



DOING BUSINESS WITH COUNCIL

This brochure explains all you need to know about doing business with the Longreach Regional Council and our Procurements Policy.

FREQUENTLY ASKED QUESTIONS

Q. What is Council’s ABN?

A. Our Australian Business Number is 16 834 804 112 and we are registered for GST.

Q. What happens if I did not receive a copy of my purchase order?

A. Contact the officer appointed to manage the works/ tender.

Q. Does Council prefer to use local suppliers?

A. Council’s Procurement Policy states that we do proactively support local business. A 10% preferential weighting is applied to tenders/ quotes up to \$199,999. See our policy for further details.

Q. How do I quote for good or services?

A. We will usually contact supplier directly if they require a quote for good, services or works. The requests may come via phone, email, Vendor Panel (for Pre-qualified Suppliers) or Q Tender. Register at [Q Tenders](#) to receive electronic requests.

Q. What happens if my quote/ tender submission are unsuccessful?

A. Depending on the method in which we have used to procure and the value will depend on how you will be notified. At minimum a call will be made to the unsuccessful applicants. If the method of procurement is via Vendor Panel or Q Tender an email is automatically sent with applicants welcome to call for feedback to the Contact Officer. We encourage you to still submit for any further tender opportunities.

Q. How are the tender submissions evaluated?

A. We assess all submissions based on a criteria relating to the goods or services being procured in conjunction with the five principles of procurement outlined in Councils procurement policy.

QUOTES AND TENDERS

There are ultimately two ways in which Longreach Regional Council seeks to procure goods or services: Quotes and Tenders.

Quotes:

We seek quotes from businesses when there is no existing contract and the amount is below Council’s threshold limits as follows.

| Goods and Services Value (GST inclusive) | Competition Requirements |
|--|--|
| Purchases less than \$3,000 | No quotes required Prequalified supplier preferred |
| Purchases between \$3,001 less than \$15,000 | Minimum invite two (2) written quotations must be obtained and attached to Councils internal copy of the purchase order. |
| Purchases worth \$15,001 or more, but less than \$199,999.99 | Minimum invite three (3) written offers quotations must be obtained and attached to Councils internal copy of the purchase order. |
| \$200,000.00 or more | Invitation of written tender and or request for quotation and attached to Councils internal copy of the purchase order. |

Also note; significant requests for quotes will be released via Council’s Q Tender or Vendor Panel (for Pre-Qualified Suppliers).

Please register at [Q Tenders](#) to receive the requests.

Tenders:

Tenders will be advertised publicly in local newspapers, on the Council’s website and on our e-tendering portal at [Q Tenders](#).

Tender documents will outline the requirements for submissions.

On most occasions tenders will be required to be submitted electronically via our e-tendering portal. Please follow tender instructions for submissions. Late submissions will not be accepted.

The tender documents state clearly:

- Council’s requirements;
- The detailed scope of works;
- The general conditions of the contract;
- Specific information to tenderers;
- The attachments; and
- The schedules, which are to be included with your submission



WH&S AND INSURANCES

If we do business with you we require your workplace to be safe, and comply with all relevant WH&S policies.

Longreach Regional Council is committed to ensuring that its workplaces are a safe environment for everyone that is why we must ensure every person entering a worksite has undertaken an LRC WH&S Induction.

Longreach Regional Council also requests that all contractors have relevant and adequate insurance cover.

This includes Public Liabilities, Professional Indemnity and Workcover as a minimum.

The above policies need to be current, and maintained throughout the duration of the contract, or while works are undertaken.

TERMS AND CONDITIONS

If your business is successful and awarded a contract or your quote is accepted then you will be issued a purchase order.

This purchase order must be stated on all relevant invoices.

All purchase orders are subject to Longreach Regional Council's terms and conditions that need to be adhered to. You can find a copy of our terms and conditions on our website.

<https://www.longreach.qld.gov.au/downloads/file/1321/purchase-order-terms-and-conditions>

INVOICING AND PAYMENTS

Once a tender or quote has been accepted, a purchase order and/or contract is drawn up to signify an official go-ahead. No money can be paid to a supplier without a purchase order number stated on the invoice. Council has a No Purchase Order No Pay policy. Any Invoices not stating the purchase order number will be returned for further clarification.

Council's standard payment terms are 30 days after the receipt of invoice, unless otherwise specified in the contract. Our preferred method of payment is electronic funds transfer (EFT). Your invoice should include the following information:

- Purchase order number
- Your ABN
- The price including or excluding GST with the
- GST amount clearly shown
- The word Tax Invoice including on the invoice where appropriate
- Longreach Regional Council's name and address
- The date of issue
- Suppliers name
- Item description

VENDOR PANEL (PRE-QUALIFIED SUPPLIERS)

If you have been successful in the 2022 tenders for one of Councils Pre-Qualified supplier categories (formerly known as Preferred Suppliers), please ensure your details in Vendor Panel (www.vendorpanel.com.au) are up to date and you monitor your emails as Council is now only using this system to send request quotes to these panel contracts:

- Trades & Services (LRC102021)
- Quarry Products (LRC082021)
- Supply of Products (LRC122021)
- Plant Hire -Wet & Dry (LRC092021)
- Mechanical (LRC072021)
- Professional Services LRC112021)

These Panels are due to expire May 2024. There will be a chance for all of those who did not apply in 2021 to become a member of the panels every 12 months.

If you did not apply for the Pre-Qualified Supplier Panels you are still able to Register on VendorPanel Marketplace until you can apply for a panel. The Marketplace is also utilised through VendorPanel.

<https://www.vendorpanel.com.au/marketplace.aspx>

If you have any further questions in regards to the Councils procurement process and or the policy please call our Senior Procurement Officer, on 4658 4111 or email at carolynd@longreach.qld.gov.au

For more information on Vendor Panel please see details below.

Call to speak to our support team at VendorPanel on

- Australia: +61 3 9095 6181
- New Zealand: +64 4889 7744

or

<https://www.vendorpanel.com.au/ContactUs.aspx>

