Eligible contract is:

Contract Number	This is the unique id entered into the system to identify a contract on the system. The field accepts both numbers, characters.
Public Authority	The original contracting directorate/agency is the business unit that created the contract.
Title	This is the name given to a contract that briefly outlines the desired outcome when the contract has been completed.
Across Government	This field allows for agencies to indicate that the contract procures commonly used goods and services across a government. Additionally at the request of a tenant, this field can allow for outside agencies to create contracts, tender or forward procurement plans from the contract.
Description	The description is a more details overview of what is expected of the supplier when the contract is in the process of being completed.

UNSPSC	The UNSPSC field allows for the selection of UNSPSC classifications that will be used to complete the contract.
Procurement Method	This field allows for the selection of which methodology was used to procure the contracted suppliers.
Contract Cost	This field is the amount of money originally spent on the contract before contracted work begin.
Execution Date	The execution date is when the contract will be released
Starting Date	The starting date is when contracted work begins
Completion/Expiry Date	The completion/expiry date is when the contract status is set to expired
Comments	The comments field accept any text input and is used by agencies to disclose any desired information about the contract.
Freedom of Information Officer	The Freedom of Information officer field allows for agencies to select the FOI officer from the provided list of agency members, using person search, or entering the contact details of a user not in the system.

6.4.2 Contractors Tab

The contractors or supplier information tab provides agencies with functionality to select the contracting supplier(s) to meet requirements outlined in a direct negotiation or through an existing procurement opportunity.

The screenshot shows a web interface with four tabs: 'Details', 'Contractors', 'Contract Documents', and 'Variations'. The 'Contractors' tab is active. Below the tabs are two buttons: 'Add Contractor' and 'Add Unregistered Contractor'. A 'Save Contract' button is also present. The 'Chosen Contractor' section displays the following information:

- Address: 3 Francis Street, Blenheim, MBH, 7201
- Business Name: AB Procurement Professionals
- Contact: Ronnie Graham, RonnieGraham@nodomain.com

There is a trash icon on the left and a swap icon on the right of the contractor details. A 'Save Contract' button is located at the bottom of the section.

Additional suppliers can be selected using person search or by adding an unregistered supplier that is not on the system already.

The 'Select Person' dialog box includes the following fields:

- First Name:
- Last Name:
- Username:
- Business Name:
- ABN:
- Email Address:
- Role:
- Type:

A search button is located below the fields. Below the search area is a table listing search results:

Action	Name	Business	Email Addresses
	Rob Alan	Aussie Earth Moving Pty Ltd 1 Adelaide Road, Adelaide, South Australia, Australia, 5000	ralan@aussieearthmoving.com.au
	Jane Doe	Aussie Earth Moving Pty Ltd 1 Adelaide Road, Adelaide, South Australia, Australia, 5000	j.doe@aussieearthmoving.com.au
	John Doe	Aussie Earth Moving Pty Ltd 1 Adelaide Road, Adelaide, South Australia, Australia, 5000	jdoe@aussieearthmoving.com.au
	Andy Koulianos	Aussie Earth Moving 82 East Tce, Adelaide, South Australia, Australia, 5000	andykoulianos@aussieearthmoving.com.au
	Jon Lang	Aussie Earth Moving 82 East Tce, Adelaide, South Australia, Australia, 5000	jonlang@aussieearthmoving.com.au
	William Loc	Aussie Earth Moving Pty Ltd 14 Garland Ave Epping, Sydney, New South Wales, Australia, 2121	client@nodomain.com.au

Manage Unregistered Supplier
✕

Business Information

Display Name*

ABN

Address

Address Line 1*

Address Line 2

City*

State/Province*

Country*

Zip/Postcode*

Number

Phone Number

6.4.3 Contract Documents Tab

Contract Documents provides agencies with a drag and drop field for them to upload supporting documents to the contract.

Contract Documents

Please drop files here or click to select files

6.4.4 Variations Tab

Variations allow agencies to display documentation for any changes to contract details, this attachment has fields for the variation number, variation type, execution and expiry date, amount, whether the contract has confidential text and supporting document upload.

6.5 Viewing a Contract

Contracts can be accessed from the Buyer Dashboard and through the Contract Registry Search page by clicking on the contract number, contract title or contract action menu (three dots) followed by the **View** option. The details page of that contract will be displayed.

Forensic Laboratory Information Management System

Public Authority	Attorney General's Department
Reference #	AGD020663
Title	Forensic Laboratory Information Management System
Good or Services Acquired	Provision of Licensed Software, plus configuration services, and maintenance and support services for a Laboratory Information Management System (LIMS).
Total value of contract \$4,712,000 (Excluding GST, over maximum 20 year term)	
Associated with Tender	Forensic Laboratory Information Management System (AGD020663)
Procurement Process	Public Tender
Total Inc GST	\$4,712,000.00
Execution Date	15 Jan 2013
Starting Date	26 Feb 2013
Completion Date	15 Jan 2033
Freedom of Information Officer	Willy Chapman
	client@nodomain.com.au
	Office: +61 (08) 8207 1972
Contract Attachments	ABN&apos;s Missing 1

Contractors

- 1 [LabWare Australia Pty Ltd](#)
 - Warren Jones
 - client@nodomain.com.au
 - Office: +61 (03) 94907700
 - Mobile: +61 400 215 990

Created: 15 Jan 2013, 12:00 am Modified: 1 Aug 2024, 4:53 pm

6.5.1 Contract Search Registry

Search Results

Reference #	Contract Title	Start Date	Expiry Date	Total Cost
DoHP062399	Community Housing Project Attachments	1 Nov 2024	1 Jan 2026	\$500,000.00
DIT062463	20C568 Provision of ferry services between Kangaroo Island / Penneshaw and the Mainland (Cape Jervis) Across Government	1 July 2024	30 June 2039	\$0.00
D23/2129336	Master Custody Agreement	30 Nov 2023	30 Nov 2028	\$0.00
A1797172	Project Management Services	30 Nov 2023		\$534,600.00
GISA-2023-P003-Recycling	Recycling Activity in SA, 2023/24 and 2024/25 financial years Across Government Attachments	23 Nov 2023	18 July 2024	\$5,551,616.56
GISA-2023-P003-PM001	Recycling Activity in SA, 2023/24 and 2024/25 financial years - PM001 Across Government Attachments	23 Nov 2023	23 June 2024	\$1,021,160.50

6.6 Editing a Contract

Contracts can be edited from the contract details page by clicking on the **Edit Icon**, or from the Buyer Dashboard and Contract Registry Search by clicking on the context menu (three dots) followed by the **Edit** option.

6.6.1 Contract Details

Forensic Laboratory Information Management System

Public Authority	Attorney General's Department
Reference #	AGD020663
Title	Forensic Laboratory Information Management System
Good or Services Acquired	Provision of Licensed Software, plus configuration services, and maintenance and support services for a Laboratory Information Management System (LIMS).
	Total value of contract \$4,712,000 (Excluding GST, over maximum 20 year term)
Associated with Tender	Forensic Laboratory Information Management System (AGD020663)
Procurement Process	Public Tender
Total inc GST	\$4,712,000.00
Execution Date	15 Jan 2013
Starting Date	26 Feb 2013
Completion Date	15 Jan 2033
Freedom of Information Officer	Willy Chapman
	client@nodomain.com.au
	Office: +61 (08) 8207 1972
Contract Attachments	ABN&apos;s Missing 1

Contractors

- 1 [LabWare Australia Pty Ltd](#)
 - Warren Jones
 - client@nodomain.com.au
 - Office: +61 (03) 94907700
 - Mobile: +61 400 215 990

Created: 15 Jan 2013, 12:00 am Modified: 1 Aug 2024, 4:53 pm

6.6.2 Contract Search Registry

Search Results

Export to XLSX file

Reference #	Contract Title	Start Date	Expiry Date	Total Cost	
SAH1001	Panel for housing SA	13 Nov 2023	18 Nov 2023	\$ 529,000.00	...
SAH1010	Portfolio and Project Management System	13 Nov 2023	18 Nov 2023		<div style="border: 1px solid #ccc; padding: 5px; font-size: small;"> SAH1001 View Edit Archive Create Tender Delete </div>
URA053592	Innovation House & Endeavour House Cleaning & Hygiene Services (PAR5186)	1 Nov 2023	31 Oct 2025		
GISA-2022-P001-UrbTrees	Urban Seasonal Tree Planting Services Panel	11 Oct 2023	14 Feb 2024		
AGD/JSF/08082023	Counselling Services for Victims of Crime	1 Oct 2023	30 June 2030		
SAH1180	Supply of Pharmacy Services (Flinders and Upper North)	1 Oct 2023	30 Sept 2026	\$ 5,600,000.00	...

6.7 Deleting a Contract

Contracts can be deleted either from the Buyer Dashboard or the Contract Registry Search page. To delete the contract, click the context menu followed by the **Delete** option.

6.7.1 Contract Search Registry

Search Results ?

[Export to XLSX file](#)

Contract Number	Contract Title	Lead Agency	Type of Contract	Status	Execution Date	Expiry Date	Amount	Suppliers
UXJ-9936	The Provision of Reusable Facility Services	New Zealand Treasury	Contract	Current	31 July 2023	5 Sept 2024	\$ 191,982.00	<ul style="list-style-type: none"> New Zealand
ECSC-01	Supply of rations (AoG)	Environment Canterbury	Contract	Expired	14 July 2023	24 Nov 2023	\$ 100,000.00	<ul style="list-style-type: none"> UXJ-9936 View Edit Create New Contract Create Tender Create Forward Plan Delete
RFX 001	10 Laptops	Ministry of Business, Innovation and Employment	Contract	Current	27 June 2023	31 Aug 2024	\$ 20,000.00	
27528176	ROI - Future Air Mobility Simulator Sustainment	New Zealand Treasury	Contract	Expired	13 July 2023	15 July 2023	\$ 14,894,518.00	
27551795	RFP - Integrated Safety Response (ISR) to Family Violence, Canterbury	New Zealand Treasury	Contract	Expired	31 July 2023	25 Oct 2023	\$ 150,000.00	
BLQ5436	Brick Laying Quotation	Auckland Aquatics & Marine	Contract	Expired	11 July 2023	21 Oct 2023	\$ 655,300.00	<ul style="list-style-type: none"> Auckland Bricks & Mortar



7. SITE MANAGEMENT

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

Role of Business Systems Service Desk

The Business Systems Service Desk 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.

Business Systems Service Desk 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 8372 7502 option 5 option 5

Email: satendersandcontracts@sa.gov.au