

Tenderers Guide to QTenders

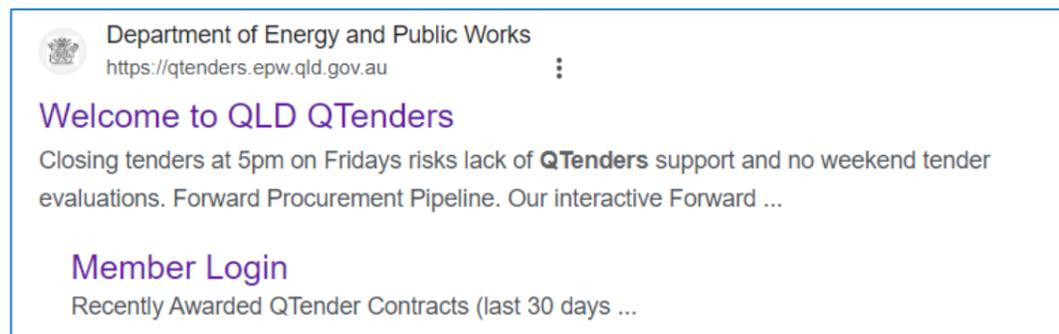


TABLE OF CONTENTS

1 – Search for QTenders.....	2
2 – How to Register with QTenders.....	2
3 – Login and Search for Tenders	2
4 – Downloading the Tender Documents	3
5 – Need to ask a Question about the Tender?	3
6 – How to Upload your Tender Submission?.....	5
7 – Technical Issues.....	5

1 – Search for QTenders

Google Qtenders - If this is your first time to Qtenders > click on “Welcome to QLD Qtenders” (see example below).



Department of Energy and Public Works
https://qtenders.epw.qld.gov.au

Welcome to QLD QTenders

Closing tenders at 5pm on Fridays risks lack of QTenders support and no weekend tender evaluations. Forward Procurement Pipeline. Our interactive Forward ...

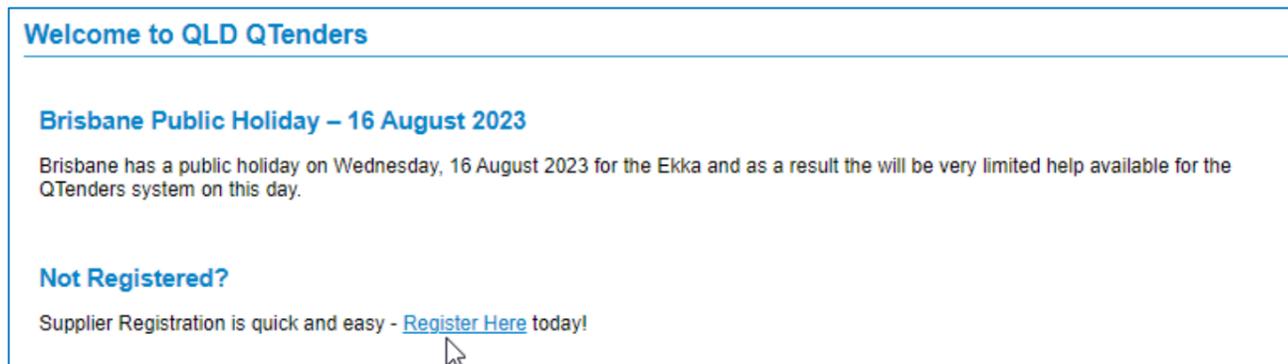
[Member Login](#)
Recently Awarded QTender Contracts (last 30 days ...)

2 – How to Register with QTenders

If you are already registered with Qtenders > go to Step 3.

If you are not registered, you will need to register > click on “Register Here” in blue (example screenshot of website below)

Note: Login details (including password) will be emailed to the email address you provided when you registered. You will have an opportunity to change your password after logging in.



Welcome to QLD QTenders

Brisbane Public Holiday – 16 August 2023

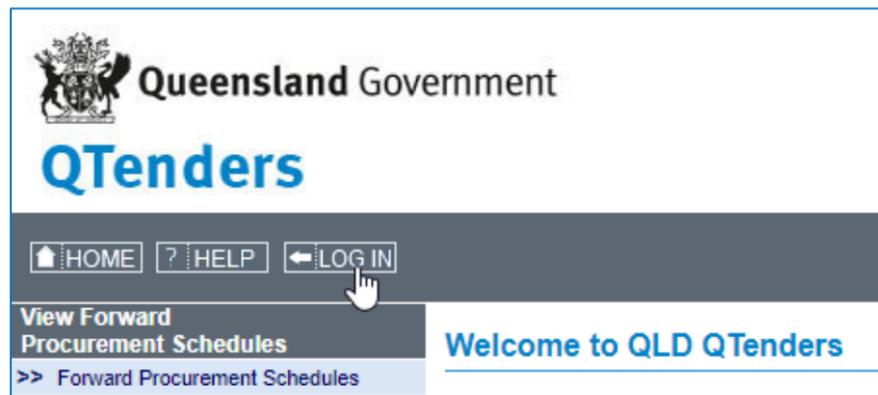
Brisbane has a public holiday on Wednesday, 16 August 2023 for the Ekka and as a result there will be very limited help available for the QTenders system on this day.

Not Registered?

Supplier Registration is quick and easy - [Register Here](#) today!

3 – Login and Search for Tenders

a) Login to Qtenders using your username and password.



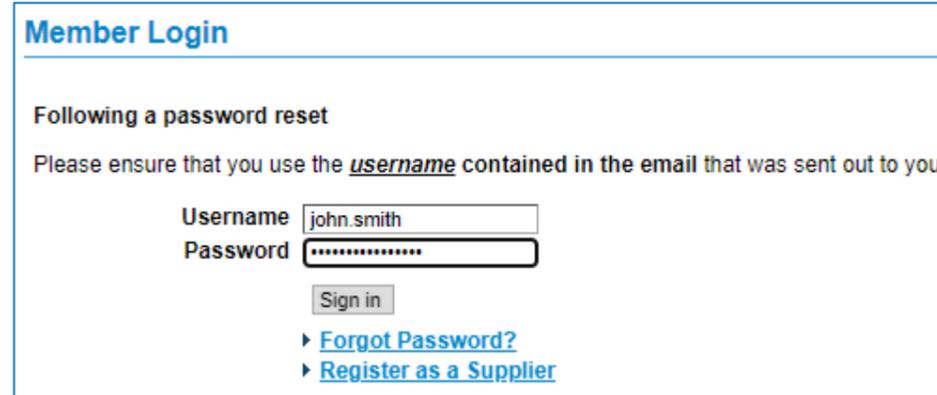
Queensland Government
QTenders

HOME ? HELP **LOG IN**

View Forward Procurement Schedules
>> Forward Procurement Schedules

Welcome to QLD QTenders

or



Member Login

Following a password reset
Please ensure that you use the **username** contained in the email that was sent out to you.

Username
Password

[Forgot Password?](#)
[Register as a Supplier](#)

b) Search for the relevant tender > click on the blue tender link to view the tender documents (see example below)

Note: take note of the closing time and date in red, on the right-hand side.

CP011 Current Tender	CP011 - Provision of Painting Services Within FCRC Issued by Fraser Coast Regional Council UNSPSC: Painting services - (100%)	released 12:00 AM , 25 Aug, 2023 closing 11:00 AM , 21 Sep, 2023
----------------------------	---	---

4 – Downloading the Tender Documents

After completing Step 3(b), you should be on the relevant Tender page.

- Read Section 1 - Tender Overview (recommended) then,
- Go to Section 3. > click “download now” to download the tender documents (see example screenshot below)

Section 3 Here is the detail

[To check the status of your email updates for this tender please go to the Notification Management page.](#)

If there are no documents listed in this section, please refer to **Section 1 Tender Overview**.

Documents can not be downloaded once Tender has closed.

Specification Documents ?

[Download Now](#) ?

Online Discussion

Manage My Subscriptions

- After downloading the tender documents, you will have to click on the blue tender link to return to the previous tender page. (See example screenshot below)

Download for Tender Documents

Request No.	Status & Type	Details
CP011 Current Tender		CP011 - Provision of Painting Services Within FCRC Issued by Fraser Coast Regional Council UNSPSC: Painting services - (100%)

5 – Need to ask a Question about the Tender?

If you need to ask a question about the tender, look to the right-hand side of Section 3. And click on “Online Discussion” (see screenshot below).

Section 3 Here is the detail

[To check the status of your email updates for this tender please go to the Notification Management page.](#)

If there are no documents listed in this section, please refer to **Section 1 Tender Overview**.

Documents can not be downloaded once Tender has closed.

Specification Documents ?

[Download Now](#) ?

Online Discussion

Manage My Subscriptions

Once you are on the "Online Discussion" page, you will notice it is now called "Online Forum" (see example screenshot below).

a) Complete your question/s in the message box (see example below) and when you have finished > click "Submit Post".

Note: You will receive notification via email when there is a response to your question.

The screenshot displays the 'Online Forum' interface. At the top left, the title 'Online Forum' is circled in red. Below it, a notice states: 'In order to submit a post you must be logged in, have downloaded specification documents for this tender and the tender must not be closed. [Detailed Help](#) (Clicking detailed help will open a new browser window)'. A table titled 'Request No. Status & Type Details' lists a request for 'CP011 - Provision of Painting Services Within FCRC' with a status of 'Current' and a closing date of '11:00 AM, 21 Sep, 2023'. Below the table is a 'Submit Post' button. A message instructs users to check their email updates via the 'Notification Management page'. A rich text editor toolbar is visible, and at the bottom left, the 'body p' text area and a 'Submit Post' button are circled in red.

Online Forum

In order to submit a post you must be logged in, have downloaded specification documents for this tender and the tender must not be closed. [Detailed Help](#) (Clicking detailed help will open a new browser window)

Request No.	Status	Type	Details
CP011	Current	Tender	CP011 - Provision of Painting Services Within FCRC UNSPSC: Painting services - (100%)

released 12:00 AM, 25 Aug, 2023
closing 11:00 AM, 21 Sep, 2023

Submit Post

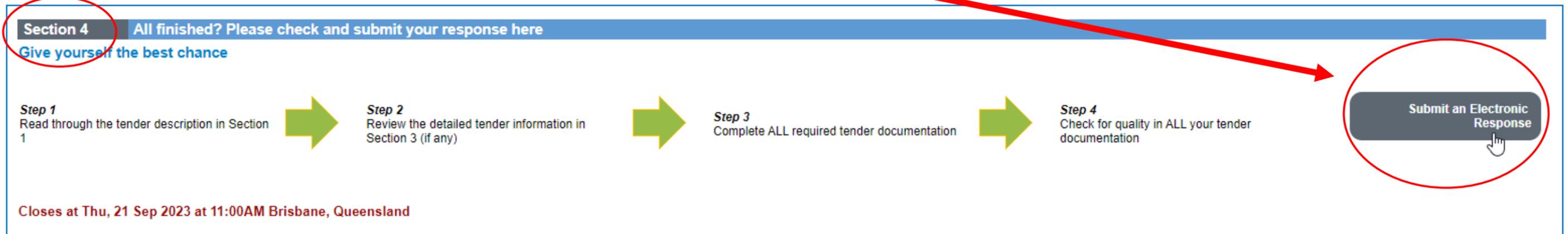
To check the status of your email updates for this forum please go to the [Notification Management page](#).

body p

Submit Post

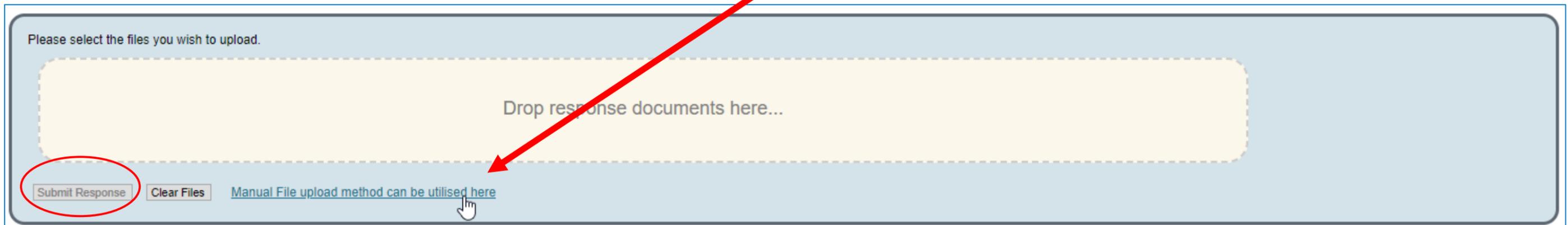
6 – How to Upload your Tender Submission?

To submit your tender submission, make sure you are on the main page of the relevant tender page > go to section 4 > click on “Submit an Electronic Response” (see example below).



You should be on the page “Submit Electronic Response”.

- Read the instructions and additional information (recommended)
 - Complete the “Tell us about you” questionnaire.
 - Drag your submission from your desktop computer to the “Drop response documents here”. (See picture 3)
Or you can manually upload your submission by clicking on the [blue link “Manual File upload method can be utilised here”](#). (See example below)
- If you have accidentally uploaded the wrong documents > click on “Clear Files” and repeat point 11 c)
- When you are ready > Click > Submit response.
 - Congratulations, you have uploaded your tender submission to Fraser Coast Regional Council.



7 – Technical Issues

If you are experiencing technical issues whilst on the Qtenders website, please follow the directions below.

- Call or email QTenders for support

Type Technical
PHONE: (07) 1300794929

QTenders Application Support

Email BSU@epw.qld.gov.au

Phone (07) 3215 3699

Operating Hours:

8:30am to 5pm

Monday to Friday (exc. public holidays)

The times presented in this website are based on QLD AEST - without daylight savings.