

# SUPPLIER BRIEFING DOCUMENT

## How to Register your Business with Council



Over the last three years, Maranoa Regional Council has implemented a new procurement system that has streamlined the supplier engagement process.

Council is now offering a defined avenue of registration for suppliers. This registration process will allow Council to capture relevant business information (e.g. capabilities and willingness to provide goods and/or services to Council) in central databases, thereby allowing Council to notify businesses of relevant supply opportunities.

Depending on the contract value and service/supply category, Council officers will initiate one of four procurement processes (as referenced below). The following table provides information on how suppliers can register to receive notification of quote/tender requests.

Method of Engagement	Description	How to Register																				
Pre-Qualified Supplier Panels	<p>Suppliers that provide the following services must be pre-qualified to receive quote requests from Council:</p> <ul style="list-style-type: none"> <li>Minor Works (road construction &amp; maintenance)</li> <li>Wet Hire</li> <li>Dry Hire</li> <li>Vegetation Management</li> <li>Water Cartage</li> <li>Trades &amp; Associated Services</li> <li>Accounting Services</li> <li>Onsite Crushing Services</li> <li>Traffic Management Services</li> </ul>	<p>Suppliers can apply for pre-qualification via LG Tender Box:</p> <p><b>Step 1:</b> Pre-qualification tenders are released periodically, please refer to the pre-qualification tender calendar (below) for more information:</p> <table border="1"> <thead> <tr> <th>Register of Pre-Qualified Suppliers</th> <th>Release of Tender</th> </tr> </thead> <tbody> <tr> <td>Vegetation Management</td> <td>January 2020</td> </tr> <tr> <td>Minor Works (Road Construction &amp; Maintenance)</td> <td>January 2020</td> </tr> <tr> <td>Accounting and Internal Audit Services</td> <td>February 2020</td> </tr> <tr> <td>Trade &amp; Associated Services</td> <td>May 2019</td> </tr> <tr> <td>Dry Hire</td> <td>April 2020</td> </tr> <tr> <td>Wet Hire</td> <td>June 2019</td> </tr> <tr> <td>On-Site Crushing Services</td> <td>June 2019</td> </tr> <tr> <td>Water Cartage</td> <td>August 2020</td> </tr> <tr> <td>Traffic Management Services</td> <td>September 2019</td> </tr> </tbody> </table> <p><b>Step 2:</b> A pre-qualification tender will be released via LG Tender Box. Interested parties can respond to the tender (by providing capability information, plant/equipment details (if relevant), insurance details, licences/competencies, and safety documentation etc.)</p> <p>LG Tender Box will automatically notify a business (via e-mail) when a relevant tender has been released – registration can be completed at <a href="http://www.lgtenderbox.com.au">www.lgtenderbox.com.au</a> (registration link on top left of page).</p> <p><b>Step 3:</b> Council will assess the applications and resolve to add businesses to the supplier panel. Eligible pre-qualified suppliers will be exposed to supply opportunities (the opportunity to quote on individual projects) via Council's centralised procurement database/portal, Vendor Panel. More information will be released to successful entities after the tender process. Please note that pre-qualification is not a guarantee of work, it allows eligible suppliers to quote on individual projects.</p>	Register of Pre-Qualified Suppliers	Release of Tender	Vegetation Management	January 2020	Minor Works (Road Construction & Maintenance)	January 2020	Accounting and Internal Audit Services	February 2020	Trade & Associated Services	May 2019	Dry Hire	April 2020	Wet Hire	June 2019	On-Site Crushing Services	June 2019	Water Cartage	August 2020	Traffic Management Services	September 2019
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Public Tenders	<p>For complex projects, or individual projects with a value of <b>greater than \$200,000 Ex GST</b></p>	<p>Public Tenders are released via LG Tender Box, and advertised in The Western Star and on Council's website.</p> <p><b>Step 1:</b> Tenders are released via LG Tender Box, allowing all interested parties to respond. LG Tender Box will automatically notify a business (via e-mail) when a relevant tender has been released – registration can be completed at <a href="http://www.lgtenderbox.com.au">www.lgtenderbox.com.au</a> (registration link on top left of page).</p> <p><b>Step 2:</b> Council assesses tender applications at its General Meetings (usually held once per fortnight). A contract is not formed until after the tender is tabled at a General Meeting.</p>																				

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General Quotations	<p>For contracts with an estimated value of <b>less than \$200,000 ex GST</b></p> <p><i>(excluding plant hire, trade services, accounting/audit, traffic control)</i></p>	<p>Quotes will be invited in accordance with Council's Procurement Policy:</p> <table border="1"> <thead> <tr> <th>Contract Value</th> <th>Quotation Requirements</th> </tr> </thead> <tbody> <tr> <td>Less than \$1,000 ex GST</td> <td>One written quotation</td> </tr> <tr> <td>Greater than \$1,000 ex GST</td> <td>Council will invite three or more suppliers to provide written quotations (with a preference for inviting local suppliers where possible)</td> </tr> </tbody> </table> <p>Please complete the following steps to register with Council:</p> <p><b>Step 1:</b> Please register your company details (and supply / service capabilities) within Council's <i>My Maranoa Business Database</i>. Suppliers will be contacted as/if supply opportunities are released to the market. Please visit <a href="http://www.maranoa.qld.gov.au/my-maranoa-business">www.maranoa.qld.gov.au/my-maranoa-business</a> to register (blue link in the middle of the page).</p> <p><b>Step 2:</b> Council intends to use the <i>Vendor Panel Marketplace</i> system to release specialist/ad hoc quotation requests. This system can be accessed by Council and numerous other public and private organisations throughout Australia. Please visit <a href="http://www.marketplace.vendorpanel.com">www.marketplace.vendorpanel.com</a> to register your business.</p>	Contract Value	Quotation Requirements	Less than \$1,000 ex GST	One written quotation	Greater than \$1,000 ex GST	Council will invite three or more suppliers to provide written quotations (with a preference for inviting local suppliers where possible)
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Local Buy Contracts (via Vendor Panel)	<p>Council will engage suppliers for specialist services (<b>engineering/design services, architecture, bitumen sealing etc.</b>) via Local Buy. These services are not covered by Council's pre-qualified supplier arrangements.</p>	<p>Please refer to Local Buy's website for:</p> <ol style="list-style-type: none"> <li>1. A list of current Local Buy Contracts - <a href="http://www.localbuy.net.au/list-of-current-contracts">http://www.localbuy.net.au/list-of-current-contracts</a></li> <li>2. The Local Buy tender process - <a href="http://www.localbuy.net.au/tender-process">http://www.localbuy.net.au/tender-process</a></li> </ol>						

The completion of the above registration process(es) will provide Council with sufficient information to notify suppliers of relevant tender/quotation opportunities. If a supplier is successful in securing work via a Public Tender or Quotation Request, additional administrative processes may be required prior to the commencement of work. Council's Officers will guide successful suppliers through the following steps:

1. **Completion of Maranoa Regional Council's Supplier Induction** – If a business will be completing work on a Council site (as opposed to delivering goods), the employee(s) will be required to complete the supplier induction prior to commencing work. Suppliers and their employees can register to complete this induction at any time, via [www.maranoa.qld.gov.au/working-with-council](http://www.maranoa.qld.gov.au/working-with-council) . The induction is delivered online (accessible 24/7).
2. **Supplier Registration (Financial Details)** – If a business is not registered in Maranoa Regional Council's financial system, Council Officers will provide the business with a registration form (allowing Council to raise purchase orders in that company's name and process EFT payments, upon its completion).