

Making a submission to an electronic tenders box

Log in to access the Dashboard

CITY OF SYDNEY E-TENDERING PORTAL

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Dashboard

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my details

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tender submissions

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From the Dashboard select





online help

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support

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Select your notice



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Tenders with an Electronic Tender Box

There are currently 2 tenders with an Electronic Tender Box (ETB), to which an online submission can be made. Click on the tender below to make a submission.


eRFx ID	Summary	Closing Date - Time	Submission Made
COS-263930	St James park & John street reserve Glebe - Design Consultant	08/11/2012 8:00 a.m. EST NSW	×

Select the notice for which you are about to make a response to. Click on the eRFx number

Or, you can enter the eRFx number here and select Go


Enter a Tender ID:

Submission wizard introductory screen



CITY OF SYDNEY

E-TENDERING PORTAL



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Tender Closes In
30 days 19 hrs 2 mins 37 secs

Online Submission for Tender #COS-263930

IMPORTANT
Please ensure you give yourself enough time to complete your submission. To start preparing your submission click the "Next" button located at the bottom of this page.

The diagram below illustrates average times to upload a 10 MB file and a 100 MB file using various internet upload speeds.

SIZE			
	10 MB	100 MB	
S P E E D	56 Kb	25 minutes	4 hours and 10 minutes
	64 Kb	21 minutes	3 hours and 40 minutes
	128 Kb	10 minutes	1 hour and 43 minutes
	256 Kb	5 minutes	52 minutes
	1.5 Mbps	1 minute	10 minutes

Upload time depends on two things:

- The size of your file
- Your internet upload speed


Disclaimer: This is a guide only. It is by no means definitive. These times can vary significantly depending on your actual internet speed at the time of upload.

1. Information

2. Confirm


3. Agree to Terms


4. Make Submission

Select 

Next »

Confirm that this is the correct eRFx notice


**CITY OF SYDNEY**
E-TENDERING PORTAL



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Latest Tenders (click to view):

Online Submission for Tender #COS-263930

 **Tender Closes In**
30 days 18 hrs 57 mins 38 secs


This tender has 1 electronic tender box.

Please confirm this is the tender you wish to make a submission to, then click "Next".

ST JAMES PARK & JOHN STREET RESERVE GLEBE - DESIGN CONSULTANT

This tender is
CURRENT

- TenderLink Ref :
COS-263930
- Type of Notice :
Request for Tender
- Region :
New South Wales
- Contract Value :
Not Specified

 **Closing Date/Time**
08/11/2012
8:00 a.m. EST NSW

The Council of the City of Sydney ("Council") invites quotes for the carrying out of Consultancy Services for the St James Park & John Street Reserve, Glebe upgrade in accordance with this request for quotation.

The City is seeking to engage a suitably qualified consultant team to provide services for the design development, Development Application approval, documentation and construction stage services for the renewal of St James Park & John Reserve and adjacent streets.

Bidders must submit quotations in the manner required by this request for quotation and consistent with the Tender 1130, Registration as a Preferred Design Consultancy Panel for Public Domain Projects (The Panel).


City of Sydney

Click Next if correct



[1. Information](#) [2. Confirm](#) [3. Agree to Terms](#) [4. Make Submission](#)

[« Back](#) [Next »](#)

Confirm terms of service




E-TENDERING PORTAL



Latest Tenders (click to view):

[Log Out](#) [All Open Tenders](#) [Our Details](#) [My Details](#) [Search](#) [Submissions](#) [Support](#) [Help](#) [Dashboard](#)

Online Submission for Tender #COS-263930



Tender Closes In
30 days 18 hrs 53 mins 31 secs

Before you can make a submission to this notice, please agree to the terms of service and click "Next".

Click to confirm


I acknowledge that I have read, understood and hereby agree to the Terms of Service of TenderLink.com - in particular Clause 8.0 (to view click [here](#)).

1. Information 2. Confirm 3. Agree to Terms 4. Make Submission


Select

« Back Next »

Upload submission files, then submit



E-TENDERING PORTAL




CITY OF SYDNEY

Latest Tenders (click to view):

Log Out All Open Tenders Our Details My Details Search Submissions Support Help Dashboard

Online Submission for Tender #COS-263930

 **Tender Closes In**
 30 days 18 hrs 47 mins 3 secs

Please upload your files for this tender. If you have previously uploaded file(s) for this tender, any files with the same name as one already in the tender box will be overwritten. The maximum length of a file name should not exceed 100 characters or it will be shortened.

Tip : To upload multiple files it may be easier to zip your files first as the option below only enables you to transfer one file at a time.

St James Carpark


Upload files to this Electronic Tender Box [St James Carpark]

Browse for a file from your computer then click the "Upload File" button.

C:\Users\paul\Desktop\Multi Trade_doc packages\Audio & Acoustics.1

Once you have finished uploading your files you **must** click the Make Submission button below

Step Two - After files upload click on the Make Submission button



This is a critical step

You have transferred 2 files to the server:

- 1: [making_a_submission_to_an_electronic_tenders_box.ppt](#) [remove]
- 2: [editing_your_profile.ppt](#) [remove]

Note : If you are having trouble uploading your files, we recommend adding tenderlink.com to your Trusted Sites zone. Please click [here](#) for

1. Information

2. Confirm

3. Agree to Terms

4. Make Submission

← Back

A successful submission

Screen prompt to continue

The screenshot displays the City of Sydney E-Tendering Portal interface. At the top, the logo for the City of Sydney is visible alongside the text "E-TENDERING PORTAL". A navigation menu includes options such as "Log Out", "All Open Tenders", "Our Details", "My Details", "Search", "Submissions", "Support", "Help", and "Dashboard". The main content area is titled "Online Submission for Tender #COS-263930" and features a countdown timer for "Tender Closes In 30 days 18 hrs 35 mins 49 secs".

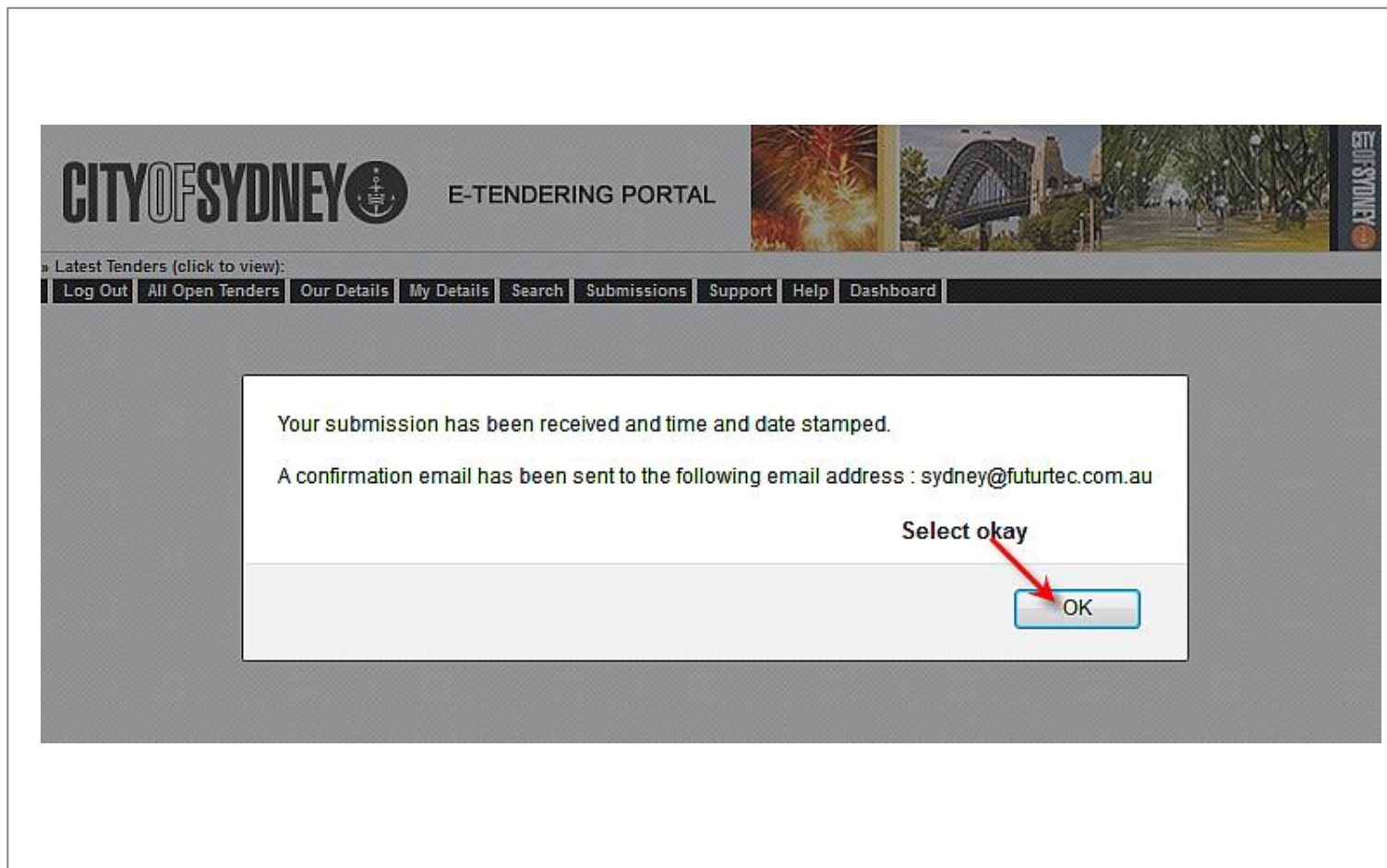
A modal dialog box is centered on the screen, containing the following text:

This will now make a submission with the files you have transferred.
Are you sure you have uploaded all files for this submissions?
Do you want to continue? **Click OK button if all files have been uploaded**

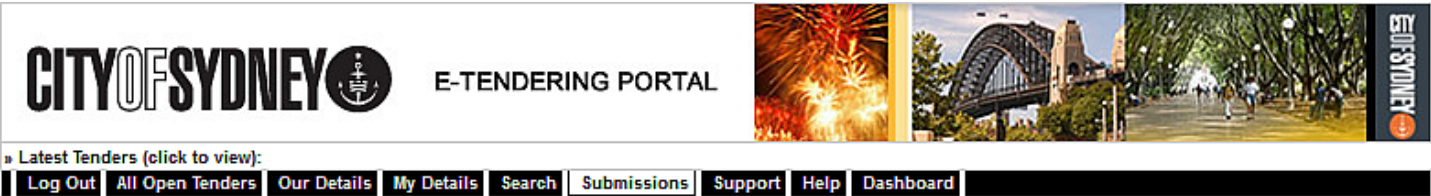
The dialog box includes two buttons: "OK" and "Cancel". A red arrow points to the "OK" button, which is highlighted with a blue border. Below the dialog box, the "Upload File" button is visible, and a note states: "Once you have finished uploading your files you **must** click the Make Submission button below".

A successful submission

Screen prompt to confirm



Your submission audit trail



CITY OF SYDNEY E-TENDERING PORTAL

Log Out All Open Tenders Our Details My Details Search Submissions Support Help Dashboard

Latest Tenders (click to view):

Online Submissions

Tenders that have had a submission made within the last 6 months are shown below. You can remove or update submissions by clicking the links below providing the tender is still current.




eRFx	Time and Date Stamped	Closing Date - Time	Submission Made	Trail
St James park & John street reserve Glebe - Design Consultant				
<input checked="" type="radio"/> COS-263930	08/10/2012 - 1:27 p.m. EST NSW	08/11/2012 - 8:00 a.m. EST NSW	✓	[view]

Click here to view 

Your submission audit trail (cont'd)

Submission Trail - St James park & John street reserve Glebe - Design Consultant (COS-263930)

Files transferred to tenders box :

St James Carpark		Total Files : 3
	making_a_submission_to_an_electronic_tenders_box.ppt	
	editing_your_profile.ppt	
	audio__acoustics.pdf	

When the Make Submission button was clicked these files were transferred from the TenderLink servers into the tenders box

These are the actions performed when you uploaded your documents in the submissions screen

Actions performed :

St James Carpark

Description	User	Date
Confirmation Email Sent (sydney@futurtec.com.au)	Duncan Cole	08/10/2012 - 1:27 p.m.
Transferred file (audio__acoustics.pdf)	Duncan Cole	08/10/2012 - 1:24 p.m.
Transferred file (editing_your_profile.ppt)	Duncan Cole	08/10/2012 - 1:12 p.m.
Transferred existing file (making_a_submission_to_an_electronic_tenders_box.ppt)	Duncan Cole	08/10/2012 - 1:11 p.m.
Transferred file (making_a_submission_to_an_electronic_tenders_box.ppt)	Duncan Cole	08/10/2012 - 1:11 p.m.

Close Window

Submission receipt email

Will be received with every successful submission

Monday, 8 October 2012

XACOM
1/20 Kirkham St
Beecroft
SYDNEY
NEW SOUTH WALES 2119
AUSTRALIA

Attention Duncan Cole

Hello Duncan,

This is an automated message from City of Sydney

Notice Type :	Request for Tender
TenderLink Ref Number :	COS-263930
Closing Date/Time :	08/11/2012 - 8:00 a.m. EST NSW
Summary :	St James park & John street reserve Glebe - Design Consultant
For :	City of Sydney

SUBMISSION DETAILS :

The following submission was made to the tender box **St James Carpark** :

Submission Made :	08/10/2012 - 1:24 p.m. (EST NSW)
Files Submitted :	making_a_submission_to_an_electronic_tenders_box.ppt editing_your_profile.ppt audio__acoustics.pdf
Status :	Lodged in Tender Box

Submission of your tender has been time and date stamped as above. Once the tender has closed, the procuring party (Purchaser) will access the Electronic Tender Box to retrieve your submission file.

Account Number : 351997

**Looking for more Tenders?
CLICK HERE**

[Send me my Login Details](#)

Common Problems

Problem	Possible Reason	Suggested Fix
During the document upload my web browser timed out	The internet time-out setting on your browser is too short	Increase your internet time-out setting. Contact either your internal IT helpdesk or your Internet provider for assistance
My files do not seem to be uploading. It all seems to have stalled.	1. Your file name length may be too long.	Some earlier Windows versions (ME, 98) do limit the length of allowable file names. Try renaming the file to a shorter file name, 25 characters and try uploading again
	2. There may be "illegal" characters in the file name such as &, \, ?, % ' etc.	Remove these illegal characters from the file name, resave and try again. If you need to split your file name we suggest that the safest character to use is an underscore. e.g. mysubmission_bridgejob_jan.pdf

Common Problems

	3. No file extension	All files must have a legal file extension. i.e. .doc,.pdf, .xls etc. This indicates the file format that the uploaded file is. To fix it rename with the correct file extension and resubmit
	4. Firewall issues with your server	This is quite a common problem. Firewalls, particularly corporate ones, are updated on a very regular basis. In some cases some changes may prevent your files leaving your server. This is generally a quick fix from your end. Talk to your internal IT people or service provider. Ensure that www.tenderlink.com is on the firewall “white list”

Common Problems

I have uploaded my files fine but when I click on the Make submission button I receive the following message:

This notice has been set up by the Purchaser using 2 tender boxes, in this case Attributes and Pricing. A response file must be uploaded to each of the tender boxes before the "Make Submission" button is selected

Please ensure at least one file is submitted for this tender, any files with the same name should not exceed 100 characters or it will be skipped.
Tip : To upload multiple files it may be easier to use the "Add Files" button.

Message from webpage

You have not uploaded any documents to one or more of the tender boxes. Please upload a file to ensure that your submission is accepted.

OK

Attributes Pricing

Upload files to this Electronic Tender Box [Attributes]

Browse for a file from your computer then click the "Upload File" button.

Browse... Upload File

Once you have finished uploading your files you **must** click the Make Submission button below

Make Submission

You have transferred 1 file to the server:

1: 2012_customer_support_operations_plan.doc [remove]

file(s) should