

PREQUALIFICATION REGISTRATION GUIDE

This document is a guideline for the Suppliers to Self-invite and complete the registration process for the prequalified Local Supplier lists with Dubbo Regional Council.

Acknowledgement and Agreement

Expand “Getting Registered” acronym and find information about the terms and conditions that the Supplier will have to comply with.

Click the link to download Head Agreement, Purchase Order and Statement of Business Ethics

GETTING STARTED




Please click the below relevant link to self-register for the Prequalified Panel with Dubbo Regional Council's Procurement system – VendorPanel.

For **Trades and Services**; [click here to register](#).

For **Minor Civil Works**; [click here to register](#).

For **Horticulture and Arboriculture**; [click here to register](#).

By submitting an application the contractor agrees to:

- The Terms and Conditions of the Head Agreement ( 988.8KB)
- The Purchase Order Terms and Condition ( 803.7KB).
- Council's Statement of Business Ethics. ( 1MB)
- Agrees to complete the WHS Prequalification process when requested.
- Will provide evidence of Public Liability Insurance - 10 Million minimum.
- Will provide evidence of any licences, Accreditations and any WHS documentation when requested.

Follow the below steps for registration Process;

Step 1

Check the list of Sub categories by expanding the Categories to see the Services that you can register for; (Only register for the Services you can Provide)

[EXPAND ALL](#)

GETTING STARTED

TRADES AND SERVICES

MINOR CIVIL WORKS

HORTICULTURE AND ARBORICULTURE SERVICE

This category includes but is not limited to the following. When registering on VendorPanel please only select the trades or services that you can provide [Click here to register](#)

- Irrigation
- Landscaping
- Mowing
- Slashing
- Tree Management Services
- Turf Management and Weed Spraying

FURTHER INFORMATION

Step 2

Click on the Category link to self-invite

GETTING STARTED

Please click the below relevant link to self-register for the Prequalified Panel with Dubbo Regional Council's Procurement system – VendorPanel.

For **Trades and Services**; [click here to register](#).

For **Minor Civil Works**; [click here to register](#).

For **Horticulture and Arboriculture**; [click here to register](#).

A new window will open, complete the form and click on “**Request Invitation**”

Register as a supplier on the Dubbo Regional Council 'Local - Building Trades and Services' supplier list.

Provide the following details to receive your registration invitation via email.

Your first name	Your last name
<input type="text"/>	<input type="text"/>
Your email address	
<input type="text"/>	

I have read, understand and agree to the details provided in the [Service Provider Agreement](#)

Yes No

Please enter security code.



[Request invitation](#)

This will send a registration invitation into the email account registered with Vendorpanel

Success!


A registration invitation has been emailed to the address you've provided. **Please check that email for further details.**

Step 3

If you do not have an account with Venodrpanel, you will need to create an account; Read the guide on Page 8 of this document

If you already have an account with Vendorpanel, follow the below instructions;

An email will be received as below from Vendorpanel, Click on” **Click here to get registered**’ to begin the Process.

 VendorPanel <noreply@vendorpanel.com.au>
to me ▾

Hello Test ONLY,

Dubbo Regional Council is using the secure VendorPanel platform to manage supplier details and provide suppliers with easier access to business opportunities.

You have requested to **activate your account** in relation to:

Local - Building Trades and Services
Pre-Qualified Suppliers

[Click here](#) to get started.

For questions about this invitation please use the contact details listed above.

This invitation can only be used once.

Thank you,

[The team at VendorPanel](#)

A new window will open, enter your account details and Select only the Services that you can provide and Click “**Next**”

Hello Test ONLY,

You have requested to activate your company on the 'Local - Building Trades and Services' Pre-Qualified Suppliers.

Please follow the prompts to continue.


You appear to be already registered. Sign-in here.

Email Address

Password (case sensitive)

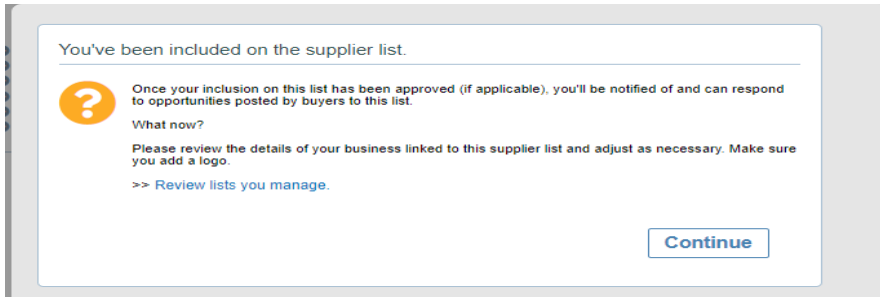
Select categories that align to your business.

- Categories
- Local - Trades and Services
 - Ad hoc Cleaning Services
 - Air Conditioning
 - Carpentry & Joinery
 - Data Cabling and Communication Services
 - Electrical
 - Electrical Design Plus NBN - Level 3 Accredited
 - Electrical Engineering
 - Electrical Safety Inspections
 - Engineering Services
 - Fencing
 - First Aid Kit Inspections
 - Gas Fitting
 - Glazing
 - Guardrail Fabrication & Installation
 - Gutter Cleaning
 - Height Safety Inspections
 - Locksmiths
 - Non-Engine Powered Equipment Hire
 - Painting
 - Pest Control
 - Plumbing
 -
 - Plumbing – Backflow Prevention Accredited - \$150.00 excl. GST
 - Security and CCTV Services
 - Signage / Signwriting
 - Solar installation & Maintenance
 - Surveying Services
 - Tiling
 - Welding & Metal Fabrication

 [Forgotten your password?](#)

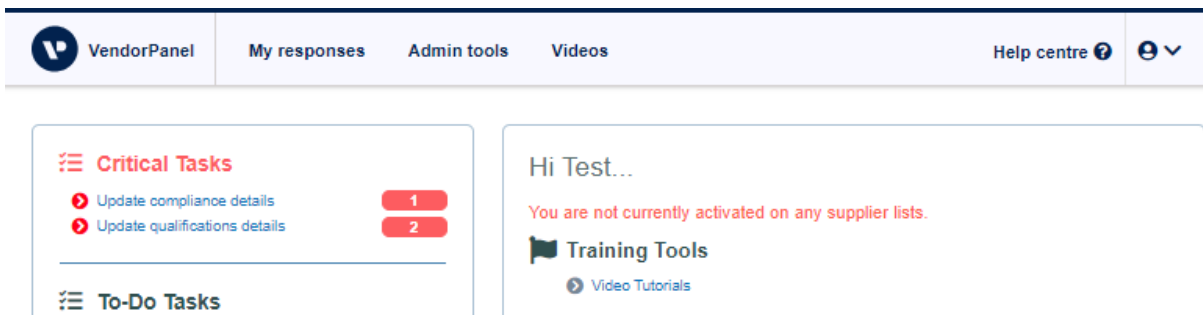
Step 3

A Dialog Box will appear as below, click “**Continue**”

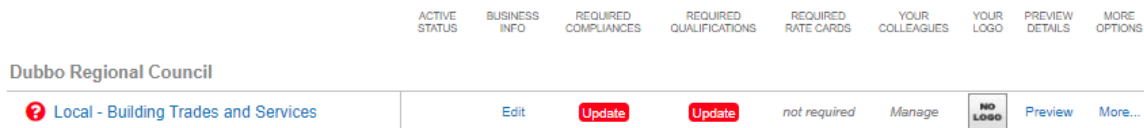


You will see on the left top Critical Task highlighted to be actioned

Click on **“Update Compliance details”**

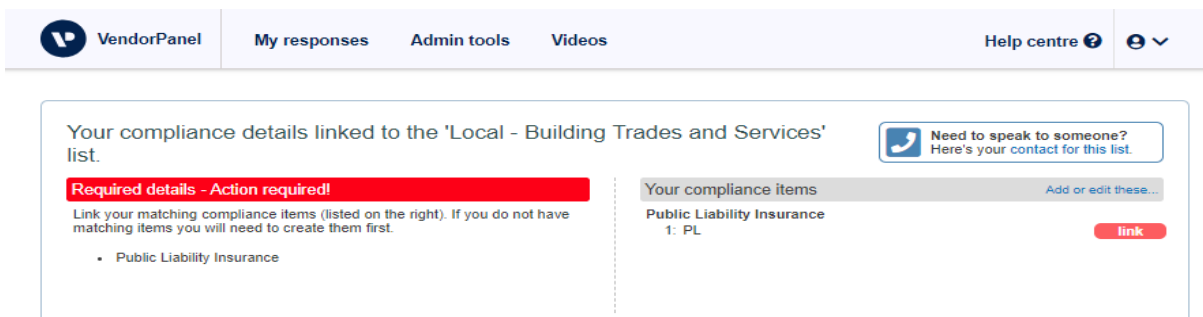


Click on **“Update”** under Required Compliances



Click on **“link”**, to share your Public Liability insurance document with the Council

If you do not have one already, it will ask to upload, Upload a Copy of your Public Liability Insurance



Once linked, you can see Green highlighted COMPLETED confirmation, Click on **“Continue”**

Your compliance details linked to the 'Local - Building Trades and Services' list.

Required details - COMPLETED!

Link your matching compliance items (listed on the right). If you do not have matching items you will need to create them first.

- Public Liability Insurance (linked)

Linked items

- PL Public Liability Insurance (Pending approval) [unlink](#)

[Continue](#)

Your compliance items [Add or edit these...](#)

- Public Liability Insurance 1: PL [linked](#)

[Need to speak to someone? Here's your contact for this list.](#)

Step 4

Click on **“Update”** under Required Qualification

ACTIVE STATUS BUSINESS INFO REQUIRED COMPLIANCES REQUIRED QUALIFICATIONS REQUIRED RATE CARDS YOUR COLLEAGUES YOUR LOGO PREVIEW DETAILS MORE OPTIONS

Dubbo Regional Council

[Local - Building Trades and Services](#) [Edit](#) [Manage](#) [Update](#) *not required* [Manage](#) [NO LOGO](#) [Preview](#) [More...](#)

You will see 2 items to be completed

Details required for the 'Local - Building Trades and Services' Pre-Qualified Suppliers.

[Back](#) [Need to speak to someone? Here's your contact for this list.](#)

Please complete or update each of these items:

- 1 Declaration**
 You have not completed this item. [Complete this item](#)
- 2 Licences & Certification**
 You have not completed this item. [Complete this item](#)

Declaration:

Click on **“Complete this item”**


Under this item: By answering **“YES”** to question no: 3

The Supplier is agreeing to the terms and conditions as outlined

After you select **“Yes”** to question 3, Click on **“Save and Continue”**


Details required for the 'Local - Building Trades and Services' Pre-Qualified Suppliers.

[Back](#)


 **Need to speak to someone?**
Here's your contact for this list.

Please complete or update each of these items:

1 Declaration

 You have not completed this item.

Instructions for completing this item

 By Signing up for Council's Pre-qualified Supplier List, The Respondent agrees.

The Respondent:

1. Accepts the terms and conditions of the head agreement.
2. Irrevocably offers to perform the Services on the terms of the Contract, Purchase Order and as requested.
3. Will provide evidence of Public Liability Insurance for not less than \$10 million before commencing any work.
4. Will provide a list of any subcontractors and staff that will be operating equipment if requested.
5. Will ensure that subcontractor and staff have been inducted to site prior to commencement of work.
6. has read, understood and comply with the obligations set out in Council's Statement of Business Ethics
7. Agrees to complete the Work Health and Safety Prequalification process when requested.
8. Acknowledges by submitting application, there is no guarantee of work.
9. Accepts Categories can be deleted, added and modified by Council

Please enter required information

1: Upload your document (optional)

Select a document to upload (max 150Mb)

2: Enter any comments (optional)

3: Answer any questions (required)

1. Does The Respondent agree to have read, understood and fully informed myself/ourselves/itself of the contents, requirements and obligations of the agreement, do hereby respond to provide and complete the Services described in the agreement?

Yes No

[Save and Continue](#)

[Cancel](#)


Step - 5

Licences & certifications

Click on "complete this item"


Details required for the 'Local - Building Trades and Services' Pre-Qualified Suppliers.


[Back](#)

 **Need to speak to someone?**
Here's your contact for this list.

Please complete or update each of these items:

1 Licences & Certification

 You have not completed this item.

 [Complete this item](#)

Upload your licences or certification (If you have multiple documents combine all into one file – Only one file can be uploaded or alternatively email your Licences to Procurement@dubbo.nsw.gov.au)

Note for only Plumbers – with Backflow Prevention Accreditation – Download the Back Flow Accreditation form, complete and upload or email to Procurement@dubbo.nsw.gov.au

Details required for the 'Local - Building Trades and Services' Pre-Qualified Suppliers.


[Back](#) [Need to speak to someone? Here's your contact for this list.](#)


Please complete or update each of these items:

1 Licences & Certification

i You have not completed this item.

Instructions for completing this item

 Please upload a copy of all relevant licences or accreditation certificates for each subcategory you wish to register for.
NOTE: For Backflow Accredited Plumbers only, please complete the attached Back Flow Accreditation form and upload along with the certificate.

 Please download and review the following document
[Pro_Forma_Plumber_Backflow_Accreditation.pdf](#)

Please enter required information

1: Upload your document (optional) **2: Enter any comments (optional)**

Select a document to upload (max 150Mb)

3: Answer any questions (required)

1. Has the respondent provided the relevant licences and certification for each subcategory they wish to be registered for?
 Yes No *

[Save and Continue](#) [Cancel](#)

After uploading the Licences or certificates, if you have any information, add to comment section.

Answer – “Yes “ on question :3 and

Click on “Save and Continue”

Step 6

Your Licences and Public Liability will be submitted to Council and awaits Approval,

If you would like to make any amendments to this item or add any comment,

Click on **Show Submission** and then **Edit Submission**

Details required for the 'Local - Building Trades and Services' Pre-Qualified Suppliers.

[Back](#) [Need to speak to someone? Here's your contact for this list.](#)

Completed Items:

1 Declaration
 Submitted and approved. You're **100% complete!** [Show requirements](#) [Show submission](#)

2 Licences & Certification
 You've submitted the required details which are pending approval. [Show requirements](#) [Hide submission](#)

This is your current submission

Answers added to submission.
 1 answer(s) added on Thursday 17 August 2023 11:06 AM. [show answers](#)

Comments added to submission
 None...

[Edit submission](#)

Now, your self-registration process is **complete** and awaits **Approval** from Council, Council will contact you if any further information is required.

Once approved you will receive a notification in to your email.

Follow below instructions if you do not have an Account with Vendorpanel

After you complete Step 2

Click the link received in your email, A new window will open, complete the form and Click **“Next”**

Invitation to be activated on the **Local - Minor Civil Works** Pre-Qualified Suppliers.

Hello Test Again,

You have requested to activate your company on the 'Local - Minor Civil Works' Pre-Qualified Suppliers.

Please follow the prompts to continue.

Get started with the following details.

Your first name

Your last name

What's your email address

Enter your preferred password

Re-enter the above password

Passwords are Case sensitive.
Min 6 - Max 20

Select categories that align to your business.

- Categories **Local - Minor Civil Works**
- Asbestos Licensed Contractor
 - Concrete Works
 - Confined Space Entry & Safety Equipment Inspections
 - Gross Pollutant Trap Cleaning
 - High Pressure Water Cleaning
 - High Pressure Water Cleaning, Vacuuming, Graffiti Removal
 - Kerb and Gutter Installation
 - Line Marking
 - Manhole and Sewer Pits Cleaning
 - Pavement Construction
 - Paving
 - Pipeline Maintenance
 - Reservoir Cleaning / Divers
 - Roofing
 - Stormwater Construction and Maintenance
 - Supply and Lay Bitumen Seal
 - Supply Traffic Control Services
 - Underground Services including Non destructive digging
 - Water and Sewer Mains Construction and Maintenance

I have read, understand and agree to the Service Provider Agreement

Yes No

[Next](#)

Click on **Continue** and Follow the guide and enter details as asked

Getting Started - Quick Guide

Welcome Test

Before you begin, there are a few configuration tasks to complete. They are...

- Set your location and timezone.
- Confirming your personal and organisational details.
- Complete the details for the supplier lists you're on. This is required before you can respond to Requests

This won't take long so let's begin.

[Continue](#)

logout

Enter your **Address** and Select the **time zone**, Canberra Melbourne Sydney

Edit/Update your location

Street Address

We use your street address to help buyers find you, and to help calculate the distance between you and the buyer. Please enter only your street number, street name, and suburb/city - not the building name or level.

Your Street Address [Cancel](#)

Timezone

Your timezone is used to display any times, such as opening/closing times, in your chosen time zone.

Select your timezone

Please enter your address (or press cancel) to

Complete the Profile details, Click **Save** and Follow guide from **Step 3**.

Edit/Update your profile

Personal Details

First Name
 Last Name

Contact Details

Position/Job Role
 Primary Phone
 Mobile (Cellular) (Optional)
 Fax number (Optional)

Business Details

ABN
 Don't have an ABN?
 Validated Business Name
 Display Business Name

Business Description

Describe Your Business

WebSite Url (Recommended)

Business Size

Number of employees
 Annual revenue

[Save](#)