

eProcurement Guidelines

The City invites you to register to bid for the supply of goods and/or services contained within this system. The eProcurement portal is used exclusively to advertise, publish and receive responses to and from suppliers and the City. This guideline applies to all formal EOI's, RFP's, RFQ's and RFT's issued by the City's Procurement Team (WALGA preferred supplier engagement not included) in order to speed up the process and reduce the time and costs for both the City and our Suppliers.

To subscribe to this service

To use this service you must first be a registered supplier. This is a **once only** registration process.

To register please click on the link and go to the registration tab www.tenderlink.com/southperth.

By registering you will

- Receive automatic email notification of any eProcurement adverts that match the profile you have set for your organization
- Access to download and view the documentation electronically
- Participate in forums to seek clarification or to ask questions
- Submit your bids through the secured e-tender box facility.

If you have any questions on setting your profile as the industry category, please contact TenderLink directly. Alternatively, you are able to select "All" and you will be notified of all adverts the City has called regardless of what industry category we select in the e-Procurement system. If you have trouble selecting your profile or any other issues please contact:

TenderLink's Customer Support on 1800 233 533 or support@tenderlink.com. Please note this assistance is based in Sydney.

As an alternative to the free registration process above, Suppliers are able to utilise the commercial TenderLink site www.tenderlink.com, where an annual fee applies to receive notifications of all tenders that match your profile advertised via TenderLink throughout Australia and New Zealand.

Officers within the City are required to conduct their activities within the eProcurement system in accordance with the City Code of Conduct and the City's Policy P607 Tenders and Expressions of Interest.

For any other questions please contact the City's Procurement Team enquiries@southperth.wa.gov.au or phone 9474 0777.