

# Completing a Pre-Qualification Form

A pre-qualification is a minimum requirement form, it can be requesting information that is required before you can progress with the tendering process ie. Insurances, or can be in the form of a mandatory site meeting, or requesting confirmation of a confidentiality agreement.

You need to complete and submit your pre-qual for evaluation before the close date and time, once your pre-qual has been evaluated as qualified you can progress to make your submission.

You cannot change your pre-qual once it has been submitted.

If your pre-qual has been evaluated as not qualified you are able to resubmit up until the pre-qual closing time, allowing you to meet the requirements.

If the pre-qual close date is the same as the tender close date it is advisable not to leave your pre-qual submission until that last day as there is no guarantee that evaluations will be done immediately.

## Step 1

### Already Registered

- If you are already registered login with your email and password to the member login area

### Not Registered

- If you are not registered click on the register button and fill in your details

### Forgotten your Password

- If you have forgotten your password, type in your email and click on the resend password button
- If you don't receive an email password, check your junk mail, if there's nothing in your junk mail, try registering, if it says you are already registered call 1800 377 628 for technical support.

The screenshot shows the TenderSearch website interface. At the top, there is a navigation menu with links: 'demo - training home', 'my watch list', 'my details', 'awarded', and 'help/faq'. Below the menu is a banner image of a smiling man with the text: 'Intelligent. Informed. In touch. TenderSearch brings you more innovative ways to give your business a real advantage today.' The main content area is titled 'Demo - Training' and contains introductory text about the e-tendering website. On the right side, there is a 'member login' section. This section includes a 'Please sign in below' area with fields for 'Email address' (containing 'skiley@eprocure.com.au') and 'Password' (containing '\*\*\*\*\*'), and a 'LOGIN' button. Below this is a 'Not a member?' section with a list of benefits of registering and a 'REGISTER' button. At the bottom of the login section is a 'Forgotten your Password?' section with an 'Email address' field and a 'RESEND PASSWORD' button. A 'Need help?' section is also visible at the bottom right.

## Step 2

- Click on the link to access the tender details

Intelligent. Informed. In touch. TenderSearch brings you more innovative ways to give your business a real advantage today.

**Demo - Training**

This e-tendering website provides a the Department of Parliamentary Services with a web-based Portal that enables us to procure goods and services over the internet.

It provides a simple, secure and efficient means for managing tendering activities and quotations.

In order to respond to a tender you must first register. Registration is free.

Please contact Tender Search on 1800 836 337 if you experience any difficulties logging on or downloading any documents from this site. Please direct all Tender questions through the "Question Forum" once you have logged in.

Click [here](#) to view our upcoming tenders.

**Public Opportunities**

**Example Tender**

Closing: 15/11/2018 9:00:00 PM AEST | Released: 15/11/2018 9:35:00 AM AEST | Type: RFT

This is an example tender.

**Monash Freeway Maintenance**

Closing: 15/12/2018 4:05:00 PM AEST | Released: 12/10/2018 11:26:00 AM AEST | Type: RFT

VicRoads requires a company to undertake the maintenance of the Monash Freeway.

The contract is for a total of 5 years.

[VIEW MORE](#)

**member login**

Welcome, you are now logged in as:  
skielj@eprocure.com.au

[Logout](#)

**Need help?**

If you require immediate assistance message our support team via [LIVE CHAT](#) or our [contact page](#).

## Step 3

- Click on the **REGISTER YOUR INTEREST** button to access all areas of the tender details

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**Example Tender**

This is an example tender.

[Tender Document.docx \(15/11/2018 09:37\)](#)

Doc. Fee: Free      RFx Type: RFT

Release: 15/11/2018 9:35:00 AM AEST      Closing: 15/12/2018 5:00:00 PM AEST

Purchased: 15/11/2018 9:37:49 AM AEST      Responded: -

In order to view documents, respond online, ask questions and receive alerts relating to this tender click the Register Your Interest button below:

Watch this tender.

**REGISTER YOUR INTEREST**

**member login**

Welcome, you are now logged in as:  
skielj@eprocure.com.au

[Logout](#)

**Need help?**

If you require immediate assistance message our support team via [LIVE CHAT](#) or our [contact page](#).

## Step 4

- **Tender Details** – if there are tender documents to download they will be here
- **Addenda** – if there have been any addendums issued they will be here
- **Questions** – if you have any questions relating to the tender ask them here
- **Response** – when you are ready to make a response, click here, if they are using an online form it will be here
- **WITHDRAW FROM TENDER** – if you decide you are not going to respond to the opportunity and no longer wish to receive updates ie. Addenda, questions, tender closing reminders, withdraw your interest
- **INTEND TO RESPOND** – this notifies the portal owner that you intend to respond to this opportunity, however it does not mean you have to make a response if you decide not to

demo training home my watch list my details awarded help/faqs

Intelligent. Informed. In touch. TenderSearch brings you more innovative ways to give your business a real advantage today.

member login

Welcome, you are now logged in as: skiety@eprocure.com.au

LOGOUT

Need help?

If you require immediate assistance message our support team via LIVE CHAT or our contact page.

Tender Details Addenda 0 Questions 0 Response

### Example Tender

This is an example tender

[Tender Document.docx \(15/11/2018 09:37\)](#)

Doc. Fee:	Free	Rfx Type:	RFT
Release:	15/11/2018 9:35:00 AM AEST	Closing:	15/12/2018 5:00:00 PM AEST
Purchased:	26/11/2018 10:25:25 AM AEST	Responded:	-

WITHDRAW FROM TENDER INTEND TO RESPOND

### Step 5

- Click on the **Pre-Qualification for Tender** tab

Tender Details Addenda 0 Questions 0 Response

## Tender with a Pre-qualification form

[Tender Document.docx \(9/07/2019 13:24\)](#)

Release:	9/07/2019 1:24:00 PM AEST	Closing:	9/08/2019 5:00:00 PM AEST
Purchased:	9/07/2019 1:39:42 PM	Responded:	-
Rfx Type:	RFT		

Pre-Qualification is required for this opportunity. Please note that you will not be able to access the Response tab, where you can lodge your submission, unless you have been evaluated as Qualified. The evaluation process may take some time.

Please click the button, below, to open the Pre-Qualification form.

**Pre Qualification closing date : 9/08/2019 17:00 AEST**

**Pre-Qualification for Tender**

WITHDRAW FROM TENDER ? INTEND TO RESPOND ?

## Step 6

- Any Instructions will be highlighted in blue
- Click on the **Start** button and work your way through the questions
- Click **Save and Next** button

RFT 111000-Event Showcase - Pre Qualification

### Confidentiality Deed Poll

Please download the documentation from the documents area and upload your signed deed here

Closing Date: 3/10/2019 5:00:00 PM

0%

General Information

This pre qualification contains 1 Pages.  
Please Click Start button to start the form **Start**

You should be able to Access the pages straight away using these links below.

Declaration 0 % Complete

RFT 111000-Event Showcase - Pre Qualification

1 100% Completed

2 Start page 3 Go To 4 Draft page

Declaration

Have you completed and signed and uploaded your declaration

5  6 I have completed your form and uploaded

Yes

No

Please click here to upload the documents which are associated with the questions.

7

Time	FileName	Size	Delete
8 2019-09-09 13:38:24	Compliance.docx	13636	Delete

9

1. %
  - Percentage bar showing the status of completion
2. Start Page
  - To return to the start
3. Go To
  - To go to a specific section of the form
4. Draft Page
  - To see a draft of what you have completed
5. Your response
  - This can be in the form of a drop down box, check box or a text box requirement
    - Example shows a dropdown box with a Yes/No option
6. Any comments relating to the question
7. Select multiple files
  - If it is a requirement they have asked for, you can upload your file(s) to a maximum size of 100mb

**NOTE** the upload file box will appear regardless of whether it is a requirement

8. Any files uploaded will appear here
9. Back
  - If you require to go back in the form, you should save your response before going back
10. Save and Next
  - Will save your response and take you to the next response area

## Step 7

- Once you have completed worked your way through all the pages the draft page will show and you can
  - Review your submission
  - Download your submission
  - click on the **Submit** button
  - click on the **Back** button to go to the previous page

RFT 111000-Event Showcase - Pre Qualification

100% Completed

Start page    Go To    Draft page

Declaration

Requirement Description	Answer
Have you completed and signed and uploaded your declaration	Yes : I have completed your form and uploaded

The Documents uploaded with the Qualification Form

Time	FileName	Size	Delete
2019-09-09 13:38:24	Compliance.docx	13636	Delete

Back    Submit    Download completed document : Download (.doc)

## Portal Confirmation

RFT 111000-Event Showcase

# Thank you for your submission



Thank you for Submitting the Pre-Qualification Form. Your Pre-Qualification Submission has been received.  
You will be notified of the result as soon as possible.  
**Please note that you wont be able to resubmit the Pre-Qualification Form until it has been assessed.**

Pre Qual Start up Page

Exit



## PRE QUALIFICATION SUBMISSION RECEIVED - Demo - Training

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**Tender :** RFT 111000 - Event Showcase

Your pre-qualification submission has been received and is scheduled for evaluation. We ask for your patience while the evaluation process occurs. You will be notified of the result as soon as possible.

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