NSW eTendering

Public User Guide

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1 eTENDERING OVERVIEW

NSW eTendering is a web-based tender management solution.

It is a:

- single entry point for government organisations and suppliers to advertise, access and respond to NSW Government business opportunities
- key enabler in the move to electronic sourcing, establishing opportunities to integrate with electronic process and systems up and down the procurement stream
- based on traditional tendering process and operates in a secure environment.

1.1 Benefits

There are numerous benefits that result from using NSW eTendering. These include:

- reduces time for sourcing through electronic document management, advertising process efficiencies and less paper handling
- reduces advertising costs
- increases opportunities for the number and location of suppliers bidding
- online access to information as soon as it is released.

2 REGISTER AS USER OF eTENDERING

You will need to register if you wish to be notified of requests for tenders (RFTs) and/or respond to an advertised RFT.

From your web browser:

- Type in http://tenders.nsw.gov.au
- Click **register**

The *New User Registration* screen displays.

Complete the following:

Note: *Fields marked with an * are mandatory.*

Field	Instruction
Email Address*	Type *<email address>* **Note**: *All emails generated from eTendering will be sent to this email address therefore it is important that it is a valid address.*
Confirm Email Address*	Retype *<email address>*
Password*	Type *<password> must be alphanumeric and contain at least 6 characters. Your password should not contain the words: 'password', 'tender', 'contract', your first name or your email username (the characters before the @ symbol).*
Confirm Password*	Retype *<password>*
Identify Validation Question*	Select *option*
Answer*	Type *<your answer to the question you selected>*
Title	Type *<title> (e.g. Mr, Mrs, Ms, Dr etc)*
First Name*	Type *<first name>*
Last Name*	Type *<last name>*
Business Name*	Type *<business name>*
Trading Name	Non-mandatory *(type detail if applicable)*
ABN Exempt	Click ▾ to select option: • Not Exempt (this is the default) • Exempt - Non-Australian Entity • Exempt - Insufficient Turnover
ABN	Type *<ABN>*

Field	Instruction
Number of Employees*	Click ▼ to select option: • 0-19 • 20-100 • 101-200 • 200+
Street Address Line 1*	Type *<address>*
Street Address Line 2	*Type detail if applicable*
Town/City*	Type *<town/city>*
State/Territory*	Select from drop down
Postcode*	Type *<postcode>*
Country*	Select from drop down *(default is Australia.)*
Phone Number*	Type *<phone number> (please include area code if in Australia)*
Fax Number	*Type detail if applicable.*
Mobile Number	*Type detail if applicable.*

- Select ○ against format you wish to receive emails
- Select ○ Yes/No to receive email notifications

Note: *If you select Yes, then you will need to complete notification preferences.*

- Read the agreement
- Click [I Agree and Understand]

2.1 Edit Notification Preferences

From the *Edit Notification Preferences* screen

Complete the following:

Field	Instruction

Keyword(s)	Type *keywords.* Matching is on:
	    ⇒ RFT ID
	    ⇒ Title
	    ⇒ Description in the RFT
	
	Note: *Use commas to separate multiple keywords. The system will search for any words, not for all of them together. This will broaden the system search on RFTs.*

Field	Instruction
Category Based on UNSPSC	• Select *Any Category*, or • Select *Category* from drop down ***Note:** By selecting a specific category this will limit notifications to the category/s you select*
Location	• Select *All Locations*, or • Select ☐ against each location
RFT type	• Select *Any Type*, or • Select *option*. Hold the 'Ctrl' button for multiple selections from drop down
CSV file attachment	Select ○ Yes or No

Click Save Details, or

Click Save Details and View Matching Tenders.

Click the Back to Edit Notification Setting link to modify your settings.

Click Send a request link to receive a report on closed and archived RFTs (for the past 12 months) that would have matched their notification settings.

2.2 Confirm Registration

Once you have registered, you will receive an email confirming your registration.

- Open the email
- Click on the link to confirm registration
- Type the *email address*
- Type your *password*
- Click Login

The *Confirm Registration Details* screen displays.

Check your details, then

- Click Confirm to confirm, or
- Click Edit and make relevant changes.

3 LOGIN AS EXISTING USER

From your web browser:

- Type in https://tenders.nsw.gov.au/nsw/
- Click `Login`

The *eTendering Login* screen displays.

- Type the email address
- Type your password
- Click `Login`

Choose the next step:

To...	Then...
Edit profile	- Click **edit profile** - Amend details as required - Click `Save`
Respond to an RFT	- Search for RFT - Click Full Details From here you can download documentation or respond to RFT (Lodge a Response). - For instruction refer to document Lodging a Response
View eTendering activities *(details of last login date and last time profile updated)*	- Click **my eTendering activities** ▼ Select option from drop down: - Recent Tenders Notified *(during last 7 days)* - Recent Tender Downloads *(during last 30 days)* - Recent Tender Responses *(during last 30 days)* - Recent Contracts Notified *(during last 30 days)* - Recent Searches *(last 5 searches)*

4 Navigating the Public site:

Click	To...
help	Access help documentation
contact us	Email your enquiry
search	Conduct keyword search
advanced search	Conduct advanced search

Left hand side of screen menus:

Menu Option	Explanation
Tenders	
Proposed	Lists some future RFTs being considered for tender The proposed release date is only an anticipated date *Note: Some RFTs will first appear only as current rather than proposed*
Current	Lists RFTs that are currently advertised on this site and seeking responses
Closed	Lists RFTs that have closed. The responses received are being evaluated *Note: The timescale for evaluation may vary considerably based on the nature of the RFT*
Archived	Lists RFTS that have been closed for more than 30 calendar days
Contract Register	Contracts Register Search facility provides 3 different search methods: • View by Publish Date (provides a sorted weekly view) • Search (use a known Contract Notice ID) • Advanced Search (uses filtered criteria).

Menu Option	Explanation
Standing Offer Notice	Locate standing offer notices. Can be sorted by the following criteria: • Standing Offer Notice ID • Standing Offer Notice Title • Agency • Category • Publish Date • Display until Date • Standing Offer Period
Reports	Contract Notice and Standing Offer Notice Published
Information and Links	Contains the following links: • Agency Addresses (directory of all NSW Govt addresses) • Related Links (extensive list of useful links) • Contact Us • About Us.
Policies	Lists: • Policy Documents • Rules of Tendering • Terms of Use • Privacy Statement

4.1   Search & Browse RFTs

There are 4 key ways to locate a specific RFT on this website:

Search Type	Instruction
Direct search of specific Govt Agencies	• Click open the relevant Super Departments listed on the right hand of your screen. • Select the relevant agency • Conduct an Advanced Search
Keyword search	• Enter *RFT* number or *RFT title* or word from description or word from category • Click Go The search results will display
Advanced search	Click here for instruction

Search Type	Instruction
Search by listing RFTs	• Under *Tenders* menu option • Click *Proposed* or *Current* or *Closed* or *Archived* • Click *Sort By*

4.2   Search & Browse – Advanced Search

From the homepage

- Click advanced search

The *Advanced Search* screen displays

- Select ○ RFTs or select option (Proposed RFTs; Current RFTs; Closed RFTs; Archived RFTs), or
- Select ○ Contract Notices/Standing Offer Notices
- Select ○ *All Agencies* or select an agency *(from drop down list)*
- Click Proceed to Step 2

The *Advanced Search Criteria* screen displays

- Select the relevant search options to filter the results

4.3   Filtering
See the below instructions for filtering:

Field	Instruction
Keyword or ID	• Click ▾ to select option • Any of the Words, or All of the Words, or Exact Phrase • Enter key words in field
Publish Date	• Click 📅 • Select date (from and to)
Close Date	• Click 📅 • Select date (from and to)

Field	Instruction
RFT Type	Click ▾ to select option: • Expression of Interest • Industry Briefing • Invited • Multi-Use List • New Notice • Notice • Open Tender • Request for Information • Request for Proposals • Request for Tenders

Advanced Filters for RFTs

For Contract or Standing Offer Notices:
  1. Value Range
  2. Contractor
  3. ABN
  4. Related RFT ID
  5. Contract Period
	Enter relevant information

Category (based on *Universal Standard Products and Services Code* {UNSPSC}. *A five level hierarchical classification).*	• Select category • *Click here* for information on UNSPSC
Location	• Select *All Locations*, or • Select ☐ against specific locations

- Click [Search]

The *Advanced Search Results* screen displays

To sort your results click ▾ in the **Sort by** field

Select one of the options:

- Relevance
- Title
- RFT ID
- Closing date
- Ascending closing date
- Descending agency
- Category

- Publish date
- Ascending publish date
- Descending RFT type
- Last updated.

- Click [Go]

5 LODGING A RESPONSE

Login to NSW eTendering

Search for & select the relevant RFT

From the *Current Tender Detail View - RFT Name*

- Click **Full Details**
- Click *Lodge a Response*

<u>Note</u>: *7 days prior to the Tender Closing Date, the "Lodge a Response" option will be available from the Current Tender Detail View – RFT Name.*

The *Lodge A Response - Who is Tendering?* screen displays

Choose the next step:

To...	Then...
Lodge a response on behalf of your organisation	• Click ◯ YES • Mandatory fields are populated from your profile • Amend if necessary
Lodge a response for another organisation	• Click ◯ NO • Complete the relevant mandatory fields

Click [Confirm]

5.1 Loading response file

The *Lodge a Response* screen displays.

Note: *The time remaining will display in days/hours/minutes.*

Read the screen instructions.

To *load a file*

Note: *Make sure that the file is not embedded too deeply within your computer directory. The maximum character limit for file/s including path names is 200.*

- Click [Browse...] against *Response File* field
- Search for file

NOTE: Files can be zipped.

- Click [Open]

Continue until maximum of 5 files are loaded.

- Click ◯ Yes to receive notification of contract notice (i.e. contract award notice)

Click **Lodge Response**

Your Response is being processed information box will display. Please wait will the system goes through the process of:

1. Creating Package

2. Encrypting Package

3. Finalising Package

4. Preparing Receipt

Wait until the response receipt screen displays. This is the notification receipt that the response has been successfully lodged.

If this screen does not display then your response has **NOT BEEN** successful. You will need to try again.

You will receive an email from eTendering_NoReply@services.nsw.gov.au confirming the details of your response.

Please retain this receipt for your records.

6 UNSPSC EXPLAINED

As a registered user in NSW eTendering, you can elect to receive notifications of RFTs that are in the area/s you supply goods and/or services.

When you register as a public user it is advisable to use keywords and/or high level UNSPSC category.

Note: For email notification trigger:

- *If you choose a UNSPSC category AND use keywords, then only those RFTs within that category will be returned.*

- *If you choose keywords and no UNSPSC (i.e. select all categories) then any match on those keywords will trigger an email.*

6.1 What is UNSPSC?

The UNSPSC (United Nations Standard Products and Services Code) is a hierarchical convention that is used to classify all products and services.

It offers an efficient, accurate and flexible classification system for enabling visibility of spend analysis, enabling procurement to deliver on cost-effectiveness demands and supporting electronic commerce capabilities.

6.2 UNSPSC Levels

The levels allow analysis by drilling down or rolling up to analyse expenditure.

Each level has its own unique number as per the diagram below:

XX Segment

      XX Family

            XX Class

                  XX Commodity

Example:

UNSPSC Code = 42312201

42 *(Segment)* Medical equipment and accessories and supplies

    31 *(Family)* Wound care products

        22 *(Class)* Suture and related products

            01 *(Commodity)* Suture