

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.

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

member login

Please sign in below.
Existing users, login below; new users can register for free.

Email address:
skelly@procure.com.au

Password:

[LOGIN](#) [Forgotten your Password?](#)

Not a member?

Benefits of registering:

- Free to register.
- Simple to sign up.
- View a list of open opportunities.
- Be updated on any tender changes.
- Questions & Answers forum.
- Electronic Submissions.

[REGISTER](#)

Forgotten your Password?

Email address:

[RESEND PASSWORD](#)

Need help?

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

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.

member login

Welcome, you are now logged in as:
skelly@procure.com.au

[Logout](#)

Need help?

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

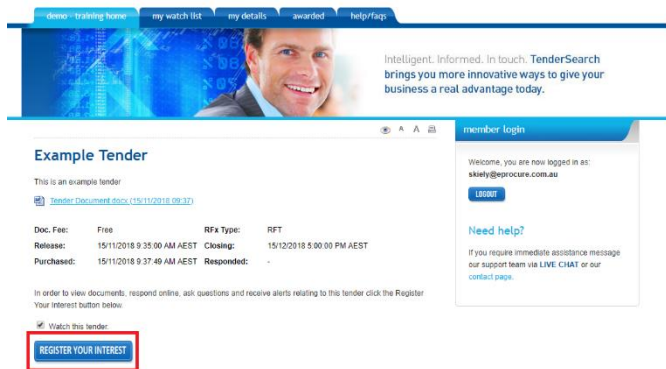
Public Opportunities

Example Tender
Closing: 15/12/2018 5:00:00 PM AEST | Released: 15/12/2018 9:35:00 AM AEST | Type: RFT
This is an example tender

Monash Freeway Maintenance
Closing: 10/12/2018 4:00:00 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](#)

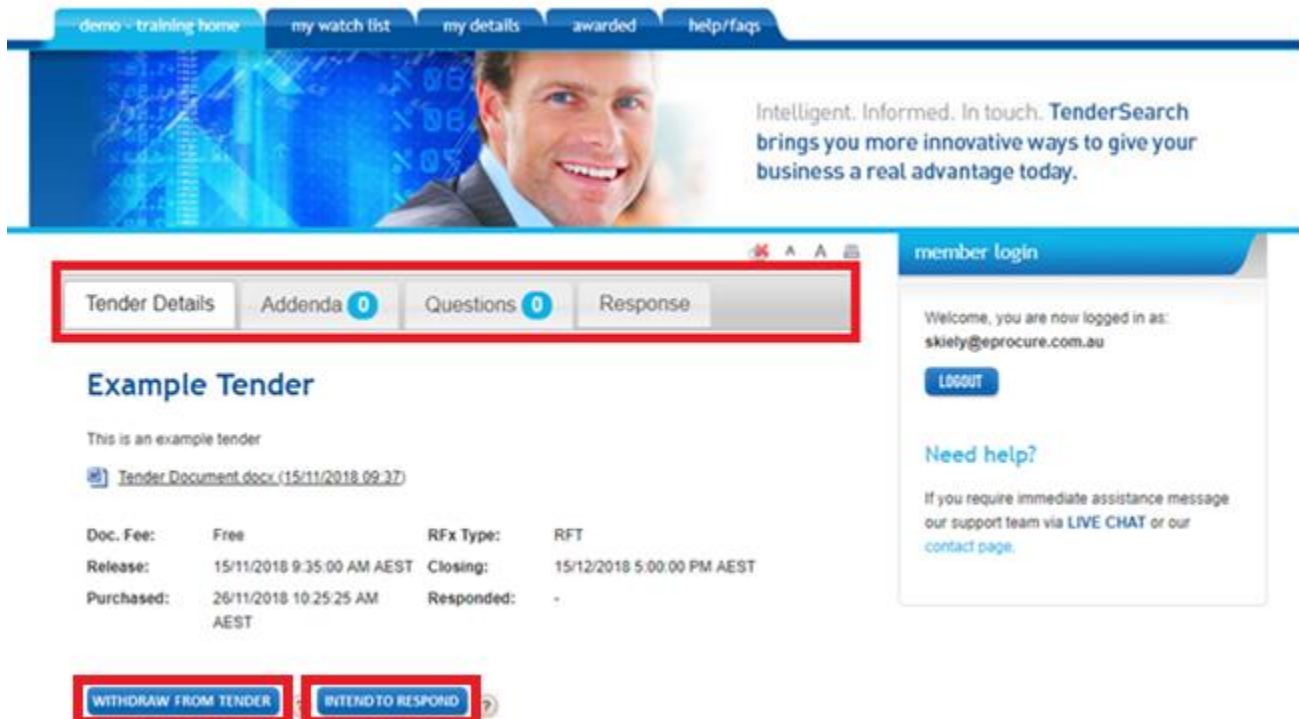
Step 3

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



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



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



This Tender has a SCHEDULE OF RATES to be completed. This can be located under the RESPONSE TAB. You will not be able to access anything under the RESPONSE tab until your pre-qualification has been evaluated, and you are Qualified.

Tender Details

Addenda 0

Questions 0

Response

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

1 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 \(.xls\)](#)

8 Download completed document : [Download \(.xls\)](#)

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**

Item No	Description of work	Quantity	Unit	Rate	Amount
1	Mechanical	1	Hourly Rate		
2	Concrete	1	Hourly Rate		
3	Bricklaying	1	Hourly Rate		

- 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

Submission Draft					
Trades					
Item No	Description of work	Quantity	Unit	Rate	Amount
1	Mechanical	1	Hourly Rate	123	123
2	Concrete	1	Hourly Rate	100	100
3	Bricklaying	1	Hourly Rate	500	500
Building Standards					
Item No	Description of work	Quantity	Unit	Rate	Amount
1	Fire Protection	1	Hourly Rate	200	200
2	Plumbing	1	Hourly Rate	100	100

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