

# DOING BUSINESS WITH COUNCIL



Procurement Unit is responsible for carrying out the procurement and contract management processes at Council. Council regularly enters into competitive arrangements for the purchase of works, goods and services needed to provide 'best value' procurement outcomes to ratepayers and others in the community.

The principle of 'best value' does not mean that Council will automatically select goods and services with lowest price. Council will balance all relevant factors including initial cost, whole of life cost, quality, reliability and timeliness to determine actual money for value.

Council is committed to conducting with fairness and probity in purchasing goods and services in accordance with Section 55 of the Local Government Act 1993 (NSW), the tender provision within the Local Government (General) Regulation 2021 - Part 7- Tendering and in accordance with the Council's adopted policies and associated procedures.

Please expand below to find out more information on Council's Procurement process.

## STATEMENT OF BUSINESS ETHICS

We are committed to the highest standards of honesty, fairness and integrity in all our business dealings. Businesses wanting to provide their services to us must first understand our procurement processes.

Council operates according to a [code of conduct](#) ( [269.4KB](#)) that sets out the standards of behavior that Councillors and staff are expected to adhere by when dealing with other colleagues, our customers and suppliers, members of the public and the community.

The [statement of business ethics](#) ( [1MB](#)) sets out the standards of behavior that Council expects from its private sector partners when conducting business with us. These standards of behavior relate to fair, ethical and honest dealings with Council, and ensuring the best level of service is provided to the community.

## GETTING REGISTERED

Use the below steps to register and create an account with the Vendorpanel Portal:

**Step 1 |** You will need to access our [Vendorpanel portal](#).

**Step 2 |** If you are already registered with the portal, you would have received a confirmation (including your username and password details) via email.

**Step 3 |** Use these details to log in and select the industry categories that are relevant to your business. This will improve the types of notifications you will receive. This is important to make sure you only receive the notifications of interest to you and are relevant to your business.

**Step 4 |** If you have not registered, you will need to register and create an account by accessing the [Vendorpanel portal](#). The process is very simple and only takes a few minutes. Select the registration tab and enter your email address to create your unique supplier profile. Once completed, you will receive a confirmation email of your registration.

**Step 5 |** If you require assistance with registering and customising your profile, please contact the Vendorpanel Help Desk on **03 9095 6181**

## **PREQUALIFY AS A LOCAL CONTRACTOR**

Dubbo Regional Council is inviting suitable qualified contractors whose business is located within the Dubbo Regional Council LGA, or within 50 kilometres of Dubbo or 50 Kilometres of Wellington to be part of a Prequalified Panel. If your business fits into one of the following categories; Building Trades and Services; Minor Civil Works; Horticulture and Arboriculture; you can be listed in the Prequalified Panel for works up to \$250,000 including GST.

Find out more at our dedicated webpage; Prequalify as a Local Contractor.

## CURRENT OPPORTUNITIES

Please see below current opportunities.

### Open Tender

Please click [here](#) to see if there are any open tender opportunities.

## RECENTLY RECEIVED TENDERS

Please see below list of responses received for recently advertised Tenders, Quotations and Expressions of Interest.

### **Tender No: CD23/1227 - Dubbo Macquarie River and Tracker Riley Cycleway/Walkway Wayfinding Signage**

At the close of Tender on 17 October 2023, Council received and opened tenders for the above requirement from the following Organisations.

Click here ([419.7KB](#))

### **Tender No: CD23/6001 - Design and Construction of Comobella Causeway Bridge**

At the close of Tender on 19 January 2024, Council received and opened tenders for the above requirement from the following Organisations.

Click here ([115.7KB](#))

### **Tender No: CD23/1693 - Construction of New Animal Shelter**

At the close of Tender on 16 February 2024, Council received and opened tenders for the above requirement from the following Organisations.

Click here ([115.3KB](#))

**Tender No: CD23/4209 - Design and Construct Molong Street & Burrendong Bridge No. 1**

At the close of Tender on 18 March 2024, Council received and opened tenders for the above requirement from the following Organisations.

Click here ( 115.6KB)

**RECENTLY AWARDED TENDERS**

Please see below Tenders, Quotations and Expressions of Interest that have been recently awarded.

**Tender No: CD23/856 - Wellington Aerodrome and Recreation Park (Bodangora Airstrip) Repair Works**

Under delegated authority on 24 August 2023, Council accepted the offer of Bitupave Ltd T/A Boral Asphalt for the reseal & asphalt work at Bodangora Airstrip.

**Tender No: CD23/1692 - Resurfacing Barden Park Athletic Track**

Under delegated authority on 26 October 2023, Council accepted the offer of Polytan Asia Pacific Pty Ltd for the maintenance and upgrade work at Barden Park Athletic Track.

**Tender No: CD23/1227 -Dubbo Macquarie River and Tracker Riley Cycleway/Walkway Wayfinding Signage**

Under delegated authority on 06 December 2023, Council accepted the offer of Yamari Ochre Pty Ltd for the supply and installation of Wayfinding Signage around the Macquarie River & Tracker Riley Cycleway/walkway.

**Tender No: CD23/1693 - Construction of New Animal Shelter Facility**

Under delegated authority on 21 March 2024, Council decided to reject

all tenders for the Construction of New Animal Shelter Facility.

## RELATED DOCUMENTS

The following documents are available for download.

[Purchase Order Terms and Conditions \( 803.7KB\)](#)

[Small Business Guide to Council Procurement \( 2.5MB\)](#)

[Small Business Insurance Fact Sheet \( 1.3MB\)](#)

## FREQUENTLY ASKED QUESTIONS

### **Can I lodge my tender via email?**

No, you can only lodge your tender electronically on the Vendorpanel portal.

### **What if I don't lodge my tender response online before the closing time?**

Your tender will not be considered by Dubbo Regional Council post the closing time.

### **Can I check to see who has been the successful tenderer?**

Yes. Successful tenderer information is available on this webpage under 'recently awarded'.

**Can I talk to Councillors and Council staff about the tender?**

No. It is not permitted and may result in disqualification from the tender process. You can contact the Procurement team on 02 6801 4000.

Last Edited: 16 Apr 2024