

Guidelines for Tenderers Submitting Tenders Electronically

The following has been developed as a guideline to Tenderers submitting their tenders electronically via Tenderlink. Abiding by these guidelines will assist with the evaluation of the tender responses and enable the best possible assessment of each Submission.

Issue	Description	Example
Naming and Format of Files and Documents		
PDF or MS Word formats only	Please submit documents only in PDF or MS Word formats. Excel, CAD, JPEG or other file formats are to be provided ONLY WHEN REQUESTED.	 
Keep file names short	Keep file names relatively short – most Windows based programs only allow a certain file length. Long file names may cause problems when uploading your tender submission.	File names should be kept to less than 90 characters
Do not use illegal characters or symbols	Do not use illegal characters, symbols or any other non-English characters. Most Windows based programs do not accept these. a-z, A-Z, numbers 0-9 and full stops are acceptable.	Characters such as & , () ' < " + are not accepted
File Size	There is not limitation on file size.	
Before Uploading Tender Submissions		
One file preferable	One file is preferable in PDF format. If there are multiples documents, please name each of these clearly and separately, i.e. do NOT give each document the same name.	
Use sequential order for multiple documents	Giving each multiple documents a number in sequential order is also helpful as above, so that these are not ordered chaotically.	01 Contract 1234 02 03
Re-name your documents	Please do NOT save documents with the same name that the files were provided with. Re-name the documents with: No of Doc – Contract Number – very brief description of document – business/company name.	01 Contract 1234 – Submission from ABC Company Pty Ltd 02 Contract 1234 – Submission of Price Schedules from ABC Company Pty Ltd 03 Contract 1234 – Certificate of Currency...
Original documents not required	Please do NOT upload the original tender documentation that you downloaded from Tenderlink, otherwise there is a possibility of double-up documentation provided to Council. Send only the relevant files where a response or signature is required.	Conditions of Tender and General Conditions of Contract don't need to be submitted (except for the signing page)

Issue	Description	Example
Allow time to upload	Ensure that sufficient time is allowed to upload the Respondent's Submission Form and all other supporting documentation that constitutes the Submission by the specified Closing Time. Upload times may vary depending on the size of documents submitted and internet speed.	Allow at least 2 hours BEFORE tender closing to upload your submission.
Other Helpful Hints and Tips		
Disable security and protection features	Please disable ALL security features in your document. Files MUST NOT be password protected – please remove all protection or encryption from documents before submission to Tenderlink.	
Fully complete response forms	Please ensure you FULLY complete tender response forms and electronic documents –partially completed documents may result in your tender to be non-conforming.	Enter in 'Nil' rather than leaving a section blank
Use the checklist	Use the checklist provided in the tender documents to ensure that you have included everything in your submission.	
Check selection criteria	Tenders are assessed against the selection criteria during the evaluation stage. Evaluation team members give a weighted score based on the information you provide in your submission. Read and understand what Council is asking for and don't 'assume' we know your level of experience, resources, capacity etc.	
Sign your documents	Tenders are non-conforming if they are not signed. For electronic documents, use a digital signature or print, sign and scan the signature into your tender submission.	https://support.office.com/en-US/article/Add-or-remove-a-digital-signature-in-Office-files-70D26DC9-BE10-46F1-8EFA-719C8B3F1A2D
Ensure handwriting is legible	If handwriting forms and scanning, please ensure handwriting is legible and easily understood. Use a black pen.	
Do not include company brochures or catalogues	Please submit documents only that are relevant for the tender UNLESS REQUESTED. Brochures, catalogues or pages of photos do not add value to your submission. Too much extraneous information slows down a smooth assessment process. Use real life examples instead.	
Reduce colour	Please do not use colour unnecessarily – creative use of colour and formatting makes it more difficult to find the actual information for tender assessments and evaluation.	

End