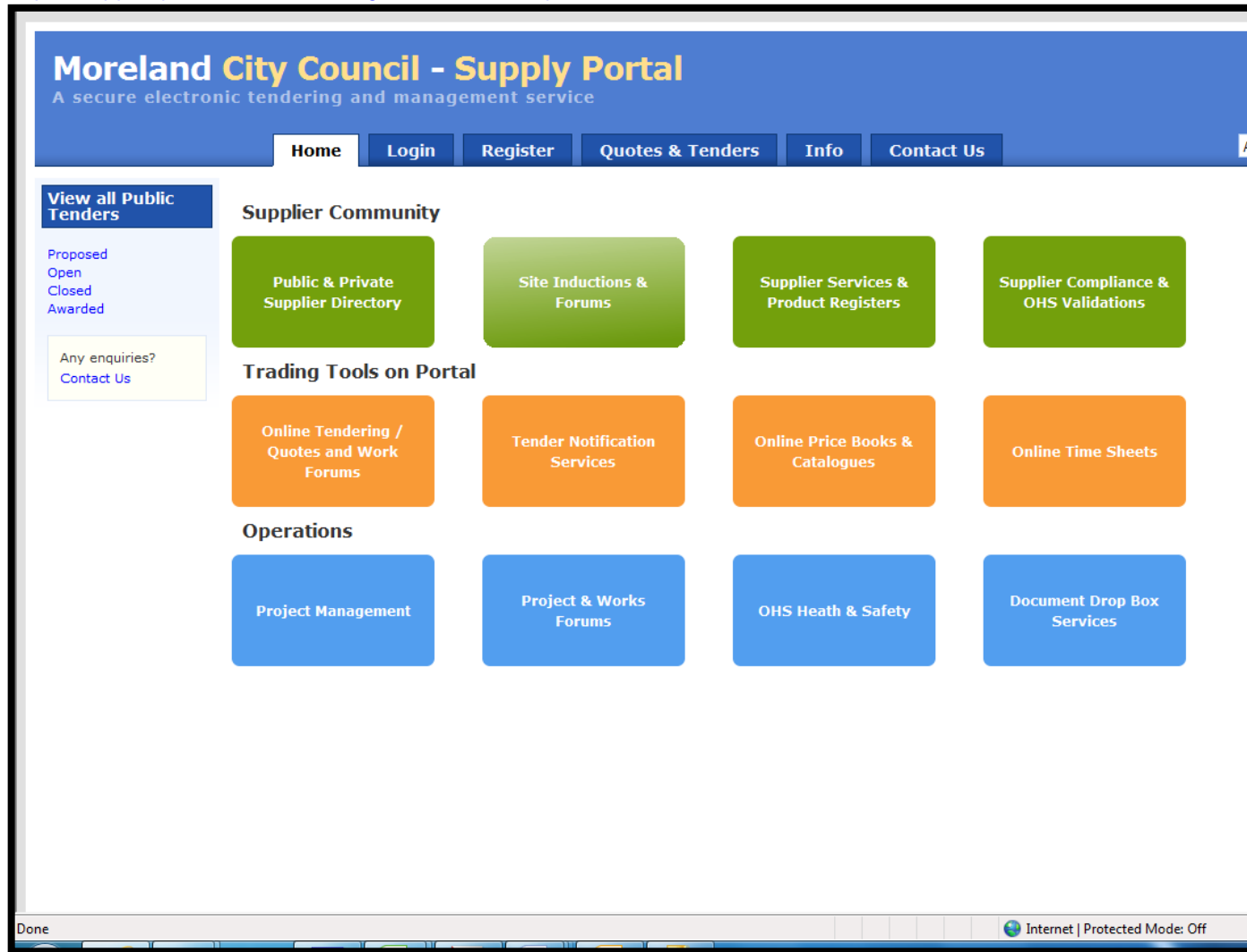


How to Guide – Register and Submit A Tender

Register First Time	Page 2
Login to Tender Site	Page 5
Find and Access Tenders	Page 6
Register Interest in Tender	Page 8
View Online Tender	Page 10
Submit Tender	Page 13

1. Registering as a New Supplier
Once you enter supplier portal link
<https://supplierportal.moreland.vic.gov.au/default.aspx>



2. If you do not have a user name and password, then you need to register. Click on the "Register" tab

Moreland City Council - Supply Portal
A secure electronic tendering and management service

Home Login **Register** Quotes & Tenders Info Contact Us

Australian English

View all Public Tenders

Proposed
Open
Closed
Awarded

Any enquiries?
[Contact Us](#)

Register

[Login](#) if you already have an account.

Company

Company Name
Trading Name
ABN
ACN
Country
Address
City
State Postcode
Phone
Fax
of Employees
Turnover

Industry Categories

Please choose at least one industry category that relates to your company.

Code - Equals

'Industry Category' runs a 'contains' search.
'Code' search can run an exact match or a 'starts with' search.

	Code	Industry Category
<input type="checkbox"/>	53000000	Apparel and Luggage and Personal Care Products
<input type="checkbox"/>	72000000	Building and Construction and Maintenance Services

Internet | Protected Mode: Off 100%

3. Complete the form. Once you complete it, click on "Register" at the bottom of the form.

Moreland City Council - Site Portal

Job Title

Occupations

You must select at least one occupation that applies to this person.

Code - Equals Search and Add Clear and Search Reset Clear

'Occupations' runs a 'contains' search.
'Code' search can run an exact match or a 'starts with' search.

Code	Occupations
5	CLERICAL AND ADMINISTRATIVE WORKERS
4	COMMUNITY AND PERSONAL SERVICE WORKERS
8	LABOURERS
7	MACHINERY OPERATORS AND DRIVERS
1	MANAGERS
2	PROFESSIONALS
6	SALES WORKERS
3	TECHNICIANS AND TRADES WORKERS

Phone

Mobile

Address Line 1

Address Line 2

Locality

State

Postcode GLID

Country/Region

Login

Email

Security Question

What was your first pets name?

Answer

Register

Home | Login | Register | Information
Copyright : DecisionMAX

4. You will receive an e-mail confirmation with your user name (e-mail) and password.

5. Go to Login tab to enter the supply portal. Insert your details and logon to the supplier portal link.

Moreland City Council - Supply Portal
A secure electronic tendering and management service

Home Login Register Quotes & Tenders Info Contact Us

Australian English

View all Public Tenders

Proposed
Open
Closed
Awarded

Any enquiries?
Contact Us

Login

Register if you do not already have an account.

Log In

Email Address
Password

Forgot Password? Login

Basic Start-Up

1. Fill out your company profile – Details TAB
2. Match your company to an Industry Category to receive Bids/ Quotes/ Tenders

Basic - Current Supplier

1. Fill out your Company Profile - Details TAB
2. Complete the Industry Categories TAB
3. Upload your Insurance in the Insurance drop box TAB

Supplier Providing On-site Services (Basic+)

1. Complete the Occupations TAB to register what type of skills you can provide on-site
2. Click on the certificates tab and press SHOW certificates to see any compliance Requirements
3. NOTE: You must complete an occupation profile and upload any Certificates for each of your employees that will work-onsite- Contacts TAB

Gold Level Certification TAB- Mandatory

1. Supplier Survey TAB- fill out the Pre-qualification form matching your business.

Supply Portal

TenderMaster

Secure creation of tender notices and Invitations to Tender (ITT)

TenderMatch

Notification of tenders matching profile

TenderPost

Fast, easy tender submission

TenderBox

Secure management of tenders received

TenderTrack

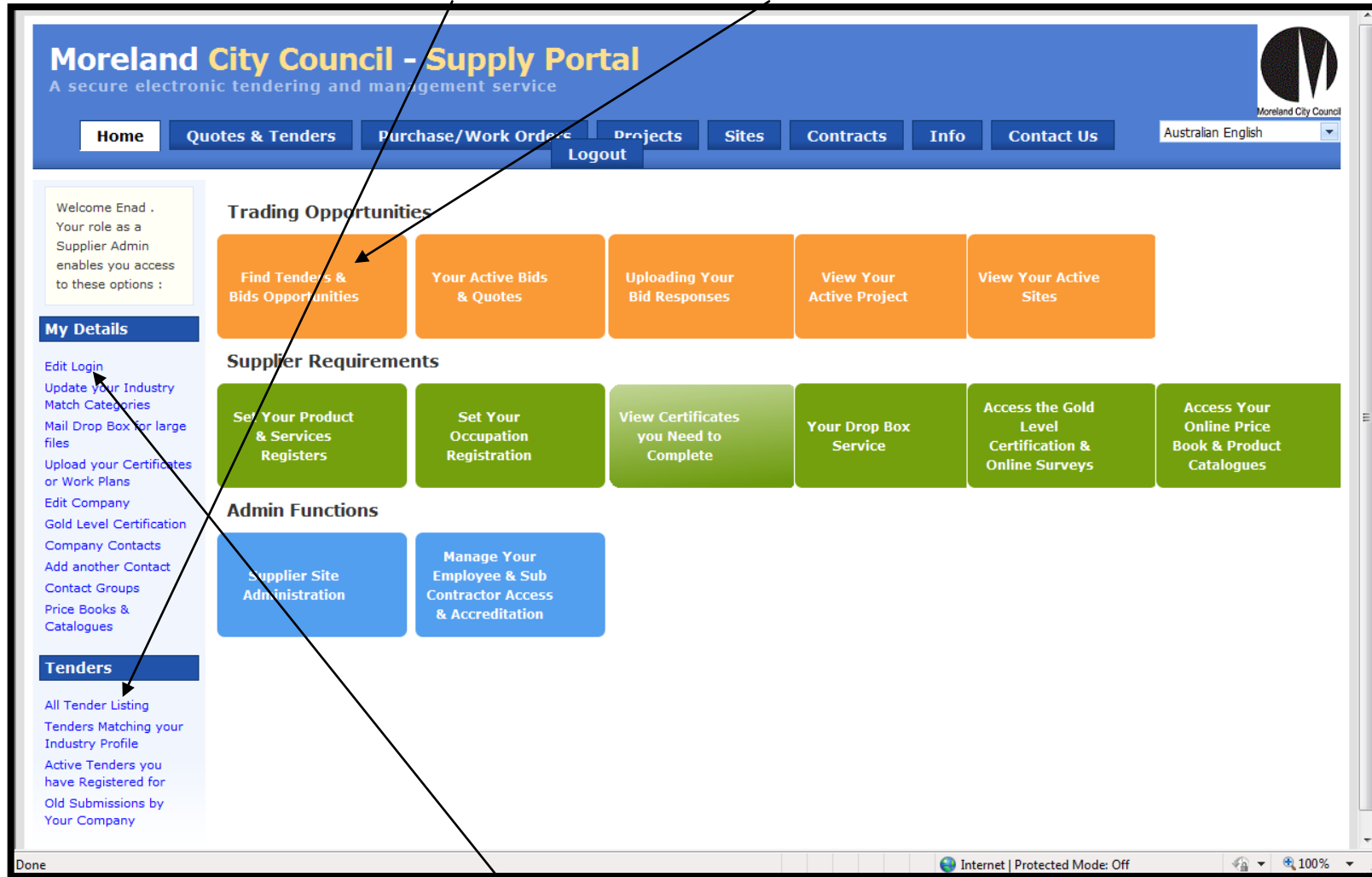
Tracks tender progress/awards

TenderAnalysis

Sorts, tracks and monitors the performance of the tenderer

Done Internet | Protected Mode: Off 100% 2:56 PM 20/08/2013

6. Click on Open Tenders tab to open "All Tender Listing" link or "Find Tenders & Bids Opportunities" tab



You can also edit your **OWN** details through **Edit Login**
Update your Organisations detail through **Edit Company**

7. To open a tender, select by scrolling to the project that you are interested in submitting an offer for. Click on "Access" tender tab

Moreland City Council - Supply Portal
A secure electronic tendering and management service

Home Quotes & Tenders Purchase/Work Orders Projects Sites Contracts Info Contact Us Logout

Welcome Enad .
Your role as a Supplier Admin enables you access to these options :

My Details

- Edit Login
- Update your Industry Match Categories
- Mail Drop Box for large files
- Upload your Certificates or Work Plans
- Edit Company
- Gold Level Certification
- Company Contacts
- Add another Contact
- Contact Groups
- Price Books & Catalogues

Tenders

- All Tender Listing
- Tenders Matching your Industry Profile
- Active Tenders you have Registered for
- Old Submissions by Your Company

Tenders : Open

Clear Filters

Title	Description - Free text search	Code	Purchaser	Closing Date	Issue Date
	Deliverable 2: A report on the requisite policies and procedures, along w				
	Moreland City Council maintains approximately 220 Council owned buildings located at various sites throughout the City of Moreland. To ensure the sustainability of Moreland City Council assets, Council is seeking contractors to provide general building maintenance services.				
	The nominated categories include: (1) Carpet and Vinyl Services (2) Plumbing and Gas Fitting Services (3) Painting and Specialised Coating Services (4) Carpentry & Minor Building Services (5) Glazing and Shuttering Services (6) Paling & Chainmesh Fencing Services (7) Brick Work and Paving (8) Drainage and Roofing (9) Shade Sails (10) Safety Access and Roof Safety 595	Moreland City Council	9/09/2013	17/08/2013	17/08/2013

* some topics may be private and not visible

Internet | Protected Mode: Off 100% 3:07 PM 20/08/2013

8. Once logged – click on “Register Interest” bottom

The screenshot displays the Moreland City Council Supply Portal interface. At the top, a blue header contains the portal title and navigation links. A sidebar on the left provides user-specific options. The main content area shows details for a specific tender, including its title, code, description, and delivery location. A 'Register Interest' button is prominently displayed at the bottom of the tender details section, with an arrow pointing to it from the instruction above.

Moreland City Council - Supply Portal
A secure electronic tendering and management service

Home | Quotes & Tenders | Purchase/Work Orders | Projects | Sites | Contracts | Info | Contact Us | Australian English

Welcome Enad .
Your role as a Supplier Admin enables you access to these options :

My Details
Edit Login
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Company Contacts
Add another Contact
Contact Groups
Price Books & Catalogues

Tenders
All Tender Listing
Tenders Matching your Industry Profile
Active Tenders you have Registered for
Old Submissions by Your Company

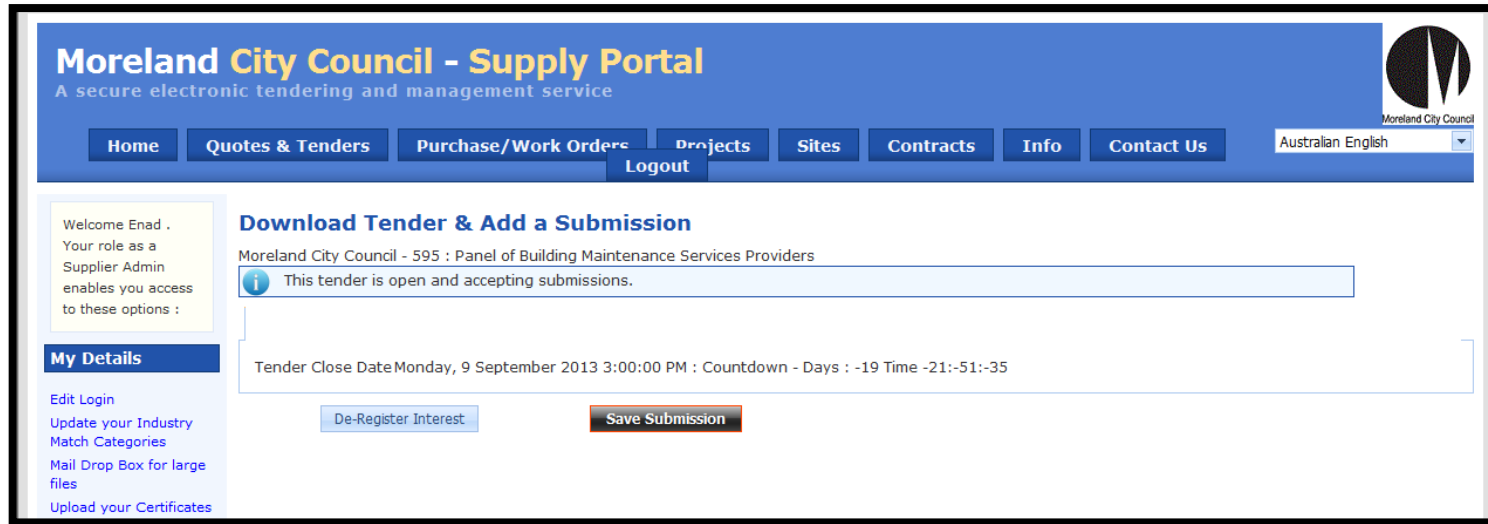
This tender is open and accepting submissions.

Tender Details | Industry Categories | Contract Value | Dates

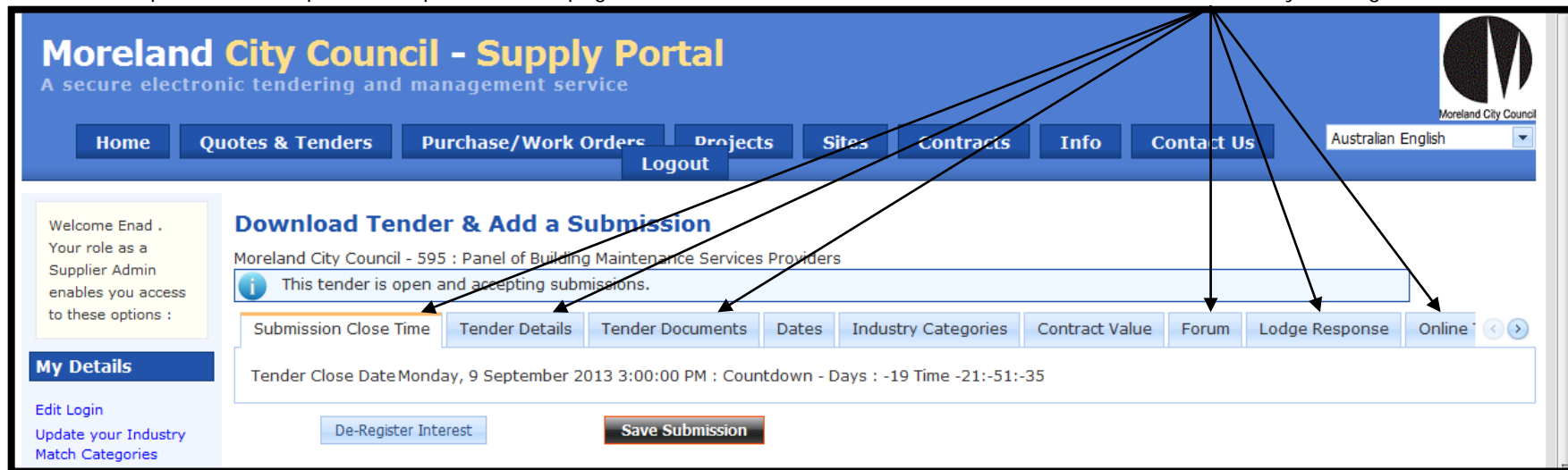
Title: Panel of Building Maintenance Services Providers
Code: 595
Description: Moreland City Council maintains approximately 220 Council owned buildings located at various sites throughout the City of Moreland. To ensure the sustainability of Moreland City Council assets, Council is seeking contractors to provide general building maintenance services.
Delivery Location: **Delivery Location**
Location Name: Moreland City Council
Location Address: 90 Bell Street
Location Suburb: Coburg
Location City:
Location State: Victoria
Location Country:

Register Interest

9. The following screen will appear for 30-60 seconds. Wait until it refreshes and the tender is open



10. Once refresh process is complete, the opened tender page can be accessed. Make sure to check the all the related tabs by clicking on them.



11. To Start submitting a tender, click "online Tender" tab

The screenshot displays the 'Moreland City Council - Supply Portal' interface. The header includes the council's name, a tagline 'A secure electronic tendering and management service', and a navigation menu with links: Home, Quotes & Tenders, Purchase/Work Orders, Projects, Sites, Contracts, Info, and Contact Us. A language dropdown is set to 'Australian English'. On the left, a 'My Details' sidebar lists user actions like 'Edit Login' and 'Update your Industry Match Categories'. The main content area is titled 'Download Tender & Add a Submission' and shows a notification: 'Moreland City Council - 595 : Panel of Building Maintenance Services Providers' and 'This tender is open and accepting submissions.' Below this is a tabbed interface with 'Online Tender' selected. The tender details section includes fields for 'Company', 'Contact', and 'ABN'. The central text reads: 'Moreland City Council REQUEST FOR TENDER Contract No. - 595 Panel of Building Maintenance Services Providers for the provision of Carpet and Vinyl Services Plumbing and Gas Fitting Services Painting and Specialised Coating Services Carpentry & Minor Building Services Glazing and Shuttering Services Paling & Chainmesh Fencing Services Brick Work and Paving Drainage and Roofing'. A 'Save' button and a 'Sectional View' link are visible. A vertical scrollbar on the right indicates the page can be scrolled down.

12. Scroll down the online tender form to start completing the tender.

13. To open attached tender document, you can click on the individual files. Save them to your hard drive and then open them.

The screenshot displays the 'Moreland City Council - Supply Portal' interface. The header includes the council's name, a tagline 'A secure electronic tendering and management service', and a navigation menu with links like Home, Quotes & Tenders, Purchase/Work Orders, Projects, Sites, Contracts, Info, and Contact Us. A user is logged in as 'Enad' with the role of 'Supplier Admin'. The main content area is titled 'Download Tender & Add a Submission' and shows details for 'Moreland City Council - 595 : Panel of Building Maintenance Services Providers'. It indicates that the tender is open and accepting submissions. A sidebar on the left provides 'My Details' and 'Tenders' sections with various links. The main content lists three parts of the tender: Part 1 - Information for Tenderers, Part 2 - General Tendering Conditions, and Part 3 - Special Tendering Conditions. Each part has a corresponding PDF icon and a link to download the document. A 'File Download' dialog box is open, asking 'Do you want to open or save this file?' with options to Open, Save, or Cancel. The dialog shows the file name '..._Information_for_Tenderers_~STATEMENT~.pdf', type 'Adobe Acrobat Document', and source 'supplierportal.moreland.vic.gov.au'. A warning message at the bottom of the dialog states: 'While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?'.

Moreland City Council - Supply Portal
A secure electronic tendering and management service

Welcome Enad .
Your role as a Supplier Admin enables you access to these options :

My Details

- Edit Login
- Update your Industry Match Categories
- Mail Drop Box for large files
- Upload your Certificates or Work Plans
- Edit Company
- Gold Level Certification
- Company Contacts
- Add another Contact
- Contact Groups
- Price Books & Catalogues

Tenders

- All Tender Listing
- Tenders Matching your Industry Profile
- Active Tenders you have Registered for
- Old Submissions by Your Company

Download Tender & Add a Submission

Moreland City Council - 595 : Panel of Building Maintenance Services Providers

This tender is open and accepting submissions.

Tender Details | Tender Documents | Dates | Industry Categories | Contract Value | Forum | Lodge Response | Online Tender | Log

Part 1 - Information for Tenderers

1.1 Refer to attached document for "Information for Tenderers"

Part 2 - General Tendering Conditions

2.1 Refer to attached document for General Tendering Conditions.

Part 3 - Special Tendering Conditions

3.1 **Tender Validity Period**

Tenders are to remain valid for acceptance by MCC for a period of Three (3) months after the Closing Time.

3.2 **Industry Briefing or Site Inspection**

There will be no industry briefing(s) for this RFT

3.3 **Evaluation Criteria**

It is essential that Tenderers address each criterion in the tender

File Download

Do you want to open or save this file?

Name: ..._Information_for_Tenderers_~STATEMENT~.pdf
Type: Adobe Acrobat Document
From: supplierportal.moreland.vic.gov.au

Open Save Cancel

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

14. If you are requested to complete a schedule file in MS Excel or MS Office. You need to download the file to your hard drive, add the information and then re-upload it to your submission. Make use you press Save button all the time.

Moreland City Council - Supply Portal
A secure electronic tendering and management service

Home Quotes & Tenders Purchase/Work Orders Projects Sites Contracts Info Contact Us Logout

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Tenders

- All Tender Listing
- Tenders Matching your Industry Profile
- Active Tenders you have Registered for
- Old Submissions by Your Company

Download Tender & Add a Submission

Moreland City Council - 595 : Panel of Building Maintenance Services Providers

This tender is open and accepting submissions.

Tender Details Tender Documents Dates Industry Categories Contract Value Forum Lodge Response **Online Tender** Log

Save

- ☐ Painting & Spec. Coating
- ☐ Carpentry & Minr Building
- ☐ Glazing and Shuttering
- ☐ Paling & Chainmesh Fencing
- ☐ Brick Work and Paving
- ☐ Drainage and Roofing
- ☐ Shade Sails
- ☐ Safety Access&Roof Safety

5.15 Schedule of Rates

The Tenderer must complete the following price table. The amounts submitted are exclusive of GST and the prices are inclusive of all materials, labour, profits and other expenses required completing the Work under Contract (WUC) in accordance with Part 4, Specification.

5.16 Qualifications, Skills & Experience of the Principal Individuals

List the qualifications skills & experience of the principal individuals the tenderer intends to engage in providing the service. The following details should be provided:

- 1) Name
- 2) Qualifications
- 3) Skills
- 4) Experience

[Sched of Rates.docx](#) | [Upload Modifications](#) | [Download your submission](#)

[Details of Qualified Personnel.docx](#) | [Upload Modifications](#) | [Download your submission](#)

1.1 Online Tender

A tender may be published under **Online Tender**.

The questions screen format is to be completed on the screen. (similar to the Supplier Survey)

Supplied files can be opened and viewed.

Files may be uploaded to support questions/answers. The file name will show once uploaded.

Download a Spreadsheet or Word Document to be worked on within your computer and Upload the Modification back to the question.

DO NOT CHANGE Name Format.

To save a partially completed tender and continue work later. Use the

SAVE button.

You may log out and back in and your work will be available.

When form is completed.

Step 1: Press **to Finalise your Online Bid**. Allow screen to refresh.

Step 2: Press **SAVE Submission**.

This will refresh the screen taking you back to your last screen and /or Active Tenders view.

Your submission has been lodged; you will receive your confirmation email.

If you wish to confirm file – Access Tender, view Lodge Response TAB,

Your OnlineFormSubmission.Zip file will be loaded.

You may also check your Log TAB.

Should you wish to keep an offline copy of your response. Download & save your Zip Submission file to your computer.

To open and view your Online Tender Response you will need to have the eForms Reader Software application loaded.

This is a free software application from DecisionMAX Software.

Download Tender & Add a Submission

Australian Royal Air Force - ED 25 3 13 : Easy Designer 25 3 13

This tender is open and accepting submissions.

Tender Details | Tender Documents | Dates | Industry Categories | Contract Value | Forum | Lodge Response | **Online Tender** | Log

Bottom | Sectional View

Vendor Supplier Admin

tender TEST on files 25 3 13

Contract Title: Information systems

Reverence: 4311.xx.va

Date of Release. 01/01/2001

Close: 01/03/2001 here



BACKGROUND AND REQUIRMENT OVERVIEW.doc

[Upload more documentation](#) | [Download your documentation](#)

[Upload documentation](#) | [ContractMAX Overview.pdf](#)



[Distribution.xls](#) | [Upload Modifications](#) | [Download your submission](#)

Save

1. Press to Finalise your Online Bid

2.

Save Submission

Submission Documents

[Click here to Up](#)

Actions	Uploaded By	File Name	Size (Mb)	Added
	John Supply Officer	OnlineFormSubmission.zip	6.85	11/07/2013 12:38:42 PM

Active Tenders

Following is a list of tenders that you have registered interest in recently.

Tender Forum	Tender ID	Title	Description - Free text search	Purchaser	Code	Closing Date
	Access Tender	Wind Farm GearBox Maintenance and Repair	Wind Farm GearBox on line maint & repair Tender	Help Desk Testing Company	Test 3456	30/03/14
	Access Tender	New quotes	for minor works 200 meters of new kerbing	Australian Air Force	q2134	30/03/14
	Access Tender	For The Roof Replacement and Rectification Works at Aquatic Centre	The Aquatic Centre comprises of indoor and outdoor pools, a fitness centre, child minding facilities, kiosk, meeting rooms, amenities and equipment plant rooms. The centre, built in 1994 is single storey construction and comprises a concrete floor slab, steel framed walls & roof with brick walls and metal roof cladding. This tender is for removal and replacement of the main pool roof and adjacent roof, removal and replacement of internal ceiling linings, repainting of internal structural steelwork and replacement of masonry building components, resurfacing of concourse area, tiling and re-grouting of the pool and replacement of lights.	Australian Air Force	RFT 2012/1	30/03/14

Name



T364 - Wind Farm GearBox Repairs_Tender.DHR



T364 - Wind Farm GearBox Repairs_Tender.DHT

15. Once you complete the required information in the tender, scroll down to the bottom and click on “Press to Finalize your online Bid” button and then Click “Save Submission” button

The screenshot displays the 'Download Tender & Add a Submission' page for the 'Moreland City Council - 595 : Panel of Building Maintenance Services Providers'. The page includes a navigation bar with tabs for Tender Details, Tender Documents, Dates, Industry Categories, Contract Value, Forum, Lodge Response, Online Tender, and Log. A sidebar on the left contains sections for 'My Details' (Edit Login, Update your Industry Match Categories, Mail Drop Box for large files, Upload your Certificates or Work Plans, Edit Company, Gold Level Certification, Company Contacts, Add another Contact, Contact Groups, Price Books & Catalogues) and 'Tenders' (All Tender Listing, Tenders Matching your Industry Profile, Active Tenders you have Registered for, Old Submissions by Your Company). The main content area features a 'Save' button, a PDF icon, and a link to 'Moreland Supplier_How to Answer Online Tender.pdf'. It also contains a 'Guidance on how to finalise tender (where needed)' section with instructions and an 'Important Note' about file uploads. Below this is an 'Appendix' table listing items and their corresponding documents. At the bottom, there is a 'Top | Sectional View' link and a '1. Press to Finalise your Online Bid' button. A 'De-Register Interest' button is also present, and a 'Save Submission' button is highlighted with a red border. Two arrows originate from the text in the first list item: one points to the '1. Press to Finalise your Online Bid' button, and the other points to the 'Save Submission' button.

Welcome Enad .
Your role as a
Supplier Admin
enables you access
to these options :

Download Tender & Add a Submission

Moreland City Council - 595 : Panel of Building Maintenance Services Providers

This tender is open and accepting submissions.

Tender Details | Tender Documents | Dates | Industry Categories | Contract Value | Forum | Lodge Response | Online Tender | Log

Save Guidance on how to finalise tender (where needed)

To facilitate preparing your tender for submission please follow the attached instructions. The instructions will guide you through the exporting phase. Tenders will not be able to be read by Moreland City Council if the file submitted is in the wrong format.

Important Note:
Under each of the "Upload Documentation" sections, only one file could be uploaded. So if you have more than one file to upload, make sure to zip the files under one file name and then upload.

Appendix

Item: 1.1	Part 1 - Information for Tenderers.pdf
Item: 2.1	Part 2 - General Tendering Conditions.pdf
Item: 3.3	Contract 595 - Evaluation Criteria.docx
Item: 4.1	Contract 595 - Part 4 - Tender Specifications.pdf
Item: 5.15	Sched of Rates.docx Upload Modifications Download your submission
Item: 5.16	Details of Qualified Personnel.docx
Item: 5.21	Contract History.docx
Item: 5.64	Schedule of Departures.docx Upload Modifications Download your submission
Item: 6.1	Contract 595 - Purchase Agreement Umbrella Agreement.pdf
Item: 6.3	Schedule of Departures of Contract Clauses.docx
Item: 8.1	Moreland Supplier_How to Answer Online Tender.pdf

Top | Sectional View

1. Press to Finalise your Online Bid

De-Register Interest **Save Submission**

16. Tenderer can check submission confirmation through “Log” tab and “Lodge Response” tab. Also tenderer will receive an e-mail Receipt confirmation of the submission

Moreland City Council - Supply Portal
A secure electronic tendering and management service

Home Quotes & Tenders Purchase/Work Orders Projects Sites Contracts Info Contact Us Logout

Welcome Enad .
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Tenders

- All Tender Listing
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- Old Submissions by Your Company

Download Tender & Add a Submission







Moreland City Council - 595 : Panel of Building Maintenance Services Providers

This tender is open and accepting submissions.

Tender Details Tender Documents Dates Industry Categories Contract Value Forum **Lodge Response** Online Tender Log

Submission Documents

Click here to Upload File

Actions	Uploaded By	File Name	Size (Mb)	Added
 	Enad Zraid	OnlineFormSubmission.zip	1.06	20/08/2013 5:36:04 PM
 	Enad Zraid	OnlineFormSubmission.zip	1.06	20/08/2013 5:39:14 PM
 	Enad Zraid	OnlineFormSubmission.zip	1.06	20/08/2013 5:42:59 PM

De-Register Interest Save Submission

You can download your submission file to your computer