



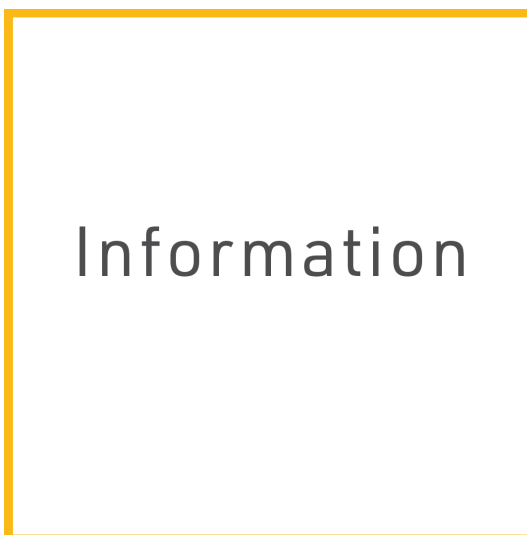
# DOING BUSINESS WITH COUNCIL

Did you know Dubbo Regional Council spends an average of \$33 million a year on materials and contracts? Most of this money goes towards maintaining existing infrastructure, as well as funding new projects for people to enjoy.

By procuring and purchasing local products and services in the first instance, Council is actively supporting the local economy.

Here, you can view and apply for current tenders on VendorPanel, register your Indigenous business with Supply Nation, find government panel contracts through Procurement Australia, or read about Dubbo Regional Council's Local Purchasing Policy.

**Simply click on the square that suits you to start doing business with Council!**



## 1. WHY HAVE WE CHANGED TO VENDORPANEL?

We have changed to VendorPanel to consolidate our existing platforms to one for all general purchasing and procurement activities.

VendorPanel has:

- Increased transparency – All opportunities have been consolidated through a single platform;
- Removed complexities – Suppliers are able to download documents instantly;
- Cost savings – Suppliers electronically upload their submissions into electronic tender boxes, removing printing, courier and delivery costs

## 2. WHAT IS VENDORPANEL MARKETPLACE?

The Marketplace is a catalogue of suppliers split into categories and sub-categories. Once registered, you'll be given the opportunity to receive and respond to requests and your business will be visible to Council staff.

As a business owner you are responsible for selecting as many or as few categories as you like, to receive requests.

To register on the Marketplace, [click here](#).

## 3. DO I NEED TO REGISTER TO VENDORPANEL?

You must register for VendorPanel if you wish to be notified of opportunities from Dubbo Regional Council, this includes:

- General purchasing;
- Formal requests for quotations (RFQ);
- Requests for tender (RFT); and
- Expressions of interest (EOI).

As a business owner, it is your responsibility to register and maintain your details, including categories to receive requests and make

submissions.

Dubbo Regional Council advises you to register no matter how big or small your business may be.

To register on the Marketplace, [click here](#).

#### **4. WHEN DID THIS CHANGE OCCUR?**

The transition was completed earlier this year. DRC staff now issue all requests through VendorPanel.

#### **5. IS VENDORPANEL FREE?**

Yes, it is free to register, receive and respond to requests.

#### **6. HOW TO REGISTER TO MARKETPLACE?**

Tips and Tricks in registering in VendorPanel Marketplace.

#### **7. WHAT HAPPENS AFTER I AM REGISTERED ON VENDORPANEL?**

You will be notified via email of any new requests. You are then able to review the specific requirements and choose whether you would like to respond.

#### **8. WHAT IF I ALREADY HAVE A VENDORPANEL ACCOUNT?**

If you are already registered in VendorPanel as one of our preferred suppliers on our Panels, just note that you will also need to register into

the Marketplace to receive notifications unrelated to those Panels.

Visit Marketplace on VendorPanel [here](#), so that you receive Marketplace requests in addition to Panel requests.

## 9. HOW DO I START USING VENDORPANEL?

To view and access all opportunities available, you must first become a registered user.

To register on the Marketplace, [click here](#).

## 10. HOW DOES VENDORPANEL WORK?

The following 6 steps outline how VendorPanel works:

1. You create an account and select categories/sub-categories relevant to the goods, works and/or services provided by your business.
2. A need is identified by DRC for goods, works and/or services.
3. DRC raise a request selecting categories/sub-categories best relating to the goods, works and/or services required.
4. An email will be distributed to those listed under those categories/sub-categories to provide specific details of the work.
5. Supplier to review and upload a submission within the platform.
6. Submissions received will be evaluated and contracts awarded electronically within the platform.

## 11. WHAT KIND OF BUSINESSES CAN REGISTER?

DRC is seeking all suppliers to register their business details on VendorPanel Marketplace be it a tradie, graphic designer or cleaning service etc. We encourage you to register.

To register on the Marketplace, click [here](#).

## 12. WHAT CATEGORIES ARE THERE?

When registering you will be asked to select the categories and sub-categories that best suit your business.

You can view all of the VendorPanel categories via Marketplace, [here](#).

## 13. HOW DO I LIMIT WHAT TENDER NOTIFICATIONS I RECEIVE?

When you first register into the VendorPanel Marketplace, by default you will receive tender notifications from all across Australia. To limit this function to specific region(s), you need to do the following:

1. Log into the platform
2. Select Manage regions of service (Tenders) from the land-hand pane under Supplier Lists
3. Select only the regions you wish to receive notifications from
4. At the bottom of the page Save these regions
5. You will now only receive tender notifications from those regions you've selected.

## HAVE AN ENQUIRY?

Fill out the form below and we'll get back to you as soon as possible.

**ABN**

**Business Name**

**Contact Name\***

**Email\***

**Phone\***

**I prefer to be contacted through:**

Phone

Email

Either

**My enquiry relates to:**

- a public tender
- a quote
- VendorPanel
- Doing business with Council
- unsure

**Question/Comments:**

Mandatory field(s) marked with \*

Submit your enquiry

Last Edited: 07 Sep 2021