Quick Reference Guide for tenderers to submit a tender response

Background Information
The Federation University Australia (FedUni) Tender portal is a free service.
All tenders released from FedUni use this service exclusively.
If you require technical assistance, please contact eProcure on 1800 377 628 or alternatively use the Online Support which pops-up.
If you need to make contact with the Procurement Team with regards to any tender information, please contact them on +61353279472 or email procurement@federation.edu.au

Step-by-step overview on how to submit your tender submission
Once you have logged into the Tendersearch portal using your member’s login, you’ll be greeted with a screen similar to the one shown below.
Depending if this opportunity is classified as an ‘Open’ (public) or ‘Closed’ (private) tender, you’ll be able to gain access to the tender information from here. Click on the opportunity that you intend to submit a response for.
Feel free to click on the ‘View More’ button to read further information about any specific tender.
NB: At different times, there may be numerous opportunities open at the same time.

**Register your Interest**

Once you’ve selected the tender that you wish to submit a response for, click on the ‘Register your Interest’ button as shown below.

You'll receive the following pop-up notification. This notification is providing you with some brief instruction on how to submit your tender response.

Please click ‘OK’ to proceed.
Now you have successfully landed on the ‘active’ tender page.

This page now allows you to view more information with regards to this specific tenders (see below). You’ll be able to gain an overview of the tender from here, also you’ll be able to perform several functions such as:

- View all addendums relating to the tender – by using the ‘addenda’ tab
- View all questions that have been posted (publicised ones only) or post your own question where FedUni will provide you with a response in a timely manner. – by using the ‘Questions’ tab
- Commence your tender submission – by using the ‘Response’ tab
Other options you can perform from this page include nominating your intention to submit or alternately withdraw your interest. Please refer to below.
After clicking on the ‘Response’ tab you are now ready to proceed with your submission.

From this tab you can access all the supporting documents relating to this specific tender. All FedUni Tenders use the online Submission form functionality. You’ll need to access to this part of the tender to complete your submission, access can be found just below the ‘scrolling candy cane’ – please see below. Click on the online form tab to commence with your submission.

This action will take you to the following screen.
From here you can view all the information that is being requested.
Click on any of these links provided to view exactly what’s being requested.
All or any of these documents can be downloaded from here; this is particularly useful if you need other people to assist you in completing your submission.

To commence with your submission simply click on the ‘Start’ tab located on the bottom of the page.

Completing your tender submission

Once you have entered into the ‘e-form’ you will see a screen similar to below.
As shown, the field headers include such things as:

1. ID number – unique numbering
2. Requirements field – this is the question that is being asked by FedUni. It may also identify if there are any documents attached (as shown).
3. Priority indicator – this outlines if the question is either mandatory, optional, conforming or non-conforming requirement.
4. Response – a brief response.
5. Comments – the author can place any additional commentary in the area – max 350 characters.
6. Documents – you can upload any number of various type of documents here.

Once you’re satisfied with your tender response you can then click on any of the tabs located at the bottom of the screen. You have a choice to either ‘Exit’, move ‘Back’ a screen or ‘Save and Next’ to continue with your submission. Proceed through all the fields and once satisfied with the response you’re ready to submit your response.

NB: if at any time you wish to exit prior to completing your submission simply hit the save button and your information will be retained ready for you to re-commence once you log back in.
Finalise your Submission

**IMPORTANT INFORMATION**: any comments or any additional documents loaded into this section will not be visible to any members on the evaluation panel therefore it won’t be included in any part of the evaluation process.

Please feel free to include any comments in the comments field, these will only be visible to the FedUni Procurement Team.

Please click the ‘Submit’ button.
Acknowledgment advice

You will receive the following acknowledgement as shown below. If you don’t receive the email confirmation, immediately contact Tendersearch on 1800 836 337 for further instruction as FedUni do not accept any late submissions.

NB: you can go back into your tender submission any time prior to the tender closing time/date to make any necessary amendments.
From: "Federation University Australia" <procurement.federation@tendersearch.com.au>
Date: 18 January 2017 at 4:00:01 pm AEDT
To: <>
Subject: Submission Received

___________________________________________
SUBMISSION RECEIVED
___________________________________________

(RFT 2017-03) Online Tutoring

Supporting Document:
None

Congratulations you’re now finished.