

## **How To Submit a Tender to Armidale Regional Council**

### **Step 1 – Find and review the Tender Advertisement**

Armidale Regional Council publishes all tenders online and in the local government section of Tuesday's Sydney Morning Herald and Armidale Express' ARC News .

### **Step 2 – Obtain a Copy of the Tender Document**

Electronic copies of all tender documents are available free of charge from Council's TenderLink e-tendering portal, which you will find links on our website.

Hard copy tender documents (not preferred) are available from Cindy Garrahy – Program Leader Procurement, Contracts and Leases on [cgarrahy@armidale.nsw.gov.au](mailto:cgarrahy@armidale.nsw.gov.au)

### **Step 3 – Decide Whether or Not You are Suitable for the Project**

Read the tender document very carefully and familiarise yourself with any information provided to tenderers, the Conditions of Tendering, Conditions of Contract, Technical Specification and Drawings. Particular attention should be paid to the assessment criteria that Council will use to assess Tenders.

### **Step 4 – Understanding the Contracts and Conditions of Tender**

If you are unsure about Council's proposed contract, either discuss it with the contact nominated in the tender advertisement or have the tender reviewed by your legal representative.

### **Step 5 – Completing Your Tender Form and Returnable Schedules**

Once you have;

- registered on Council's Tenderlink portal,
- provided all the necessary information requested in the Tender document,
- Completed the returnable Tender form and Tender Schedules
- Acknowledgement receipt of any addenda to the tender documents issued during the tender period
- Addressed all of the tender assessment criteria in your offer

You are now ready to lodge your tender submission via Tenderlink or manually as per the instructions in your tender documents. Tenders must be lodged prior to the closing time as late tenders will not be considered.

## **Cindy Garrahy**

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