



## DOING BUSINESS WITH COUNCIL

Council generally purchases goods, services and works via publicly listed tenders and quotes\*. The process is governed by a range of criteria such as value and duration of continuous engagement. Quotations are sought when there is no existing contract in place, this is dependent on the expected cost. Quotes for goods and services are obtained locally where possible and our new e-procurement product Vendor Panel assists with identifying suitable businesses in the locality.

When quotations are sought, before any work can commence you need to have adequate insurance cover for your business. When you are engaged by council, accepting and agreeing to this purchase/ engagement or contract you are required to have current insurances in place and the documentation provided to Council on request. At a minimum **Dubbo Regional Council requires minimum \$20 million Public Liability** cover, but may require additional insurances depending on the type of work being performed.

Additional insurance types can be Professional Indemnity or Products Liability, please check types of cover with your insurer\*.

## VENDOR PANEL IS NOW LIVE!



We are pleased to announce the launch of our eProcurement solution VendorPanel. By following this link you can register now (It's FREE) on to councils Marketplace. By creating an account, you will maximize the ability to receive requests to quote on goods or services council needs!

VendorPanel Marketplace is an online portal Council staff will use to request, obtain, evaluate and accept quotes from registered businesses online. Should we request a quote from you you'll be notified via (your nominated) email. You can be easily review the quotation request and submit your quote securely through your VendorPanel Marketplace profile by following the prompts. Submitted quotes will only be visible to relevant Council staff making this a no-risk and simple way of accessing more business opportunities.

A feature of the VendorPanel product is the ability for Pre-qualified Supplier Panels to be formed. Once registered you may get a further request to join a specific panel and become Pre Qualified, meaning relevant compliance documents such as insurances and SWMS are lodged. When projects come up that fit with your business category, you will be

ready to seamlessly receive requests and commence when successful.

### How does it work?

1. Interested suppliers go to VendorPanel
2. Supplier chooses their business category from set choices and enters their name and email.
3. Supplier completes their business profile (once registered, suppliers are visible to purchasing staff).
4. Dubbo Regional Council staff can send a request for quote to suppliers when relevant products/services are required.
5. Suppliers can accept and submit a quote when requested after checking specifications.
6. Dubbo Regional Council staff assess quotation responses and awards work to selected supplier based on evaluation criteria.
7. Later, registered Marketplace suppliers could be sent an invitation to join VendorPanel DRC Pre qualified Panels.
8. VendorPanel is the council's e-Procurement product meaning it will be the preferred method of requesting quotes. It is completely free for Suppliers to register, get notifications, and submit quotes.

*\* Legislation requires a public tender for the purchase of all goods, services and works for which the estimated expenditure exceeds \$150,000 for goods or services. Tenders are advertised in the Sydney Morning Herald, the Daily Liberal, Tenderlink and online.*

## UPDATE YOUR SUPPLIER NAME ADDRESS, EMAIL OR ABN

If your business details have changed and you are registered on Council's system or are a current supplier of supply goods and/or services to Council, you can update your details online. Changes to banking details are unable to be received this way, please email [accounts@dubbo.nsw.gov.au](mailto:accounts@dubbo.nsw.gov.au) for information.

Please contact [procurement@dubbo.nsw.gov.au](mailto:procurement@dubbo.nsw.gov.au) if you have any further enquires

Last Edited: 24 May 2019

## I'M LOOKING FOR

### DUBBO REGION+NARROMINE GRANTS HUB

Dubbo Regional Council is proud to launch the Dubbo Region + Narromine Grants Hub, your one-stop sho ...

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YOU'RE  
**ON YOUR WAY!**  
START BROWSING  
**GRANTS HUB TODAY!**

