



Charles Darwin University

e- tendering solutions

'a case study'

by

Ray Fauntleroy





Why e-tendering? - 8 reasons

1. **Efficiencies in processing**
2. **Transparency and maintaining security**
3. **Professional enhancement of University image
- value adding**
4. **To save time and money**
5. **To reduce costs in advertising**
6. **Establish and maintain electronic records of entire processes.**
7. **Audit purposes**
8. **Establish a preferred supplier data base**



The Tenderlink solution

- Tenderlink has customised an e tendering solution for Charles Darwin University to enable the process delivery via the web to the desktop.
- Tenders web site whilst directly linking to Charles Darwin University web site, it is externally hosted. (no costs)
- The setup, installation and training of staff by Tenderlink were <\$8000-00.
- The monthly management fee is based on the volume and number of transactions, the Charles Darwin University costs are \$500-00 per month.
- At this point only tenders are processed through the site but it is intended to include all Requests for Quotations for services in the near future.
- This provides direct benefits by electronically bringing the University and Suppliers together at minimum costs.



The e tendering process

- **Entering a tender notice**
- **Conducting tender addendums**
- **Electronic tender boxes**
- **Tender forums**
- **Reporting**
- **Posting awards**
- **Managing suppliers – grading**
- **Site administration**



1. Log on to website

1. Enter your log in details.

2. Click to Log In

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Tenders & Quotes

» Latest Tenders (click to view): CONDUCT A PREVALENCE SURVEY OF GAMBLING

Home Industry Categories Sample Tenders Registration Support Contact Us

Welcome to Charles Darwin University's Tendering Website

This is the e-tendering & procurement website for Charles Darwin University, pertaining to all tenders, RFQ's, RFP's and EOI's published for the university throughout all campuses which has been designed to improve the speed and efficiency for both Charles Darwin University and our suppliers.

To use this system and to access the tenders being called by Charles Darwin University, Campuses, Departments and or Faculties, you must first be a registered Supplier. To register, click on the registration link above.

The Charles Darwin University wishes to invite organisations to bid for the supply of the undermentioned goods and/or services contained within these web pages. All our staff are required to conduct their activities in accordance with Charles Darwin University, Code of Ethics.

This system has been developed by TenderLink.com Ltd - www.tenderlink.com in association with Charles Darwin University to facilitate e-tendering.

Email :

Password :

» Log in

[Forgot Your Password?](#)

Tender Statistics

* Open Tenders : 6

* Closed Tenders : 16

E-tendering Demonstration
Click [here](#) to view

www.TENDERLINK.com

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Once logged in the following screen will appear

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Tenders & Quotes

» Latest Tenders (click to view): CONDUCT A PREVALENCE SURVEY OF GAMBLING REVIEW

[Log Out](#) [All Open Tenders](#) [Our Details](#) [My Details](#) [Tender Maintenance](#) [Search](#) [Administration](#) [Support](#) [Contact Us](#)

Welcome Back Charles Darwin Uni [View Demo](#)

[Our Current Users](#) [Our Current Statement](#)

All dates/times are shown for your local time zone (NZST)

Current Users	Last Access	Logons In Last Month	Logons In Last Year
Ray Fauntleroy	30/09/2005 12:04	1	2
ro jones	00:00	0	0
Sherry Booth	23/01/2006 14:55	1	1
TenderLink Administrator	14/06/2006 13:21	2	17

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The process of submitting a tender on line

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Tenders & Quotes

» Latest Tenders (click to view): **VERS** **SUPPLY & INSTALLATION OF SWIMMING POOL** **CON!**

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Welcome Back Charles Darwin Uni

[View Demo](#)

[Current Tenders Summary](#)

[View / Amend Tenders](#)

[Post a New Tender](#)

[View Tender Responses](#)

[Unlock Tender Boxes](#)

[Reporting](#)

Our Current Users **Our Current Statement**

All dates/times are shown for your local time zone ()

Current Users	Last Access		Logons In Last Year
Ray Fauntleroy	30/09/2005 12:04	1	2
ro jones	00:00	0	0
Sherry Booth	23/01/2006 14:55	1	1
TenderLink Administrator	14/06/2006 13:21	2	17

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The process by steps 1 - 9

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Tenders & Quotes

» Latest Tenders (click to view): [DUCT A PREVALENCE SURVEY OF GAMBLING](#) [REVIEW OF INSURANCE COVERS](#)

[Log Out](#) [All Open Tenders](#) [Our Details](#) [My Details](#) [Tender Maintenance](#) [Search](#) [Administration](#) [Support](#) [Contact Us](#)

Purchaser Advertising

If you require help at any stage, place your mouse over one of these [View Demo](#)
A brief description of this function will appear on the screen.

Advertising notices on our system is a simple process. Before you begin, use this checklist to ensure all details are recorded correctly.

Checklist for advertising a new notice:

- Have you prepared your advert (ready for pasting)
- Have you prepared your documents (if any)
- Will there be additional documents available
- Do you require an electronic tenders box (ETB)

If you require assistance please refer to the [online guide](#), or contact Customer Services on 1-800 233-533

Note : If you are having trouble loading a new tender, we recommend adding tenderlink.com to your **Trusted Sites** zone. Please click [here](#) for further information on how to do this.

[Introduction](#) [Step 1](#) [Step 2](#) [Step 3](#) [Step 4](#) [Step 5](#) [Step 6](#) [Step 7](#) [Step 8](#) [Step 9](#) [Confirmation](#) [Next »](#)

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1. 'Have you prepared your advert'. This is same text that you would normally include in a newspaper advert.

2. 'Have you prepared your tender documents' As you would do normally in either text or .pdf format to a saved location.

3. 'Will there be additional documents.' This is for large A1 type plans that may not be possible to attach in the normal documents. Usually posted or collected.
4. Do you require a electronic tenders box



Step 1 - Notice Details

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Latest Tenders (click to view): REVALENCE SURVEY OF GAMBLING REVIEW OF INSURANCE COVERS

Log Out All Open Tenders Our Details My Details Tender Maintenance Search Administration Support Contact Us

Purchaser Advertising If you require help at any stage, place your mouse over one of these A brief description of this function will appear on the screen. View Demo

STEP 1 : Notice Details

Please enter a summary for this notice where shown, then type or paste in your full notice details.

Purchaser : Charles Darwin Uni

Summary : CONDUCT A PREVALENCE SURVEY OF GAMBLING

Description : CHARLES DARWIN UNIVERSITY. Tender T5/2005. A consultancy to conduct a prevalence survey of gambling in the Northern Territory. The School for Social and Policy Research (SSPR) requires the services of a consultant or a market research firm to conduct a prevalence survey of commercial gambling in the Northern Territory. The survey will use the CATI system for the purpose of telephone interviewing around 2000 adults living across the Territory, to investigate their gambling patterns and behaviours. The successful consultant/firm will be responsible for the CATI set-up of the questionnaire, instrument piloting and testing, conducting the interviews (including detailed response rate and monitoring), and the provision of output data in excel file. It is expected that the telephone survey will be conducted in June-July 2005. The tender document is available on request from the Supply Office Building, 28 Casuarina Campus or by telephone or email request to Manager Procurement, Ph: (08) 8946-6258. Email: ray.fautleroy@cdu.edu.au The tender closes at 2.00 pm, Friday, 6 May 2005 at Casuarina Campus Darwin. Ph: 1800-061-963.

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1. This will normally default to your own name as set up in the system. If you are a consultant and preparing a notice for someone you may use their name.

2. A short summary of the notice. We recommend you take something from the body of the notice.

3. Details of the tender. As a guide you would enter the same details here as you normally would when advertising in a newspaper.



Step 2 – Notice Details



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Tenders & Quotes

» Latest Tenders (click to view): NIMMING POOL CONSTRUCTION OF CHANGEROOM & CHANGING FACILITIES

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STEP 2 : Notice Details continued...

Release Date : 17 July 2006

Closing Date : 20 August 2006 Time : 17:00

Notice Type : Request for Tender

Notice Value : Not Specified (optional)

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1. 'Release Date'. Date when you would like the notice to go live in the system.

2. 'Closing Date and Time'. Date and time the tender closes.

3. 'Notice Type'. Use drop down box.

4. 'Notice Value' - Optional



Step 3 – Notice locality – Advertising (if required)

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Tenders & Quotes

» Latest Tenders (click to view): SUPPLY & INSTALLATION OF SWIMMING POOL CONSTRUCTION OF CHANGER

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STEP 3 : Notice Locality

Select All

- Australia
 - A.C.T.
 - New South Wales
 - Northern Territory**
 - Queensland
 - South Australia
 - Tasmania
 - Victoria
 - Western Australia

Please choose where your notice is to be published. You can select by country or by region. If unsure, select the country to ensure the widest supplier audience receives your notice via email, or where suppliers view online.

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You only have to select the State/ Region in which the notice is being advertised. Suppliers from other states/regions will indicate in their own profiles if they want your notice.

Select 'Next'



Step 4 – Industry categories

CHARLES DARWIN UNIVERSITY Tenders Quotes

Log Out | All Open Tenders | Our Details | My Details | Tender Maintenance | Search | Administration | Support | Contact Us

Purchaser Advertising

STEP 4 : Industry Categories

Please choose which industry categories you wish to advertise your notice in. Click to expand as shown.

- Select All
- Agriculture
- Architectural Design Services
- Audio & Video
- Aviation & Related Services
- Business Professional Services**
 - Accounting & Finance
 - Asset Management Services
 - Auditing & Probity Services
 - Business & Strategic Planning
 - Business Consulting Services
 - Business Research
 - Business Surveys / Studies
 - Community & Stakeholder Consultations
 - Contract Administration Services
 - Economic & Industry Development
 - Election Services
 - Feasibility Studies & Planning
 - Legal Services
 - Procurement Consultancy
 - Quality Assurance
 - Risk Management
 - Secretarial & Transcription Services
 - Translation & Interpretation Services
- Civil Engineering & Construction
- Cleaning

For example, if you have a notice relating to Information Technology, choose this category. If the notice is for Hardware, choose the sub-category of Hardware.

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The Industry Categories are listed by 'parent' and 'child' categories. By clicking on the + button on the left of the 'parent' category, it is broken down into more defined areas. If you are not sure, pick the parent category that best fits.



Step 5 – Notice Forum

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Purchaser Advertising [View Demo](#)

If you require help at any stage, place your mouse over one of these icons. A brief description of this function will appear on the screen.

STEP 5 : Notice Forum

An online forum enables your contractors and suppliers to ask questions and seek clarifications relating to the notices you publish. The forum is confidential and the contractors and suppliers details are only seen by you.

Online Forum : Check this box to establish an online forum for this notice.

Notifications : Whenever there is a posting to the forum you can be automatically notified via email. You can then respond to the question online.

Note: The forum facility can be used by contactors and suppliers to collaborate together. You will not receive any communications unless it is a new question.

Check this box to be notified of new forum questions.
Which person is to receive the forum questions via email?

Check this box to notify users immediately when anyone within your organisation posts a new question or reply. If this box is not checked then the users will be notified after your last date for clarifications.

Note: Only users that have downloaded the tender documents will be notified.

Clarifications : What is the last day in which questions can be posted to the forum?

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Check if you wish to establish a forum for this notice.

Check this box if you want to be notified by email every time a new question is posted to the forum.

Nominate the person responsible for forum questions.

Check this box if you want to notified suppliers by email every time a question is answered and posted to the forum.

Select the last day for clarifications by using the drop down box.



Step 6 – Upload Notice Documents

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Tenders & Quotes

» Latest Tenders (click to view): CONDUCT A PREVALENCE SURVEY OF GAMBLING REVIEW I

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Purchaser Advertising If you require help at any stage, place your mouse over one of these View Demo
A brief description of this function will appear on the screen.

STEP 6 : Notice Documents

If you wish to attach documents to this notice, click the "Browse" button, select the file(s) from your own hard drive or network, and then click OK. This will attach the documentation to this notice.

Note: You can attach up to 10 files for each notice. Any file format can be attached, I.e. Word, Excel, PDF etc however your contractors and suppliers must have the appropriate software programme installed on their own computer to view your files.

Notice Documents :

C:\Documents and Settings\User1\Desktop\ASP Training Ma	Browse...
	Browse...
	Browse...
	Browse...
	Browse...
	Browse...
	Browse...
	Browse...
	Browse...
	Browse...
	Browse...

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Attach your documents by clicking on the 'browse' tab. The system allows for 10 files/documents, however there is no limit.

If you check this box any contractor who downloads documents must agree to having their contact details available online. This is for subcontractors use.



Step 7 – Tender Documents

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Purchaser Advertising If you require help at any stage, place your mouse over one of these A brief description of this function will appear on the screen. [View Demo](#)

STEP 7 : Notice Documents continued...

Document Fees : When you attach any documents to your notice, you can charge contractors or suppliers a fee to download and view the documentation.
Note : If you elect to charge a fee, TenderLink adds an additional \$20 handling charge for each download made.

Download Fee : (\$AUD excl. GST)

Additional Documents : If you have documents that cannot be attached to your notice such as large-scale drawings, or unusual file formats, use this option.

Do you have any additional documentation for this tender?

Document Control : Who is responsible for this notice to co-ordinate any document requests. This person will receive the automated email notification for the additional documents described above.

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If you wish to charge for documents indicate the dollar value here.

If you have additional documents such as A1 drawings indicate here. You will be emailed each time a contractor downloads from the system.

Nominate person responsible for documents.



Step 8 – Electronic Tender Box

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Tenders & Quotes

» Latest Tenders (click to view): [CONDUCT A PREVALENCE SURVEY OF GAMB](#)

[Log Out](#) [All Open Tenders](#) [Our Details](#) [My Details](#) [Tender Maintenance](#) [Search](#) [Administration](#) [Support](#) [Contact Us](#)

Purchaser Advertising If you require help at any stage, place your mouse over one of these A brief description of this function will appear on the screen. [View Demo](#)

STEP 8 : Electronic Tender Box

To receive electronic responses you can allow contractors and suppliers to respond to your notices with tender bids, information or proposals via an electronic tender box. The suppliers upload their responses (files) to the TenderLink server and when the closing date and time for the tender expires, you are sent electronic keys. You can then unlock your tender box and download/view the responses online.

This facility is optional and if you wish to have responses sent to you in the traditional way, I.e. via mail/email or fax, simply click "Next". Alternatively, choose the number of tender boxes you wish to use below.

If you want all responses submitted to the one tender box, please choose this option below.

Select the number of tender boxes you wish to use :

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If you are not using electronic tender boxes, leave the 'No Tender Boxes' as a default then select 'Next'.



Step 8 – Electronic Tender BOX (cont)

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Tenders & Quotes

» Latest Tenders (click to view): CONDUCT A PREVALENCE SURVEY OF GAMBLING

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Purchaser Advertising If you require help at any stage, place your mouse over one of these [View Demo](#)
A brief description of this function will appear on the screen.

STEP 8 : Electronic Tender Box

If you want all responses submitted to the one tender box, please choose this option below.
Select the number of tender boxes you wish to use :

Tender Boxes : You need to provide a name for each tender box used, or where more than one, multiple names
Eg. Pricing, Specifications etc, and select who should be emailed the electronic tender keys once
the tender has closed. This is useful if one person is to access the pricing, and another to access
the specifications. By default, your details are shown.

Tender Box Name :
Send the electronic tender keys to :

Tender Box Name :
Send the electronic tender keys to :

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Select number of tender boxes you require (up to 5).

Enter appropriate names for each tender box and then select the person responsible for that box.

Select 'Next'.



Step 9 – Newspaper advertising

CHARLES DARWIN UNIVERSITY Tenders & Quotes

Latest Tenders (click to view): SURVEY OF GAMBLING REVIEW OF INSURANCE COVERS

Log Out All Open Tenders Our Details My Details Tender Maintenance Search Administration Support Contact Us

Purchaser Advertising If you require help at any stage, place your mouse over one of these A brief description of this function will appear on the screen. View Demo

STEP 9 : Newspaper Advertising

You now have the option to place a summary advertisement in any number of newspapers. If you do not want to advertise in any newspapers, please click "Next".

This advertising service is co-ordinated by TenderLink.com Ltd. By choosing "yes" below, a summary advert can be placed in one or more newspapers of your choice. This facility is fully automated.

To view a sample advertisement and further information, click [here](#).

Yes - I would also like to place a newspaper advertisement.

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Check this box if you would like to use the newspaper wizard, or select 'Next'.

CHARLES DARWIN UNIVERSITY Tenders & Quotes

Latest Tenders (click to view): VIEW OF INSURANCE COVERS SUPPLY & INSTALLATION OF SWIMMING POOL

Log Out All Open Tenders Our Details My Details Tender Maintenance Search Administration Support Contact Us

Purchaser Advertising If you require help at any stage, place your mouse over one of these A brief description of this function will appear on the screen. View Demo

STEP 9 : Newspaper Advertising

- Australia
 - Daily Telegraph**
 - New South Wales
 - Northern Territory
 - Australian Financial Review**
 - Katherine Times**
 - Northern Territory News**
 - Top End Review**
 - Queensland
 - Tasmania
 - Victoria
 - Western Australia

Expand down through the regions to find the newspaper(s) you wish to use. Once you select the newspaper it will expand to show you the next advertising days available to you. As you select these dates, the number of advertisements will be shown below.

Newspaper Advertisements
No newspaper advertisements

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Select required publications.



Step 9 – Date/time of advertising

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Purchaser Advertising

STEP 9 : Newspaper Advertising

Australian Financial Review

- Friday, 16 June 2006
- Saturday, 17 June 2006
- Sunday, 18 June 2006
- Monday, 19 June 2006
- Tuesday, 20 June 2006
- Wednesday, 21 June 2006
- Thursday, 22 June 2006
- Friday, 23 June 2006
- Saturday, 24 June 2006
- Sunday, 25 June 2006
- Monday, 26 June 2006
- Tuesday, 27 June 2006
- Wednesday, 28 June 2006
- Thursday, 29 June 2006
- Friday, 30 June 2006
- Saturday, 1 July 2006
- Sunday, 2 July 2006
- Monday, 3 July 2006
- Tuesday, 4 July 2006
- Wednesday, 5 July 2006
- Thursday, 6 July 2006

Northern Territory News

Top End Review

Expand down through the regions to find the newspaper(s) you wish to use. Once you select the newspaper it will expand to show you the next advertising days available to you. As you select these dates, the number of advertisements will be shown below.

Newspaper Advertisements

2 newspaper advertisements

Introduction Step 1 Step 2 Step 3 Step 4 Step 5 Step 6 Step 7 Step 8 Step 9 Confirmation < Back Next >

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Above will open advertising days. Select the days that you would like to advertise.

LATEST E-TENDERS

Charles Darwin UNIVERSITY

Provision of Security Services at Casurina & Palmerston
Closing: 28/04/06, 2.00pm

Unless otherwise stated, tender documents are available for download free of charge. Contractors who wish to respond to any of these tenders will find the full details at www.tenderlink.com/cdu. For assistance please contact: Paul Sworder, or Customer Services on 1800 233 533.

www.tenderlink.com/cdu
(powered by Tenderlink.com)

Typical Notice that is booked



Confirmation

CHANGE YOUR WORLD. CHARLES DARWIN UNIVERSITY

Tenders & Quotes

» Latest Tenders (click to view): **MMING POOL** CONSTRUCTION OF CHANGEROOM & CHANGING FACILITIES

Log Out All Open Tenders Our Details My Details Tender Maintenance Search Administration Support Contact Us

Purchaser Advertising If you require help at any stage, place your mouse over one of these [view Demo](#)
A brief description of this function will appear on the screen.

Confirmation

We're done. You are now ready to post your notice to the system for which you have three options to use. Please select one option below. :

- Private Notice (Selected Suppliers) Allows you to individually select your own suppliers (they will show when you submit)
- Private Notice (Suppliers Profile Matching) This will match your tender notice to your own suppliers based on their profile held within the system. The matched list of suppliers will then be shown to you, to allow selection of the individual suppliers.
- Public and Private Notice The notice will automatically be sent to your suppliers, and also TenderLink's public suppliers, based on their profile held within the system.

Please select which option you wish to use.

Important :
Whenever you advertise a notice a charge is made. To edit your notice, please click "Back" to return to the editable details.

To finish, please click "Submit Notice"

» Submit Notice

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Select 'Private (Selected Suppliers)' if you would like your notice to be sent to a selection of your private suppliers.

Select 'Private Notice (Suppliers Profile Matching)' if you would like your notice to be sent out to all your private suppliers with the relevant profile.

Select 'Public and Private' if you would like to send the notice out to all your private supplier plus all TenderLink's suppliers with the appropriate profile.
To obtain maximum coverage with your notice we suggest you use this option.

Select Submit



Tenders Advertised

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Tenders & Quotes

» Latest Tenders (click to view): [PREVALENCE SURVEY OF GAMBLING](#) [REVIEW OF INSURANCE COVERS](#)

[Log Out](#) [All Open Tenders](#) [Our Details](#) [My Details](#) [Tender Maintenance](#) [Search](#) [Administration](#) [Support](#) [Contact Us](#)

Tenders Advertised [View Demo](#)

The notices below have been published by your organisation within the past 12 months.
Tenders with a status of "**Pending**" have been posted to the public system and are awaiting verification by TenderLink staff.

If you wish to see statistics relating to your notices, choose a notice and click "Tender Status" below. You can also withdraw a notice or issue addendums through the links below.

Tender ID	Summary	State	Closing
<input type="radio"/> CDU-259325	Conduct A Prevalence Survey of Gambling	Pending	14/08/2006 5:00 p.m. NZST
<input type="radio"/> CDU-259162	20 New Vehicles	Pending	10/01/2006 12:00 p.m. NZST
<input type="radio"/> CDU-259161	Building Construction	Current	12/06/2006 5:00 p.m. NZST
<input type="radio"/> CDU-259136	Provision of Internal Audit Services	Current	21/12/2005 12:00 p.m. NZST

To view the status of a tender not shown in the list above, enter the tender ID below.

Enter a Tender ID : [» Find Tender](#)

[» Tender Status](#) [» Amend the Tender](#) [» Withdraw the Tender](#)

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Restricted tenders – Private Suppliers – Managing Suppliers

Users must have administrator access to access the supplier section.

The screenshot shows the Charles Darwin University Tendering Website. The user menu is open, showing options like 'Our Company Details', 'Our User Details', 'Our Change Requests', 'Our Suppliers', and 'Our Current Statement'. The 'Our Suppliers' option is highlighted. Below the menu is a table of current users with columns for 'Current Users', 'Logons In Last Month', and 'Logons In Last Year'.

Current Users	Logons In Last Month	Logons In Last Year
Gary Phillips	0	0
Mick Lihou	1	4
Natalie Peters	1	1
Peter Perrin	0	0
Ranjith Dias	3	3
Ray Faunteroy	32	74
Rayo Adams	0	0
Rod Hoyle	4	4
Roy Pidgeon	0	0
Sherry Booth	1	6
TenderLink Administrator	32	99

Our Details

Select 'Our Suppliers'



Restricted tenders – Private Suppliers – Managing Suppliers (cont)

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Tenders & Quotes

» Latest Tenders (click to view):

Log Out | All Open Tenders | Our Details | My Details | Tender Maintenance | Search | Administration | Support | Contact Us

Your Suppliers

You currently have 92 organisations, and 120 users in your supplier list.

Supplier	Email Address	Company	Grading
<input type="radio"/> jamie morrison	cjmorri@bigpond.com	a.e solutions, darwin	<input type="radio"/>
<input type="radio"/> Paul Finocchiaro	paul.finocchiaro@a2zbusinessmachines.com	A2Z Business Machines, Darwin	<input type="radio"/>
<input type="radio"/> Tim Buntain	tim.buntain@acecable.com.au	ACE Cabling, Darwin	<input type="radio"/>
<input type="radio"/> Diane Riet	diane_riet@agilent.com	Agilent Technologies Australia Pty Ltd, Melbourne	<input type="radio"/>
<input type="radio"/> Julie Pater	julie_pater@agilent.com	Agilent Technologies Australia Pty Ltd, Melbourne	<input type="radio"/>
<input type="radio"/> Sue Blundell	sue_blundell@agilent.com	Agilent Technologies Australia Pty Ltd, Melbourne	<input type="radio"/>
<input type="radio"/> Nigel Burden	nburden@airliquidewa.com.au	Air Liquide (WA) P/L, Myaree	<input type="radio"/>
<input type="radio"/> alisha west	ozlesh@yahoo.com.au	alisha, Collins Street West	<input type="radio"/>
<input type="radio"/> gregory smith	greg@octa4.com.au	appliance man, darwin	<input type="radio"/>
<input type="radio"/> Roger Pearson	roger@arafuracatering.com.au	Ararfura Catering Equipment, Parap	<input type="radio"/>
<input type="radio"/> Cameron Wilson	cameron@arafuracatering.com.au	Ararfura Catering Equipment, Darwin	<input type="radio"/>
<input type="radio"/> Kim De Visser	kimabs@bigpond.com.au	Australian Bakery Supplies, Brisbane	<input type="radio"/>
<input type="radio"/> Jason Clifton	jasonc@bearsolutions.com.au	Bear Solutions,	<input type="radio"/>
<input type="radio"/> Jason Clifton	jasonc@bearsolutions.com.au	Bear Solutions,	<input type="radio"/>
<input type="radio"/> Simon Scally	s.scally@inet.net.au	Build Up Design, Darwin	<input type="radio"/>
<input type="radio"/> Julian Kerr	julian_kerr@capital-finance.com.au	Capital Finance,	<input type="radio"/>
<input type="radio"/> Martin McConnell	martin_mcconnell@capital-finance.com.au	Capital Finance,	<input type="radio"/>

» New Supplier | » Edit Supplier | » Remove Supplier | » Setup Grading Options | « Back

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To sort alphabetically by Supplier Name, Email Address, or Company. Click up and down arrows.

Select 'Setup Grading Options'

Establish new supplier





Closing of Tenders - electronically

An example email advice is below:

Tender Box Keys Charles Darwin University
E-Tendering System

Friday, 9 June 2006 Account Number : 441285

Charles Darwin University
Procurement Finance & Assett Services
Darwin 0909
Northern Territory
AUSTRALIA

Your Account Balance
\$550
[Pay Online Here](#)

Attention Mr Ray Fauntleroy

Hi Ray,
This is an automated message from Charles Darwin University

[» Electronic Keys](#)

Notice Type : Request for Tender
TenderLink Ref Number : CDU-297842
Summary: Tender T4.2006 Find Way Signage for Charles Darwin University
TenderBox Name : Find your way signage
Number of Submissions : 4
Status: Closed

There are 4 submissions lodged in your electronic tenders box. To retrieve these, click the "Electronic Keys" link above which will transfer you to the TenderLink.com system. For security reasons you will be asked to logon. Once entered, you will be able to open your tender box. Have a nice day!

Sincerely
Customer Services
Charles Darwin University
Ph : 1800 233 533
www.tenderlink.com/cdu

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Click on 'Electronic Keys' to retrieve your tender box keys



Opening the electronic tender box

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Tenders & Quotes

Latest Tenders (click to view):

Home All Open Tenders Search Open Tenders Industry Categories Sample Tenders Registration Support Contact Us

User Logon Required

Welcome back to Charles Darwin University. The page you are now requesting requires security access using your Email Address and Password. Please enter these below and log on to the system.

Email Address :

Password : (Forgot your password? [Click here](#))

» Log In

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Log on with your normal details

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Tenders & Quotes

Latest Tenders (click to view):

Log Out All Open Tenders Our Details My Details Tender Maintenance Search Administration Support Contact Us

CONDUCT A PREVALENCE SURVEY OF GAMBL

Best Practice (probity) for closing of electronic tenders

At the close of the tender, the system sends electronic tender keys to the designated user (ensuring that tenders are only accessible after the closing date and time of the RFT). Once the tender keys are received, organisations are recommended to follow the following Probity practices after the close of tenders:

- A Tender Opening Committee [TOC] (minimum of two members) should be established
- TOC members are required to be present during the opening of the tender box.
- The designated user should enter the "tender key" for each tender box provided and the TOC witnesses the number of tenders held in the tender box.
- The tender box zip file (containing all the submissions) is downloaded to the organisations computer and saved.
- The tender key is entered again to unlock the downloaded zip file.
- The TOC verifies the number of submissions and details of each submission should be entered on a schedule of tenders (this can be generated automatically from the system).
- Tenders for each RFT are copied to a "write only" CD-ROM [or other appropriate approved medium]. A copy of the CDROM[s] is made available to, and signed for, by the designated user for the RFT and the officer(s) responsible for tender evaluation.
- A master copy is securely archived by the organisation (a copy of the original response will be kept in this e-tendering system for a period of 12 months).

» Continue

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Select Continue



Opening the electronic tender box

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Tenders & Quotes

PROJECT TO INVESTIGATE REPORTING ARRANGEMENTS

Log Out All Open Tenders Our Details My Details Tender Maintenance Search Administration Support Contact Us

Electronic Tender Keys

Notice Type : Request for Tender
TenderLink Ref Number : CDU-259332
Summary : Provision of Project Management Services for Charles Darwin University
TenderBox Name : Submissions
Number Submissions : 0
Tender Keys : QLE4-WYDE5AD4 (You will need to record this for later use)

Here are your electronic keys to open your tenders box and view submissions made by Suppliers. All submissions have been stored in your tenders box as a single zip file which requires a password to unzip. The tender keys shown above are also your password to unzip your tenders box. Please record the tender keys and enter them when prompted.

You can now proceed using the following link to unlock your tender box and download the zip file containing any submissions made.

[» Unlock Tender Box](#)

Tender Box Key To Unlock – Click this Link

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PROJECT TO INVESTIGATE REPORTING ARRANGEMENTS

Log Out All Open Tenders Our Details My Details Tender Maintenance Search Administration Support Contact Us

Submissions made to the Electronic Tender Box "Submissions"

CDU-259332 - Provision of Project Management Services for Charles Darwin University

The following registered users have made submissions to the electronic tenders box for this tender. Their details, and details of the files they uploaded are shown below. Please verify that these files are present when you unlock your tender box.

Company Name/Address	Contact Person	Phone	Files Submitted
Hobson Constructions (Qld) Pty Ltd 115 Thuringowa Drive Kirwan 4505 Queensland AUSTRALIA	John Bell	07 4773 3333	banks.doc
Gala Constructions Hetherington Road Murgon 4218 Queensland AUSTRALIA	Bill Jones	07 4168 3298	arc.doc

Microsoft Internet Explorer

Your tender box "Submissions" has been successfully unlocked. The tender box contains 2 submission(s) that can now be downloaded.

IMPORTANT : You will now be shown a download window, to download your submissions. Please choose "Save", to save the file to your own computer before trying to extract and view its contents.

OK

» Print << Back

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A List of Contractors who have submitted responses will be displayed

Confirmation that ETB has been unlocked and

Select 'OK'



Downloading responses

Once the tender box has been unlocked from the step above, you are now ready to download the individual submissions from your Suppliers.

The screenshot shows the TenderLink website interface for Charles Darwin University. The main header includes the university logo and navigation links like 'Log Out', 'All Open Tenders', and 'My Details'. The current page is titled 'Submissions made to the Electronic Tender Box'. A 'File Download' dialog box is open, displaying file information for 'Submissions.zip' (60.8 KB) from 'www.asp.tenderlink.com'. The dialog asks 'Do you want to open or save this file?' and has 'Open', 'Save', and 'Cancel' buttons. A 'Print' button is visible at the bottom left of the page.

Select 'Save'



Reporting

- There are a number of reports available on line and in real time and include:
 - **Supplier reports**
 - **Advertising reports**
 - **Tender download reports**
 - **Tender documents**
 - **Tender summaries**
 - **Private supplier reports**



Benefits for Charles Darwin University

- **No system maintenance – externally hosted**
- **Professional image – enhances the University**
- **Available 24/7 – always working**
- **Time saving – more efficient by automation**
- **Significant reduction in printing costs**
- **Wide access to suppliers**
- **Very safe and secure (banking strength encryption & technology)**
- **Ability to target and manage suppliers**
- **Builds better relationships with suppliers**
- **Significant reduction in advertising costs – saving 60%**
- **Provides audit trail**