

OFFICIAL

SA TENDERS & CONTRACTS SUPPLIER USER GUIDE

www.tenders.sa.gov.au

Tuesday, 7 April 2026

Version: 7.5.3

OFFICIAL



Government of South Australia
Department of Treasury
and Finance

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1. INTRODUCTION

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

This guide is intended to:

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





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

2. ACCESSING SA TENDERS AND CONTRACTS

2.1 Browser Requirements

2.1.1 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			

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

2.2 Site Navigation

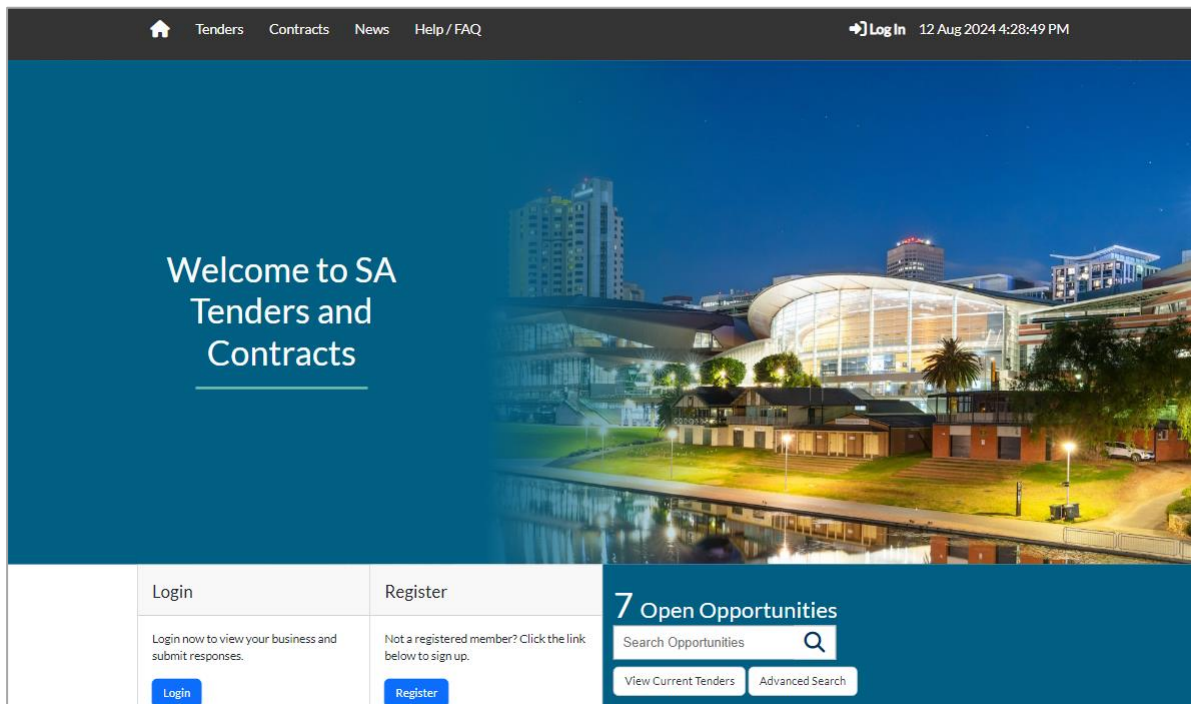
2.2.1 Home Page

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 categorised into general site functions, account functionality and additional links.

2.2.2 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 additional 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.

2.2.3 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.

2.2.4 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.

2.3 Account Register

2.3.1 Navigating to Supplier Registration

Click on the **Log In** button that is on the right-hand side of the navigation bar.



Once the login page has loaded select the **Supplier Login** tab, followed by the **Sign-Up** link

 A screenshot of the 'Supplier Login' page. At the top, there are two tabs: 'Supplier Login' (active, dark blue) and 'Agency Login' (grey). Below the tabs is the South Australia logo. The form contains a 'Username' field with a person icon, a 'Password' field with a lock icon and a toggle eye icon, a 'Sign Up' link, a 'Forgot your password?' link, a blue 'Sign in' button, an 'OR' separator, and a 'Sign in with Consolidated Tenders' button with a blue icon.


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

- To proceed the registration process, you must choose to either **Agree** or **Disagree** with the Terms & Conditions.
- If you **Disagree**, you will be redirected to the **Home Page**. If you do not accept the Terms and Conditions, you should not use the Tenders & Contracts website.
- Click **I Agree** to view **Privacy Statement**.
- Click **I Agree again to proceed**. The **Register a New Supplier** page will then be displayed.

2.3.2 Registration Form

During registration, a business is created with one member and one business office. While individuals interact with the Tenders & Contracts system, they do so on behalf of their business. Business membership is used throughout the site.

Home Tenders Contracts News Help / FAQ Log In 12 Aug 2024 4:31:46 PM



Register New Supplier ?

This page is used to register your business with SA Tenders & Contracts. You are urged to read the detailed help before proceeding. Note that SA Tenders & Contracts will not process multiple registrations of the same business. If you have forgotten your password, rather retrieve it using the "Retrieve Password" service.

Business Information

Legal Name*

Business Name*

ABN

Number Of Employees*

Address*

City*

State/Province*

Zip/Postcode*

Country*

Products/Services ?

Check All Categories

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

Contact Information

First Name*

Last Name*

Position

User Name*

Email Address*

Number

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To register as a new user, complete all mandatory fields at a minimum.

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

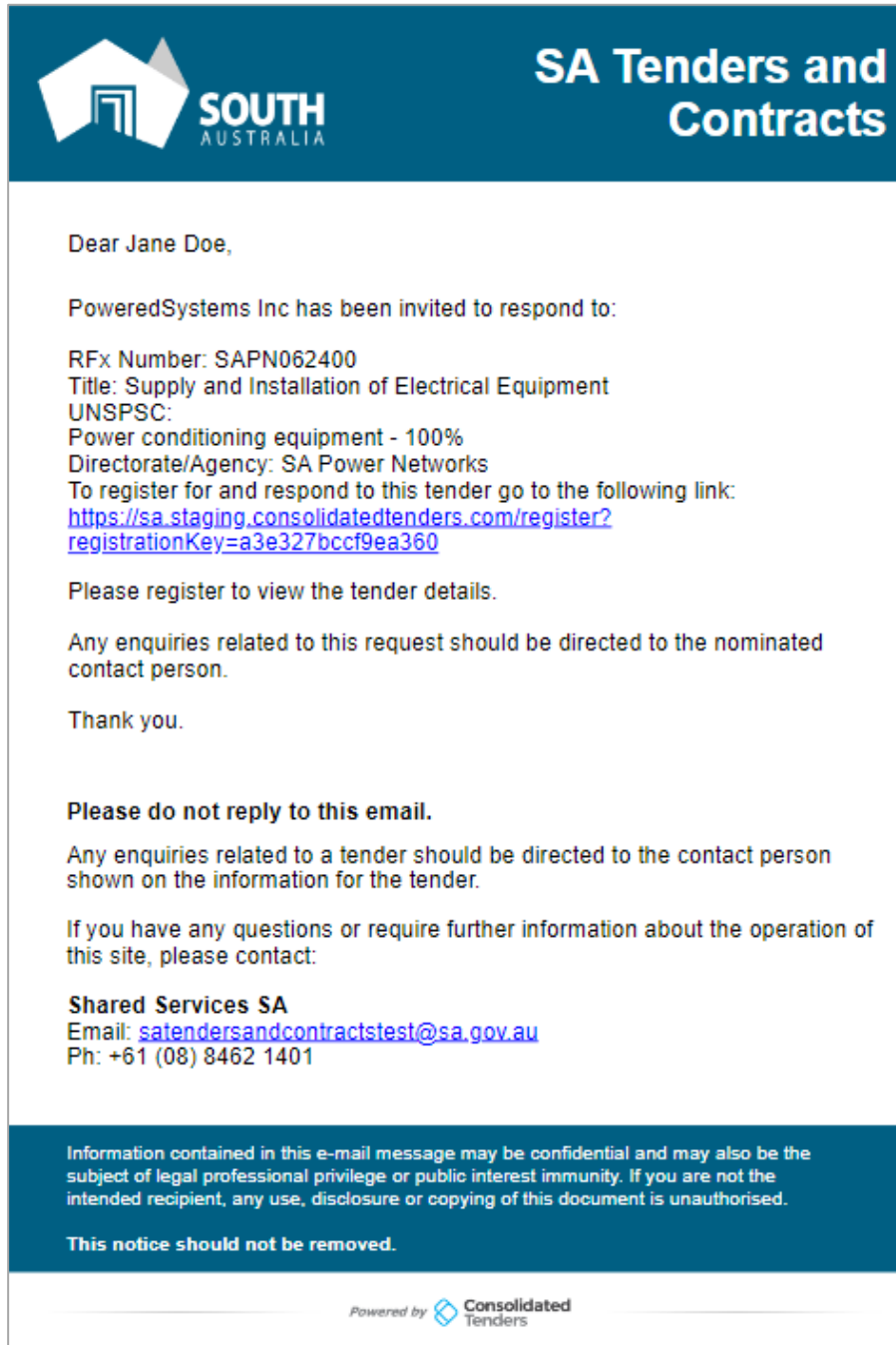
On completion of the registration process, a system-generated password will be emailed to the user, with a confirmation of the registration. After logging in with this temporary password, the user will be prompted to change it to a secure password of their choice.

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2.3.3 Unregistered Supplier Invited to a Tender

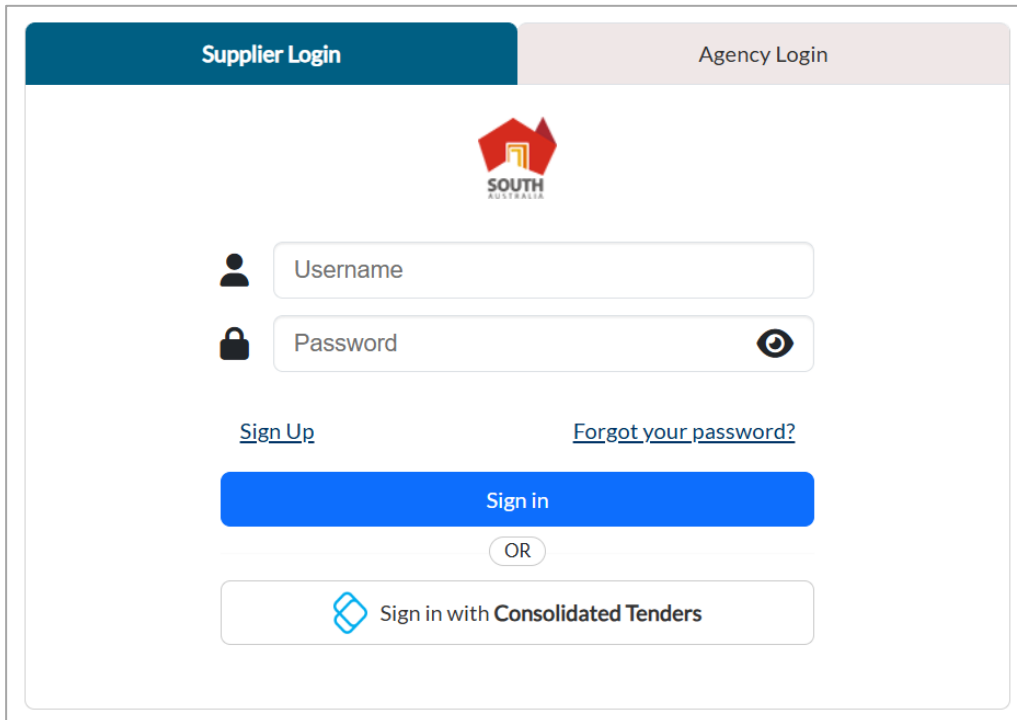
When an unregistered supplier has been added to a selective tender, an email will be sent to the selected email address with instructions to register an account and access the tender.



To register the account with the SA Tenders and Contracts system and gain access to the selective tender, click on the first link in the email and follow the instructions on the Supplier Registration form. Note that instead of accepting the terms and conditions before you register your account, you will be prompted to accept them upon your first sign-in.

2.4 Account Login

Use the steps from the [Account Register](#) section to navigate to the login page. Instead of clicking the **Sign-Up** link, log in using valid credentials for a supplier account.



The screenshot shows the 'Supplier Login' page. At the top, there are two tabs: 'Supplier Login' (active) and 'Agency Login'. Below the tabs is the South Australia logo. The login form consists of a 'Username' field with a person icon, a 'Password' field with a lock icon and a toggle eye icon, a 'Sign Up' link, and a 'Forgot your password?' link. A blue 'Sign in' button is positioned below the links. Below the button is an 'OR' separator, and at the bottom is a 'Sign in with Consolidated Tenders' button featuring a blue icon.

Entering valid account credentials into the login form, will log the user into the system.

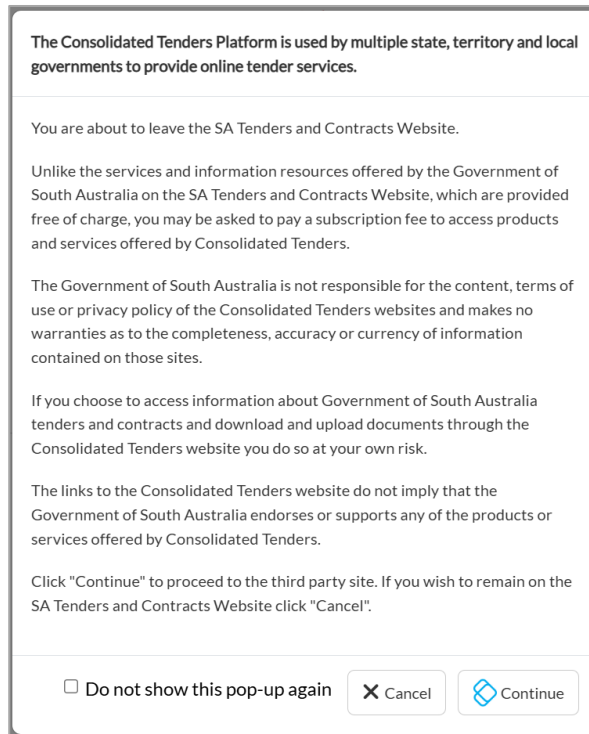
2.4.1 Sign in with Username and Password

Enter valid account credentials for a supplier account that was created on the SA Tenders and Contracts website and click the **Sign In** button below the login form.

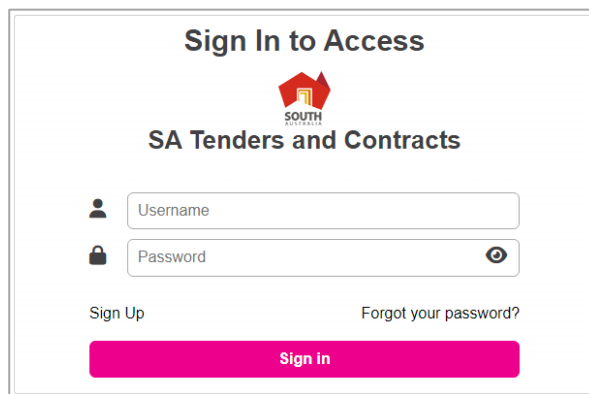
2.4.2 Sign in with Consolidated Tenders

When signing in with a Consolidated Tender Premium account, select the **Sign in with Consolidated Tenders** button.

Please note that a pop-up may appear if you have not previously acknowledged that Consolidated Tenders is related to, and integrates with, tenants but still operates as a third-party site.




Clicking the **Continue** button will take you to the sign-in page for Consolidated Tenders. **Important:** This page does not accept login credentials for non-premium supplier accounts.



2.4.3 Forgot your password?

If you have forgotten your password and are not currently logged in on any device, click the Forgot your Password link below the login form. Then, enter the email address associated with the account you are trying to access.

Resetting the password will send a link to the provided email address (granted that the account exists) to reset the accounts password.


Reset Password

Use this page to retrieve your password if it has been lost. You must enter exactly the same first name, last name and email address that correponds to your existing user details.

Email Address *

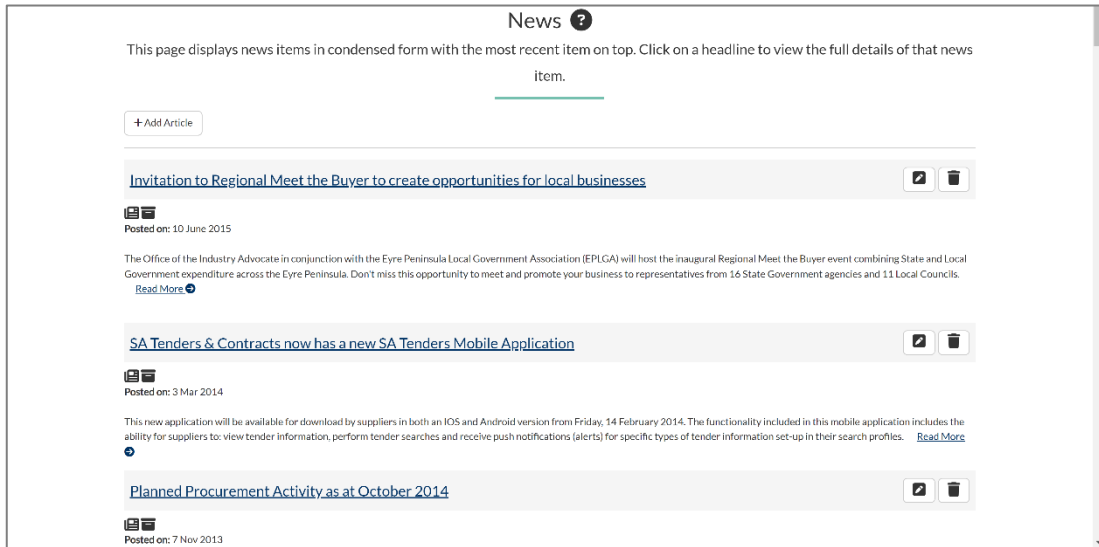
2.4.4 Forgot your username?

If you have forgotten your username, please contact the SA Tenders and Contracts help desk to begin the username recovery process.

3. IMPORTANT LINKS

3.1 News

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



The News section displays items in a condensed format, with the most recent items on top. Up to two of these items may also be featured on the home page. Click on a headline to view the full details of the news item.



3.2 FAQ

The FAQ page provides a list of popular topics that are commonly of interest to most end users and is frequently updated based on incoming support requests. FAQs are displayed as an indexed list at the top of the page with anchor links to the question-and-answer further down on the same page.

Frequently Asked Questions

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

What is this site? ^

This website provides a consolidated list of public sector tendering and bidding opportunities on one convenient website. The site also offers secure electronic lodgement of responses to selected tenders.

Who do I contact for help with the SA Tenders Mobile Application? v

What is a Future Tender? v

How do I obtain a list of who has collected or downloaded tender documents? v

If you do not find an answer here, use the request support feature. For queries related to a specific tender, please contact the designated person listed for that tender.

3.3 Getting Help on a Webpage

The Help function is an on-line directory of terms and definitions designed to assist users in understanding and using the SA Tenders & Contracts system. It is always accessible via the Help button located on the menu bar.

To access specific information for a particular page, click the Detailed Help link (? icon) at the top of the page. A new window will open displaying the help topic related to the page you are viewing. For help with specific sections of any page, click the detailed help (?) icon within each section.

3.4 Requesting Support from Help Desk

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

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

If you are not logged into the SA Tenders & Contracts website, you will be required to provide the following information:

- Your Name so that correspondence can be addressed to you
- Your Email address so that correspondence is returned by email
- Your Phone Number
- A request to log in if you have a valid account and you can do so
- A description of the problem or feedback in the Problem Description field.

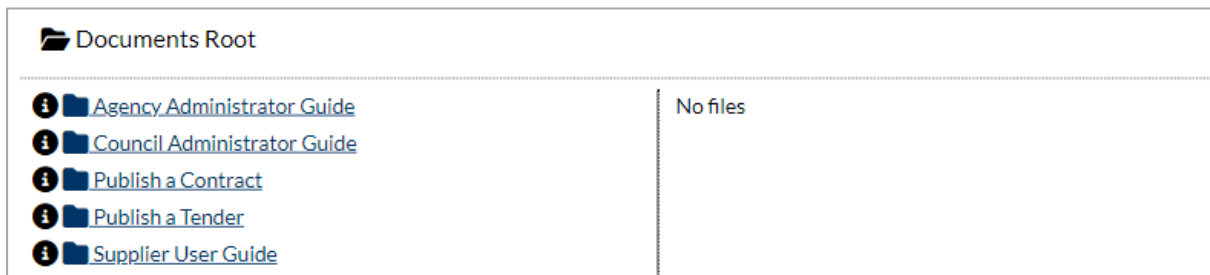
After providing this information, you need to click the **Send Support Request** button. The URL (website address) at the time you select the **Request Support** option is recorded, as this information is helpful when the helpdesk is addressing the support request. When signed in and requesting support,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

Support requests are directed to the system administrator, with responses typically sent via email. However, the administrator may contact you by phone to clarify the issue if necessary. Registered users can submit a support request by:

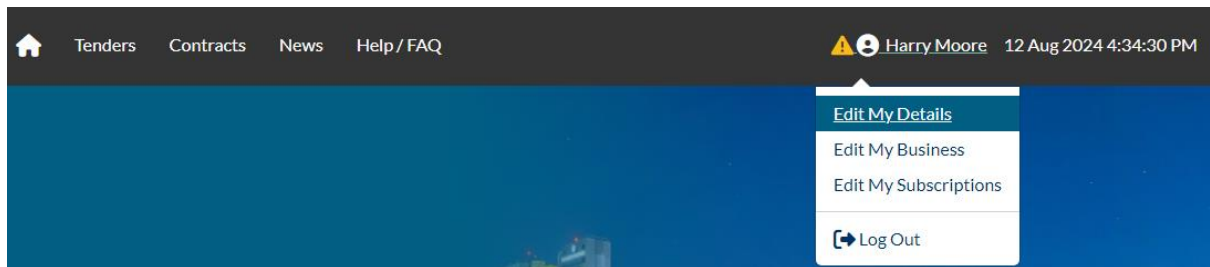
- Typing a description of the problem or feedback in the **Problem Description** field.
- Clicking the **Send Support Request** button.

3.5 Document Library

The Document Library allows tenants to upload publicly available documents into organized folders, providing helpful resources to those seeking assistance or curious about how site features work.



4. EDIT MY DETAILS



4.1 Personal Information

This section is used to manage crucial personal information associated with the account:

First Name	This is used for reference purposes and in correspondence by post and email.
Last Name	This is used for reference purposes.
Position	The title is a useful reference when trying to identify the appropriate person in your business.
Username	The username you choose when first registering with the site. Please note that usernames cannot be changed. If you wish to request a change, contact the Business System Service Desk.
Password	This link takes you to a page where you can change your password. You will need to enter your current password to proceed.
Save Changes	Select this button at the bottom of the page to save your changes. If you do not, your changes will be discarded.

4.2 Email Addresses

The SA Tenders and Contracts website allows multiple email addresses to be associated with a user's account. All associated email addresses will receive notifications about release/updates of tenders, confirmations of tender submissions, and other important information.

Although users are only required to provide one email address, adding multiple email addresses is strongly encouraged for the following reasons:

- **Increased reliability:** Using more than one email address improves the chances of receiving important messages promptly, even if one email service is temporarily unavailable.
- **Group accessibility:** Shared or group email addresses allow emails to be received by multiple people. This ensures that if someone is unexpectedly away from the office, others in the group will receive the email.

4.2.1 Adding an Email Address

Using the image provided under [Edit My Details](#) as a reference for the following steps.

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

If the details have been successfully modified, a confirmation screen will appear.

4.2.2 Updating an Email Address

Using the image provided under [Edit My Details](#) as a reference for the following steps.

- Select and modify the text inside the email address field you wish to update.
- Click the **Save Changes** button at the bottom of the page.

4.2.3 Removing an Email Address

Click the **Delete** icon (trash can) next to the email address that you wish to remove. Please note that there is no confirmation prompt when deleting email address, so reload the page before saving changes to re-display the "deleted" email address.



When using the **Add, Modify or Remove** functions, you must click the **Save Changes** button at the bottom of the page once you are finished, to commit these changes to your account. Otherwise, the changes will be discarded if the button is not clicked.

4.3 Phone Numbers

The SA Tenders and Contract website can store multiple phone numbers for a user's account. Any of the associated phone numbers on a user's account may be used by Consolidated Tenders and Tenancies to request more information regarding a lodged support request.

Although users are only required to provide one phone number, adding multiple numbers is strongly encouraged for the following reasons:

- **Increased availability:** Providing more than one number improves the chances of receiving calls promptly. If one service is temporarily unavailable, alternate numbers increase the likelihood of timely contact.
- **Shared office numbers:** Listing a shared or office phone number allows other staff members to receive support-related calls on behalf of the intended recipient. This is particularly useful if the primary contact is unexpectedly unavailable, helping to ensure support issues can still be addressed efficiently.

4.3.1 Adding a Phone Number

Using the image provided under [Edit My Details](#) as a reference for the following steps.

- Click the **+ Add Phone** button.
- Select from the first dropdown of Home, Office, Fax, Mobile etc.
- Select the country code.
- Enter your phone number in the blank text field.
- Click the **Save Changes** button at the bottom of the page.

If the details have been successfully modified, a confirmation screen will appear.

4.3.2 Updating a Phone Number

Using the image provided under [Edit My Details](#) as a reference for the following steps.

- Select and edit the text/dropdowns for the phone number you wish to modify.
- Click the **Save Changes** button at the bottom of the page.

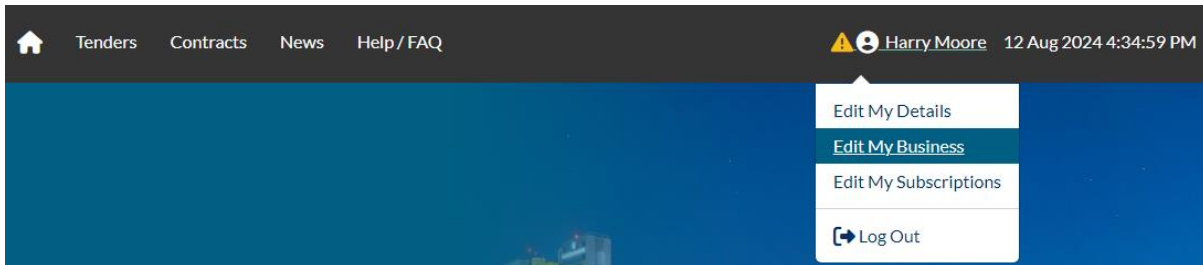
4.3.3 Removing a Phone Number

Click the **Delete** icon (trash can) next to the phone number you wish to remove. Please note that at least one phone number must remain and there is no confirmation when deleting phone numbers, so reload the page before saving changes to re-display the "deleted" phone number.



When using the **Add**, **Modify** or **Remove** functions, you must click the **Save Changes** button at the bottom of the page once you are finished, to commit these changes to your account. Otherwise, the changes will be discarded if the button is not clicked.

5. EDIT MY BUSINESS



5.1 General Tab

5.1.1 Business Information

Business Information ?

Legal Name *

Display Name *

Business Identifications

Type	Code	Status	Actions
ABN	82090378751	⚠	
ACN	485123546		

Number Of Employees *

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

Legal Name This is the name used by the system to verify business ownership

Display name This is used by the system when displaying the name of the business on the website

Business Identifications The business number is representative of an agency or business and can be an ABN, ACN or NZBN. This is to ensure that the entered business information matches official government business records.

Number of Employees The number of employees is indicative of the operational capacity.

Receive Category Alerts The link redirects to the **Edit my Subscriptions** page.

5.1.2 Products/Services

This section allows suppliers to select which UNSPSC categories they wish to receive email

notifications for when a new tender is opened. After making any changes on the General tab, click the **Save Changes** button to apply them.

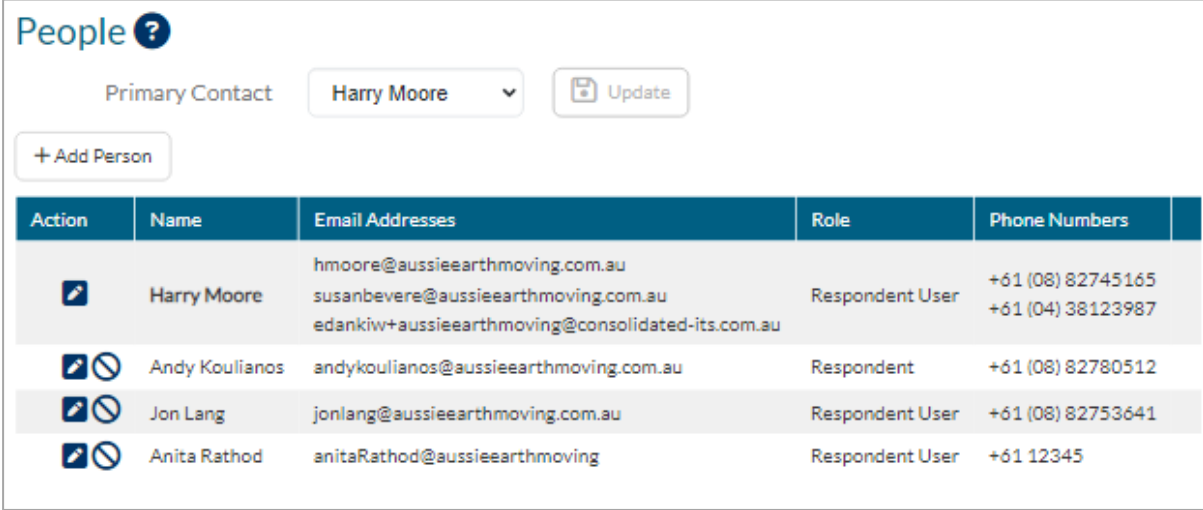
Products/Services ?

Find Categories 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

5.2 People Tab

When a new user registers on the SA Tenders and Contracts website, an associated business is automatically created with one office and one member. Please note that all actions performed by users on the site are carried out on behalf of their business. Additional users and offices can be added to the business for their respective roles. A business can have multiple offices and members. Therefore, it is important that all users within your business are added as members of the existing business on this page, rather than re-registering each user.



The screenshot shows the 'People' tab interface. At the top, there is a 'Primary Contact' dropdown menu set to 'Harry Moore' and an 'Update' button. Below this is a '+ Add Person' button. The main part of the interface is a table with the following columns: Action, Name, Email Addresses, Role, and Phone Numbers.

Action	Name	Email Addresses	Role	Phone Numbers
	Harry Moore	hmoore@aussieearthmoving.com.au susanbevere@aussieearthmoving.com.au edankiw+aussieearthmoving@consolidated-its.com.au	Respondent User	+61 (08) 82745165 +61 (04) 38123987
	Andy Koulianos	andykoulianos@aussieearthmoving.com.au	Respondent	+61 (08) 82780512
	Jon Lang	jonlang@aussieearthmoving.com.au	Respondent User	+61 (08) 82753641
	Anita Rathod	anitaRathod@aussieearthmoving	Respondent User	+61 12345

5.2.1 Adding a Person to the Business

Using the image provided under [People Tab](#) as a reference for the following steps.

- Click the **+ Add Person** button.
- Enter your details following the same format as the regular [supplier registration form](#).
- Provide a unique Username, Email Address and Phone Number.
- Click the **Save Changes** button at the bottom of the page.

5.2.2 Modifying the details of a Person on a Business

Using the image provided under [People Tab](#) as a reference for the following steps.

- Select and edit the text inside the fields you wish to modify.
- Click the **Save Changes** button at the bottom of the page.

5.2.3 Removing a Person from a Business

Click the **Delete** icon (trash can) next to the person you wish to remove. Please note that a person cannot be deleted if they are the primary contact or only person on a business.



When using the **Add**, **Modify** or **Remove** functions, users must click **Save Changes** or **Update** button at the bottom of the page to commit changes to your account. Otherwise, the changes will be discarded if the button is not clicked.

5.2.4 Setting Primary Contact

The screenshot shows a user interface for managing business contacts. At the top left, the word 'People' is displayed with a question mark icon. Below it, the label 'Primary Contact' is followed by a dropdown menu currently showing 'Harry Moore'. To the right of the dropdown is an 'Update' button with a refresh icon. Below the dropdown, a list of names is visible: 'Harry Moore', 'Andy Koulianos', 'Jon Lang', and 'Anita Rathod'. On the left side of the interface, there is a '+ Add Person' button.

Click the dropdown next to the **Primary Contact** label and select the user you want to designate as the primary contact for the business. Please note that the primary contact will not be updated unless you click the **Update** button.

5.3 Locations Tab

Businesses often have more than one location, could be an office/warehouse/distribution centre etc. As such, the SA Tenders and Contracts website supports multiple locations to accommodate these business requirements. By default, the location provided during supplier registration is selected as the Head Office for that business but can be changed after adding more locations.

Action	Name and Address	Phone Numbers
	Head Office 82 East Tce, Adelaide	+61 (08) 82651354

5.3.1 Adding an Office

Using the image provided under [Locations / Offices](#) as reference for the following steps. To register a new office for your business, click on the **Add Office** button. This will open the **Creating New Office** details form for the new office. Enter the details as directed in the following sections.

General Details ?

Name *

Phone Numbers ?

+ Add Phone

Office +61 08

Addresses ?

+ Add Address

Create New Office

General Details

The general details of the office include the:

Name	The name of the office should be both descriptive and a common name, for example Adelaide Office tells all that involves the office is in Adelaide.
-------------	---

Phone Numbers

The SA Tenders and Contracts website can store multiple phone numbers for each office location and outlines relevant contact methods related to the business and not individuals, e.g. company number, fax number etc. See the section on [Phone Numbers](#) as the steps and requirements are identical.

Addresses

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

Adding an Address

Using the image provided under [Locations Tab](#) as reference for the following steps.

- Click the **+ Add Address** button in the Offices section.
- Enter the Address (Line 1 and Line 2), City, State / Province, Country, Zip / Post Code and checkboxes for either Postal Address, Physical Address, or both.
- Click the **Save Changes** button at the bottom of the pop-up.

	Address	Physical	Postal	
	82 East Tce, Adelaide, South Australia, 5000, Australia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

The new address will appear with the Edit this Address and Delete this Address icons next to the name. It will also display whether the address is a postal or physical address or both.

Updating an Address

Using the image provided under [Adding an Address](#) as reference for the following steps.

- Click the edit button (pencil icon).
- Select and modify the text inside the fields you wish to modify.
- Click the **Save Changes** button at the bottom of the pop-up.

Removing an Address

Using the image provided under [Adding an Address](#) as reference for the following steps. Click the **Delete this Address** button (the trash can) next to the address you wish to remove. Please note that one address must remain and there is no confirmation when removing phone numbers, so reload the page before saving changes to re-display the “deleted” email address.



When using the **Add, Modify or Remove** functions, you must press the **Save Changes** button at the bottom of the page, once you are finished, to commit these changes to your account. Changes will otherwise be discarded if the button is not pressed.

5.3.2 Updating an Office

Using the image provided under [Locations Tab](#) as reference for the following steps.

- Click the edit button (pencil icon).
- Select and modify the text inside the fields you wish to modify.
- Click the **Save Changes** button at the bottom of the pop-up.

5.3.3 Removing an Office

Using the image provided under [Locations Tab](#) as reference for the following steps.

Click the **Delete this Office** button (the trash can) next to the office you wish to remove. Please note that one address must remain, and the selected head office cannot be removed from the system.



When using the **Add, Modify or Remove** functions, you must press the **Save Changes** button at the bottom of the page, once you are finished, to commit these changes to your account. Changes will otherwise be discarded if the button is not pressed.

5.4 Sub-Businesses Tab

Suppliers can create sub-businesses that correspond to a managed company within the parent supplier business, this would often be the case when the companies already manage their own tender responses and business units/operations.

5.4.1 Adding a sub-business

Under the Sub-Businesses tab click on the **+ Add Sub-Business** button.



5.4.2 Editing a sub-business

Clicking the edit action (pencil icon) will show the page for editing the business profile for that business, as such, see the previous section on the Business Profile and modify them as required.

5.4.3 Deleting a sub-business

Click the delete action (trash can icon) and follow the instructions provided in the pop-up.

Business Deactivation ×

By deactivating this business, all users under this business and its sub-businesses will no longer be able to log in or receive email alerts. All information will be retained for audit purposes.

Please enter the word 'delete' to confirm the deactivation.

× No
Deactivate

5.5 Contracts Tab

The **Contracts** tab has two sections for differentiating between the current/historic contract types, with both sections displaying contracts where the relevant supplier has been selected as a contractor.

The upper section is for all contracts that are current (expiry date in the future) and displays information such as the; contract number, name, description, primary agency, awarded date and the expired date.

Panels & Contracts

Current Contracts

[DEV061517 - Disbursement of Water on Native Crops](#)

Primary Agency - Office of Northern Water Delivery
Awarded on: 19 Mar 2019

Provision of water disbursement services for native crops, including installation and maintenance of irrigation systems in compliance with environmental standards.

[DEV061518 - Installation of Solar-Powered Water Pumps](#)

Primary Agency - Office of Northern Water Delivery
Awarded on: 22 Apr 2020

Installation and maintenance of solar-powered water pumps to improve water distribution efficiency in rural areas.

[DEV061519 - Enhancement of Water Storage Facilities](#)

Primary Agency - Office of Northern Water Delivery
Awarded on: 15 Jun 2021

Upgrading and expanding water storage facilities to ensure adequate supply during peak demand periods.

[DEV061520 - Development of Automated Irrigation Systems](#)

Primary Agency - Office of Northern Water Delivery
Awarded on: 30 Sep 2021

Design and implementation of automated irrigation systems for efficient water use in agricultural fields.

[DEV061521 - Assessment of Water Quality for Agricultural Use](#)

Primary Agency - Office of Northern Water Delivery
Awarded on: 12 Dec 2021

Comprehensive assessment of water quality to ensure suitability for agricultural applications.

[DEV061522 - Rehabilitation of Water Distribution Networks](#)

Primary Agency - Office of Northern Water Delivery
Awarded on: 25 Feb 2022

Rehabilitation and modernization of existing water distribution networks to improve reliability and efficiency.

The lower section is for all contracts that are expired (expiry date in the past) and displays more limited information for the contract number, contract title, primary agency, awarded date and the expiry date.

Historical Panels and Contracts

Reference #	Contract Title	Agency	Awarded Date	Expiry Date
DEV061517	Disbursement of Water on Native Crops	Office of Northern Water Delivery	19 Mar 2019	19 Mar 2022
DEV061518	Installation of Solar-Powered Water Pumps	Office of Northern Water Delivery	22 Apr 2020	22 Apr 2023
DEV061519	Enhancement of Water Storage Facilities	Office of Northern Water Delivery	15 Jun 2021	15 Jun 2024
DEV061520	Development of Automated Irrigation Systems	Office of Northern Water Delivery	30 Sep 2021	30 Sep 2024
DEV061521	Assessment of Water Quality for Agricultural Use	Office of Northern Water Delivery	12 Dec 2021	12 Dec 2024

5.6 Extended Profile Tabs

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

Overview	Social Media	Capabilities	Assets	Insurances	Licences	Accreditations	Awards	Projects	Rate Card	Cybersecurity
----------	--------------	--------------	--------	------------	----------	----------------	--------	----------	-----------	---------------

Overview	Insurances	Projects
Social Media	Licences	Rate Card
Capabilities	Accreditations	Cybersecurity
Assets	Awards	

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

For information on how to use these tabs, refer to the Consolidated Tenders user guides. <https://www.consolidatedtenders.com/userGuides>.

6. EDIT EMAIL NOTIFICATION SUBSCRIPTIONS

The SA Tenders and Contracts website allows for the use of customizable business conditions to send daily/weekly emails, notifying users of new tenders matching on saved searches, UNSPSC business categories. Alternatively, using tender actions such as specification document download, tender response, or selective respondents etc. to send emails of changes made to the tender.

Users can control whether they receive notifications or not by clicking on the username in the top-right corner of the page followed by the **Edit My Subscriptions** option. Change the notification settings as desired using the **On / Off** button next to the relevant RFX to control whether you receive emails from the SA Tenders and Contracts website.

Tender Updates ?
Hide Closed Tenders

Code & Status	Details	Date	Tender Updates
CWT062049 Closed	EOI for corporate sponsorship of Local Government Information Technology in South Australia @ Issued by: City of West Torrens Category: Information Technology Broadcasting and Telecommunications	Closed 29 Mar, 2024	On

Return to top

Tender Releases ?

Profile	Alert
Business Categories - [Manage]	On
Construction - 72000000	On
Construction	On
PPE supplier	On
Construction	On

Other

Item	Action
Third Party Marketing Emails (e.g. Consolidated Tenders, Veroguard, etc.)	Off

7. WORKING WITH TENDERS

7.1 Tender Search

Search Criteria ?

Keywords

Tender Code

Tender State ▼

Tender Type ▼

Category Q

Issued By ▼

Opening Date From

This Week (Monday - Sunday)

Closing Date From

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

7.2 Extended Tender Details

The tender details page shows all relevant information that is related to the intended outcome outlined by the issuing agency. The content on the page is split into compartmentalized sections to break down each type of information into digestible chunks.

For example, the first section includes general information such as the tender title, code, any related contract numbers, UNSPSC categories and prequalification codes. This allows suppliers to quickly glance at brief information and decide if the tender is relevant to their business capabilities.

To remove unnecessary information from the page, each tender will only display those sections that are relevant to the tender. For example, if a tender does not have a briefing session, then the briefing section will not appear. Likewise, in the documents section if no documents were uploaded, the **Specification Documents** section is not displayed.

EOI for corporate sponsorship of Local Government Information Technology in South Australia

Issued By City of West Torrens

Advanced Tender Notice

Tender State	Closed
Tender Code	CWT062049
Contract Number	LGITSA001
Opening Date:	4:30 pm 21 April 2021
Category	Information Technology Broadcasting and Telecommunications
Region(s)	South Australia

Enquiries

<p> Norm Biggs</p> <p> Office: +61 (08) 84166204</p> <p> client@nodomain.com.au</p>	<p> Andy Aardvark</p> <p> Office: +61 (08) 82706359</p> <p> cwenzel.357860@mortonblacketer.com.au.invalid357860</p>
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Description

The Local Government Information Technology of South Australia (LGIT) is seeking expressions of interest to enter into arrangements with multiple suppliers to provide sponsorship of the LGIT.

The objective of this EOI is to provide potential sponsors sufficient information to consider and for them to provide an EOI response outlining the level of sponsorship they are willing to provide to the LGIT.

7.2.1 General Information

Information fields that are compulsory or commonly used by many issuing agencies.

Title	A brief description of the requirement.
Issuing Agency	The organization seeking offers from the marketplace.
Type of Tender	The procurement method used to approach the market (Request for Tender, Expression of Interest, Advanced Tender Notice, etc.).

Tender State	The current state of the tender. Tenders start in the open state, then progress through to closed and finally end up as awarded.
Tender Code	The system generated code so the tender can be easily identified and searched for on the Tenders & Contracts website. This code is unique and used as a reference to the tender on other pages, in emails, etc.
Contract Number	This is the issuing agency's reference number for the tender.
Category	This is the classification of the tender according to the United Nations Standard Product & Service Code (UNSPSC). The UNSPSC 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 tender by category enables similar tenders to be listed together.
Prequalification	Pre-qualification codes are used to indicate to potential Suppliers that they must be qualified to the selected qualification to lodge a response to the tender. For specific information on the prequalification, contact the contact person for that tender.

7.2.2 Enquiries

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

7.2.3 Description

The tender description is a summary of information or a brief overview of the requirements of the tender. The description is normally sufficient for a potential Supplier to determine whether the tender is something that they should consider responding to.

7.2.4 Specification Documents

Tenders are associated with one or more documents. These documents can include General Tender information including the lodgement process, Functional and Technical specifications, drawings, plans, draft contracts, and pro-forma documents for tender submission.

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

Specification Documents ?

[Download Now](#)

Name	Ver.	Size in bytes	Availability
[ADMIN] Terms of Response	1 (4 Sept 2023)	35 KB	Available by Download
[ADMIN] Administration Fee	1 (4 Sept 2023)	35 KB	Available by Download

Electronic Download

Most specification documents will be uploaded as digital documents; these can be downloaded by clicking the name/download icon of the document you want to download. E.g. see contract attachments in the above image.

In-person Collection

Agencies have the option to make a specification document available to be collected by a supplier at a physical location of the issuing agency. Suppliers can make a collection request, which notifies the issuing agency to prepare the documents ready for collection. Once prepared, the issuing agency will notify the supplier via email that the documents are ready to be collected.

Postal Delivery

Hardcopy documents can be posted by the agency that issues the tender to a physical address of the requesting supplier.

Document Properties

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

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.
Description	Should this tender include multiple files and formats, it is recommended that the relationship or content of each file be communicated in the Description field.
Revision	The version number is important, as this is used to determine if Suppliers have current versions of the document. It is also used by the system to dispatch automated email notifications to Suppliers informing them that the document has been updated.
Collection Availability	This option indicates that a hard copy of the tender document is available for collection at the issuing agency. If there are any 'collectable' documents, then the collection point is specified. The collection time might also be specified.
Post Option	This option indicates that Suppliers can order the tender documents for postal delivery.

7.2.5 Methods to obtain Specification Documents

Specification Documents can be obtained using a variety of methods, one using online services and another two for hardcopy documents. When there are no documents that can be collected or posted, the relevant buttons on the tender details page will not be visible.

Specification Documents ?

[Download Now](#)

Name	Ver.	Size in bytes	Availability
[ADMIN] Terms of Response	1 (4 Sept 2023)	35 KB	Available by Download
[ADMIN] Administration Fee	1 (4 Sept 2023)	35 KB	Available by Download

7.2.6 Responses

Responses ?

Tender closes at 3:30 pm 9 May 2024

[Click here to submit an electronic response](#)

Or

Submit your response in hardcopy to **SA Power Networks - GPO Box 77**

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

7.2.7 Briefings

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

Location	Tender briefings can be held at any of the agency offices, or an alternative venue.
Date & Time	Date and time of the briefing.
Mandatory	Attendance at the briefing is a condition of responding to the tender.
Special Instructions/Notes	Additional information regarding the briefing, for example, preparation details, transport arrangements, etc.

7.2.8 Results

If the tender has been awarded, and an associated contract has been created. A direct link to the contract is accessible from the tender details page. Clicking the link will redirect to the relevant contract's details page.

7.2.9 Subscription

The subscription button indicated to the system on a per-tender basis of whether the supplier would like to receive notification emails about the selected tender. Setting this to off will restrict emails sent to the businesses nominated email address for each supplier.

7.3 Finding a Tender

7.3.1 Current Tenders

The current tenders page displays a condensed view of all tenders which have the **Open** status and can be responded to. This includes both public tenders and any selective tenders to which your company has been invited to respond to. Selective tenders will only show up if your company is selected as a respondent and you are signed in as a registered user of that company.

Current Tenders can access through search, or by selecting the **Current** option from the **Tenders** menu item in the top navigation bar

Additionally, tenders that have been opened recently can be easily searched for by selecting the **New this Week** option from the **Tenders** menu item in the top navigation bar.

UNSPSC

Currently showing All results. Please select a group from the summary panel on the left hand side.

If you cannot find your tender, please use the keywords field on the form [below](#)

Export to XLSX file

Code & Status	Details	Date
YPC062351 Open	Bitumen Sealing Rehabilitation Program 2023-2024 Issued by: Yorke Peninsula Council Category: Bitumen	Closing 23 Sept, 2025
RCMB062350 Open	8-2023 Low Wharf and Associated Infrastructure Services to Heritage Wharf Issued by: Rural City of Murray Bridge Category 1: Building and Facility Construction and Maintenance Services - 50% Category 2: Land and Buildings and Structures and Thoroughfares - 50%	Closing 23 Sept, 2025
DCLEP062349 Open	Provision of Planning Consultancy Services Issued by: District Council of Lower Eyre Peninsula Category: Planning systems	Closing 23 Sept, 2025

7.3.2 E-Lodgement Tenders

The E-Lodgement tenders page displays a condensed view of all tenders which have the **Open** status and accept **Electronic Responses**. Tenders can access through search, or by selecting the **E-Lodgement** option from the **Tenders** menu item in the top navigation bar.

7.3.3 Future Tenders

The future tenders page displays a condensed view of all tenders which have the type of **Advanced Tender Notice**, and a state of **Advance Notice**. Tenders can access through search, or by selecting the **Future** option from the **Tenders** menu item in the top navigation bar

7.3.4 Closed Tenders

The future tenders page displays a condensed view of all tenders which have a state of **Closed**. Tenders can access through search, or by selecting the **Closed** option from the **Tenders** menu item in the top navigation bar

7.3.5 Condensed View of Tender

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

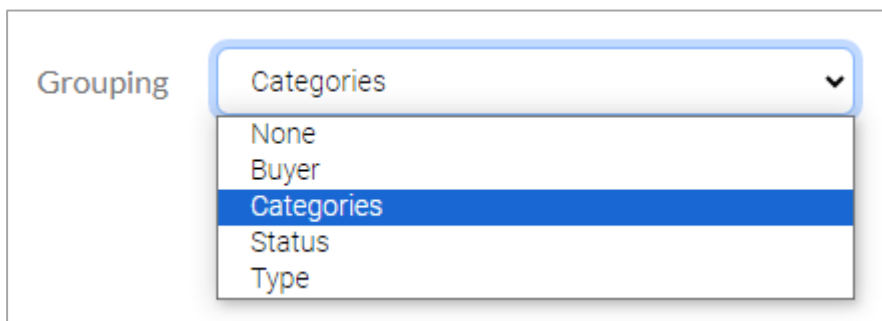
To view all information about the tender, retrieve specification documents and submit responses, you need to open the tender details page by clicking on the Tender title.

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

7.3.6 Select a Category

Tenders displayed on this page are grouped according to the option selected below the table, options include no grouping, grouping by the issuing agency, UNSPSC categories, the status (Open, Closed, Awarded, Advance Notice etc.), or by the tender type (Request for Tender, Expression of Interest, Advanced Tender Notice etc.). Once selected and a search has been performed, the lefthand sidebar will be replaced with the groupings used by the application, each of option can be clicked to further filter the search to individual groupings.

For each grouping of tenders, they are sorted in order of closing where tenders that close earlier will be ranked higher than ones that close later in the year.



7.4 Saved Searches & Alerts

Saved Searches can be made by entering the name of the search profile field on the tender search page.

Search Results Export to XLSX file

Code & Status	Details	Date
No Records		

Saved Searches ?

Profile	Delete	Alert
Business Categories - [Manage]		On
Construction - 72000000	🗑️	On
Construction	🗑️	On
PPE supplier	🗑️	On
Construction	🗑️	On

Save Search As Save

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

7.4.1 Profiles

Please note that the search profile stores the search criteria, not the search results. Therefore, the search results using the same profile will vary over time, as tenders change state and new tenders are published.

Once saved, the search profile provides 'one-click' access to your favourite searches. Each time you go to the search page, you can simply click on the 'Named' profile to view currently open tenders in that category.

The search profile can be deleted any time by clicking on the Delete (the trash can) button.



Please note that these search features are only available to registered users who have successfully logged in with valid credentials.

7.4.2 Alerts

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

- Load profiles that are flagged for alerts.
- Perform tender search using each profile in turn and add tenders to list of results.
- Remove duplicate tenders from the list of results.
- Remove tenders from the list that have already been sent in a notification email.
- If there are any tenders left in the list, then send email notification to user's email addresses.

The above process means that:

- Any number of profiles can be flagged as an alert.
- A tender will only be counted once, even if it should appear in the result list of a number of search profiles.
- You will only be alerted of a tender once.

The notification will be sent to all your email addresses.

Saved Search Example

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

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

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

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

7.5 Tender Statuses

Tendering opportunities can have one of many statuses, them being advance notice, open, closed, not awarded, or awarded.

7.5.1 Advance Notice Tendering Opportunities

The **Advance Notice** tender status is like the open tender status on regular tender types, except that the status is reserved for Advanced Tender Notice tenders only.

Search Results Export to XLSX file

Code & Status	Details	Date	
ONWD062406 Advance Notice	EOI for the Supply and Installation of Advanced Water Filtration Systems Issued by: Office of Northern Water Delivery Category: Water treatment and supply equipment	Closing 23 Aug, 2024	...

Records: 1

7.5.2 Open Tendering Opportunities

The **Open** tender status is used to indicate that the tender is visible to suppliers, either to the public, or selected businesses through a selective tender. Tenders with the **Open** status also allow for suppliers to view the tender details and respond.

UNSPSC Currently showing All results. Please select a group from the summary panel on the left hand side.

If you cannot find your tender, please use the keywords field on the form [below](#) ↓

Export to XLSX file

Code & Status	Details	Date	
YPC062351 Open	Bitumen Sealing Rehabilitation Program 2023-2024 @ Issued by: Yorke Peninsula Council Category: Bitumen	Closing 23 Sept, 2025	...
RCMB062350 Open	8-2023 Low Wharf and Associated Infrastructure Services to Heritage Wharf @ Issued by: Rural City of Murray Bridge Category 1: Building and Facility Construction and Maintenance Services - 50% Category 2: Land and Buildings and Structures and Thoroughfares - 50%	Closing 23 Sept, 2025	...
DCLEP062349 Open	Provision of Planning Consultancy Services @ Issued by: District Council of Lower Eyre Peninsula Category: Planning systems	Closing 23 Sept, 2025	...

7.5.3 Closed Tendering Opportunities

The **Closed** tender status is used to indicate that a tender has been closed to all users, although the tender details can still be viewed. No additional tender responses can be made by any user.

UNSPSC

- All (7233)
- Apparel and Luggage and Perso... (86)
- Building and Construction Mac... (345)
- Building and Facility Constructi... (2375)
- Chemicals including Bio Chemic... (147)
- Cleaning Equipment and Supplies (40)
- Commercial and Military and Pr... (200)
- Defense and Law Enforcement... (26)
- Distribution and Conditioning S... (4)
- Domestic Appliances and Suppli... (4)
- Drugs and Pharmaceutical Prod... (5)
- Editorial and Design and Graphi... (36)
- Education and Training Services (86)
- Electrical Systems and Lighting... (58)

Currently showing All results. Please select a group from the summary panel on the left hand side.

If you cannot find your tender, please use the keywords field on the form [below](#) ↓

[Export to XLSX file](#)

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	...
CWT062049 Closed	EOI for corporate sponsorship of Local Government Information Technology in South Australia @ Issued by: City of West Torrens Category: Information Technology Broadcasting and Telecommunications	Closed 29 Mar, 2024	...
GISA062393 Closed	Land Rehabilitation and Biodiversity Enhancement @ Issued by: Green Industries SA Category: Plants or ornamental tree spraying services	Closed 28 Feb, 2024	...

7.5.4 Not Awarded

The **Not Awarded** tender status is a tender status that is manually selected for. When a tender has been closed, and the issuing agency reviews all supplier responses they have the option to discard all responses with a provided reason to indicate that the submissions did not meet the requirements outlined by the agency.

Not Awarded does not have a search preset, but the status can be searched for using **Tender Search**.

7.5.5 Awarded

The **Awarded** tender status is automatically given to a tender when the issuing agency has created a contract and contracted supplier/s have been selected, after they have reviewed the supplier responses, and one or more suppliers has met internal criteria.

Awarded does not have a search preset, but the status can be searched for using **Tender Search**

7.6 Tender Submission Types

7.6.1 File Upload

File Upload tenders provide a drop zone field which is used by suppliers to upload response documents for the issuing agency to review once the tender has closed. There is information on the page that dictates what to submit as well as various restrictions on what file formats and sizes can be uploaded.

7.6.2 Selective Tenders

Selective tenders are only accessible and likewise viewable by the supplier business that was specifically selected as a selective respondent. Any selective tenders that the logged in supplier is not the selected respondent for, will not show up on any tender searches.

In the case of the logged-in supplier being a selected respondent, they will see an additional row when searching for tenders that are marked as **(Selective)** in the left most column.

SAPN062380 Open (Selective)	Backup Generators for Northern Suburbs Issued by: SA Power Networks Category: Power Generation and Distribution Machinery and Accessories	Closing 6 May, 2024	...
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7.7 Submitting a Tender Response

There are three different methods to submit a tender response when using a site powered by the SA Tenders and Contracts website. They can be either hardcopy or online submissions.

7.7.1 File Upload

File upload submissions provide suppliers with the ability to upload up to 15 documents when responding to opportunities. Those 15 files can be either files that were stored locally or selected from the Consolidated Tenders document library. All files uploaded must follow instructions about what documents can be uploaded as well as what file types and sizes are allowed.

The list of instructions can be found on the submission page just above the file upload drop zone and is strongly recommended that they be read before any submissions are made in case changes have been made.

Additionally, has integration with the document library present on the Consolidated Tenders site which allows for easy access and uploading capabilities of commonly used documents.

Code & Status	Details	Date	
SAPN062382 Open	HRE Act Technical & Commercial Evaluation Support Prequalification: DAIS Prequalified General Building Contractors, Category 2 Issued by: SA Power Networks Category: Compounds and mixtures	Closing 15 Nov, 2024	...

Please read the following instructions before submitting a response:


- Allow sufficient time to prepare your response;
- Download and thoroughly examine all the specification documents;
- Prepare your response in accordance with the instructions in the documents;
- Do not include unnecessary large documents (eg brochures, video files etc);
- Use only standard electronic formats such as MS Word, Excel, pdf etc;
- Save your response file/s in a location in your computer/system where you can easily find it for uploading;
- THE TOTAL SIZE OF EACH UPLOAD TO THE SITE MUST NOT EXCEED 10 MEGABYTES. If your total submission is larger than 10mb, you will need to break it into parts that are less than 10mb each and upload them separately (you can perform multiple uploads to the same request and the files first uploaded are not deleted/overwritten by the second or subsequent upload/s);
- Before commencing your upload, check that you are responding to the correct request;
- MAKE SURE YOU COMMENCE UPLOADING WELL IN ADVANCE OF THE TENDER CLOSING TIME (see table below for indicative upload durations);
- When you are ready to upload, click on the [Click here to submit an electronic response](#) link on the "Display Tender" window;
- Navigate to the files and follow the prompts to complete your upload;
- WHEN EACH UPLOAD IS SUCCESSFULLY COMPLETED, AN OFFICIAL RECEIPT WILL APPEAR ON THE SCREEN AND YOU WILL RECEIVE AN EMAIL CONTAINING THE RECEIPT NUMBER. YOU SHOULD STORE THIS RECEIPT IN A SAFE PLACE AS IT IS YOUR PROOF OF LODGEMENT;
- If you do not receive a receipt, your upload was unsuccessful and you should try again; and
- If you need any assistance with this process, please contact the SA Tenders and Contracts Helpdesk on (08) 8462 1401.

Connection Speed	0.5Mb	1.0Mb	2.0Mb	4.0Mb	8.0Mb	10Mb
28kb/s	10	20	40	80	160	200
56kb/s	5	10	20	40	80	100
128kb/s	3	5	10	20	40	50
256kb/s	<2	3	5	10	20	25
512kb/s	<1	<2	3	5	10	13


Drop files for your response here...

7.7.2 Hardcopy Document Response

Agencies that have set up a tender to accept hardcopy responses to a tendering opportunity will have an additional statement under the [Responses](#) section of the extended tender details page. It prompts the supplier to “Submit your response in hardcopy to “*Agency Name – Submission Address*”.

Responses 

Tender closes at 3:30 pm 9 May 2024

[Click here to submit an electronic response](#) 

Or

Submit your response in hardcopy to *SA Power Networks - GPO Box 77*

Buyers will need to manually record any hardcopy document submissions to ensure that enough time is given to allow them to process any submissions.

8. WORKING WITH CONTRACTS

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.

8.1 Contract Search

Search Criteria ?

Keywords

Partial Reference #

Panel Type ▾

Issued By ▾

Minimum Cost

Start Date From ▾

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.
Contract Type	A specific contract type	Returns contracts with the specified type.
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.

8.2 Awarded Contracts

Awarded Contracts are contracts that now have the status of **Awarded** and represent that the created contract has had a supplier added as a contracted supplier.

8.3 Across Government Contracts

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

Search Results ?

Export to XLSX file

Reference #	Contract Title	Start Date	Expiry Date	Total Cost
DIT062363	20C568 Provision of ferry services between Kangaroo Island (Penneshaw) and the Mainland (Cape Jervis) Across Government	1 July 2024	30 June 2039	\$ 0.00
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
DTAF3751667	Management Advisory Services Panel Across Government	1 Aug 2023	1 Jan 2027	\$ 1,530,000.00
DTAF047823	The Stationery and Office Supplies (SOS II) Panel Across Government	1 Jan 2023	1 Dec 2025	\$ 30,000.00
DTAF3337462	Air Travel Services for the South Australian Government (Domestic and International) Across Government	1 May 2016	1 Jan 2028	\$ 7,800.00
DTAF3337469-1	Air Travel Services for the South Australian Government (Domestic and International) - 1 Across Government Attachments		1 Jan 2028	\$ 1,750.00
DTAF3337469-2	Air Travel Services for the South Australian Government (Domestic and International) - 2 Across Government Attachments		1 Jan 2028	\$ 2,500.00
DTAF3337469-3	Air Travel Services for the South Australian Government (Domestic and International) - 3 Across Government Attachments		1 Jan 2028	\$ 3,550.00
DTAF3751667-2	Management Advisory Services Panel - 2 Across Government Attachments		1 Jan 2026	\$ 30,000.00
GISA-FY23/24-4978247-001	Aircraft Services Panel for Fire and Land Management Operations and Aviation Related Training Across Government		27 June 2024	\$ 750,000.00
GISA-2023-P003-PM002	Recycling Activity in SA 2023/24 and 2024/25 financial years - PM002 Across Government Attachments		18 July 2024	\$ 572,451.56
GISA-2023-P003-PM003	Recycling Activity in SA 2023/24 and 2024/25 financial years - PM003 Across Government		21 May 2024	\$ 784,165.00

Records: 13

8.4 Contract View Page

The contracts view page has three tabulated pages to separate information into digestible chunks.

8.4.1 Details Page

The details tab contains information pertaining to who released the contract, what the contract is as well as any relevant dates, costs, UNSPSC codes, contracted suppliers and support documents.

20C568 Provision of ferry services between Kangaroo Island (Penneshaw) and the Mainland (Cape Jervis)

Public Authority Reference # Title Across Government Good or Services Acquired	Department for Infrastructure and Transport DIT062363 20C568 Provision of ferry services between Kangaroo Island (Penneshaw) and the Mainland (Cape Jervis) Yes Expression of Interest (EOI) - Description The South Australian Government (the State) seeks to initiate a competitive process leading to the provision of high quality/reliable ferry services to the Kangaroo Island residents, businesses and visitors to ensure regular access to an essential service linking Kangaroo Island to the Mainland. The State Government will today release an EOI for the provision of ROPAX ferry services between Kangaroo Island (Penneshaw) and the Mainland (Cape Jervis) and other associated services. Proponents who are interested in participating in the EOI process for the provision of Roll On Roll Off Passenger (ROPAX) ferry services between Kangaroo Island (Penneshaw) and the Mainland (Cape Jervis) and other associated services must first download, complete and submit via the nominated email address the below schedules. <ul style="list-style-type: none"> Schedule 1 – Non - Disclosure Deed Schedule 2 – Data Room Rules and Users Access Form Schedule 3 – Mandatory Industry Briefing Registration Form Following submission and acceptance, the Department may then invite Proponents to participate in the Expression of Interest (EOI) process. EOI Key Dates Key dates and times (South Australian Time) for the EOI process involves the following:
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Invitation Issue Date	16 December 2020
Mandatory Industry Briefing	2:00 pm (ACDT), 22 December 2020
Last Queries Date	4:00 pm (ACDT), 20 January 2021
Closing Date and Time	2:00 pm (ACDT), 28 January 2021

Associated with Tender UNSPSC Procurement Process Total Inc GST Execution Date Starting Date Completion Date Freedom of Information Officer	20C568 Provision of ferry services between Kangaroo Island (Penneshaw) and the Mainland (Cape Jervis) (DIT062363) Transportation and Storage and Mail Services Passenger marine transportation Public Tender \$0.00 8 Dec 2021 1 July 2024 30 June 2039 Jon Whelan ✉ JonWhelan@nodomain.com 📞 Home: +61 (08) 9484 7871
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Contractors

1	SeaLink Travel Group Ltd 👤 Heather Jury ✉ client@nodomain.com.au 📞 Office: +61 (08) 82028619
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Created: 28 Sept 2023, 1:17 pm Modified: 14 Feb 2024, 4:06 pm

9. 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. Business Systems Service Desk 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

9.1 Requesting Support

9.1.1 Not Logged In

If you are not logged in the SA Tenders & Contracts website, you will be required to provide the following information:

Note: If you are a registered user of the system, please [Log In](#) before making a support request.

Note: You are about to submit a support request to the platform helpdesk.
If your issue is regarding an opportunity (eg. requesting more information or documents), please contact the contact person on the opportunity directly.

URL


First Name*

Last Name*

Email Address*

Number

Description*

I'm not a robot 
reCAPTCHA
Privacy - Terms


9.1.2 Logged In

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

Note: You are about to submit a support request to the platform helpdesk.
If your issue is regarding an opportunity (eg. requesting more information or documents), please contact the contact person on the opportunity directly.

URL

Description*

I'm not a robot 
reCAPTCHA
Privacy - Terms

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

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

Typing a description of the problem or feedback in the **Problem Description** field.

Clicking the **Send Support Request** button.