1. Responding to an Opportunity

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.

	Intelli bring busin	gent. Informed. In touch. TenderSearch s you more innovative ways to give your ess a real advantage today.
	Α Α	🖴 🚨 member login
Demo - Trainin This e-lendering website provice to procure goods and services it provides a simple, secure and in order to respond to a tender Please control. Tender Search Please control. Tender Search Click here to view our upcomin Public Opportuni	se a the Department of Parimentary Services with a web-based Portal that enable ver the intend. (efficient manisms for managing landering activities and quotations,), on multit fire registrations in their, nt 1000 200 327 if you experience any difficulties logging on or downloading any direct all intender quotations through the "Quotation Forum" decis you have logged preferes. tides	es us Please sign in below. Existing users: upgin below, new users can register for thes. Email address: sidely@peprotect com au Particip@protein your Pleaseord? Not a member?
Example Tender Closing: 15/12/2018 5:00:00 Pf This is an example tender	A AEST Rohasood: 15/11/2018 0;35:00 AM AEST Type: RFT	Benefits of registering: - Free to register - Simple to sign up. - View a list of open opportunities. - Be updated on any fender changes. - Questions & Answers forum.
Monash Freeway Main Closing: 18/12/2018 4 05:00 Pf VicRoads requires a company 1	tenance If AEST Ruleased, 12/10/2018 11.26.00 AM AEST Type: RFT o undertake the maintenance of the Monash Freeway.	Electronic Submissions.
The contract is for a total of 5 y VIEW MORE	M1	Forgotten your Password? Emailadous: (SSUB RSCRUD) Need help?

Step 2

Click on the link to access the tender details



Step 3

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

				brings you m business a re	orreinnovative ways to give your al advantage today.
				🖲 A A 🖲	member login
Example This is an exam	e Tender pla tender sument dock (15/11/2018 09:37)				Welcome, you are now logged in as: skiefy@eprocure.com.au
Doc. Fee: Release: Purchased:	Free 15/11/2018 9:35:00 AM AEST 15/11/2018 9:37:49 AM AEST documents, respond online, ask o	RFx Type: Closing: Responded: questions and reco	RFT 15/12/2018 5:00:00 PM AEST -	ck the Register	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

JE /			3	Intelligent. In brings you m business a re	formed. In touch. TenderSearch nore innovative ways to give your eal advantage today.
199.84			AND A	36 A A B	member login
Tender Details Addenda O Questions O Response Example Tender This is an example tender					Welcome, you are now logged in as: skiety@eprocure.com.au
Doc. Fee: Release:	Current door (15/11/2018 09:37) Free 15/11/2018 9:35:00 AM AEST	RFx Type: Closing:	RFT 15/12/2018 5:00:00 PM A	EST	If you require immediate assistance message our support team via LIVE CHAT or our contact page.
Photo and the second seco	26/11/2018 10:25:25 AM	Responded:	*)		

2. Responding to a Schedule of Rates

If the opportunity you are responding to has a Schedule of Rates form

Step 1

• Once you have clicked on the **Register Your Interest** tab a text box will inform you that the tender has a Schedule of Rates that can be accessed via the **Response** tab



Step 2

Click on the Schedule of Rates Form button

Schedule of Rates Form

To access the Schedule of Rates, please click the "Schedule of Rates Form" button below.

Schedule of Rates Form

e-Form Submission	
Event Showcase	
2 Release Date: 3/09/2019 1:23:00 PM Closing Date: 12/11/2019 2:36:00 PM	
3 This form contains 1 pages.	
You can visit the pages directly by clicking the below links	
4 Click here to view all the requirements in one page. Visit All	
5 Visit : Supply and Delivery	
6 Click here to see the completed requirements.Show Draft	
Download as Documents	
7 Download Schedule of Rates as form : Download(.xis)	
8 Download completed document: Download (xis)	
Instructions 9	10 11
	Exit Start

- 1. Name of Tender
- 2. Release and Closing Date and Time
- 3. Amount of **Pages** for this SOR
- 4. Visit All to preview the SOR
- 5. Click on a specific page to visit
- 6. To view a draft of completed requirements
- 7. Download the form in Excel for you to view

- 8. Download the completed form in Excel for your records
- 9. Any instructions on completing the form
- 10. Exit the form
- 11. Start the form to complete

Step 3

- Click on the **Start** button (11)
- Work through the requirements and click on Save and Next

	Front page	Go To 🕶		Draft page		
		e-Form - Tender with SOR				
Item No	Description of work	Quantity			Amount	
Trades						
1	Mechanical	1	Hourly Rate	[
2	Concrete	1	Hourly Rate			
3	Bricklaying	1	Hourly Rate			
	·			Bot	Back Save and Next	

• After clicking on **Save and Next** you can exit the form and come back at anytime and your information entered will be saved

Step 4

• Once you have completed all the pages of the form you will be taken to a draft page

	OPRODUKO				
E	POWERD BY TRADESLARCH				
_					_
	1 Front page			2 Go To +	
			Submi	ssion Draft	
Trades					
	Description of work	Quantity			
1	Mechanical	1	Hourly Rate	123	123
2	Concrete	1	Hourly Rate	100	100
3	Bricklaying	1	Hourly Rate	500	500
Building	Standards				
	Description of work	Quantity			
1	Fire Protection	1	Hourly Rate	200	200
2	Plumbing	1	Hourly Rate	100	100

Back Starting page Download (.xls)

- 1. Front page to go back to the starting page
- 2. Go To the page you wish to visit
- 3. Go back a page
- 4. Go to the starting page
- 5. Download a copy of your SOR for your records
- 6. Exit out of the SOR

Step 5

- Click on the Submit button to make your submission
- You can go back and make changes anytime up until the close time and resubmit

Schedule of Rates Form

To access the Schedule of Rates, please click the "Schedule of Rates Form" button below.

Schedule of Rates Form

Comments

. . .

If you wish to include comments or a cover letter, please use the box below.

🖺 Submit

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