

**TENDER ADVERTISING INSTRUCTIONS / NOTES**

## 1. Deadlines:

Advertising Deadlines	Advertising on Saturdays	Advertising on Wednesdays
Submitting TAAs	10am on Wednesdays	10am on Fridays
Submitting changes to advertising text (revised TAA)	11am on Thursdays	11am on Mondays
Cancelling advertisements (via email request)	3pm on Thursdays	3pm on Mondays
Submitting docs for uploading onto the Procurement website	10am on Thursdays	3pm on Mondays

2. ***Have all relevant approvals been obtained?*** This includes ACT Procurement Solutions management and/or GPB endorsement, Client and other relevant Delegate approvals. Electronic TAA submissions will be considered to have been appropriately checked and approved by the relevant parties, negating the need to submit a hard copy of this form.
3. This form should be electronically submitted to the Web Administrator <[procurementsolutions@act.gov.au](mailto:procurementsolutions@act.gov.au)> by the stipulated deadline.
4. Advertising proofs will not be provided prior to advertising unless by special request. Copies of advertised text will be provided to Project Officers following the date of advertising.
5. Documents to be uploaded onto the website should be appropriately reviewed prior to submission. Electronic document submissions will be considered to have been appropriately checked and approved by the relevant parties, including track changes and comments removed, etc. All documents including the TAA must be submitted in **pdf format** to <[procurementsolutions@act.gov.au](mailto:procurementsolutions@act.gov.au)> by the stipulated deadline. If your documents aren't ready by the deadline, you must inform the Web Administrator in writing and an appropriate sentence will be uploaded onto the website until such time as the documents are received. Cancelling advertisements or changing closing date additional information, this will result in a \$55.00 - \$85.00 charge (cost varies depending if it changes the advert size).
6. Documents exceeding 1MB will not be uploaded onto the Procurement website, and must be made available via other means. In terms of uploading onto the website, a maximum of 3 documents per tender is preferred, in addition to any addenda issued subsequently.

Submit requests for these publications by the stipulated deadlines:		Submit requests for these publications <i>*as soon as possible</i> :	
<b>The Canberra Times</b>	<b>Date:</b>	<b>Financial Review*</b>	<b>Date:</b>
<b>The Australian</b> (week days)	<b>Date:</b>	<b>Other *</b>	<b>Date:</b>
<b>The Weekend Australian</b>	<b>Date:</b>	<b>Other*</b>	<b>Date:</b>
Please tick the box below if this advertising requirement is for a <b>notice of intention to tender, consultation paper or draft</b> for comment, as opposed to seeking a formal tender response.			<b>Consultation</b>
<b>Project / Tender Title:</b> <i>A <b>brief</b> and meaningful title.</i>			
<b>Tender No.:</b> <i>Please tick to indicate if tender is Capital Works or Goods &amp; Services.</i>		<b>Capital Works</b>	<b>G&amp;S</b>
<b>Prequal. Category:</b>		<b>Project No.:</b>	
<b>Special Requirements:</b> <i>Mandatory briefings should include date, time and location.</i>			

<b>Description:</b> <i>No more than a few sentences describing the tender (web only)</i>			
<b>Closing Date:</b> <i>(eg. 10 March 2011)</i>			
<b>Project Officer:</b> <i>(and agency or company name)</i>		<b>Phone:</b> <i>(Landline)</i>	
<i>Mandatory to provide contact details for both Project Officer and Interim officer.</i>			
<b>Interim Officer:</b> <i>(and agency or company name)</i>		<b>Phone:</b> <i>(Landline)</i>	
<b>Generic Email Address:</b>			
<b>Technical Enquiries:</b> <i>(and company name)</i>		<b>Phone:</b> <i>(Landline)</i>	
<i>Will the <b>documents</b> be published on the Procurement website? While all open tenders are advertised on the Procurement website, accompanying documents may be available through other means.</i>	<b>Yes</b>	<b>No</b>	
<i>If the documents will <b>not</b> be available from the Procurement website, please state the details of the contact for provision of hard copies.</i>			
<b>Name of Company &amp; Address:</b>			

### **IMPORTANT / NOTES**

It is a mandatory requirement that the Project Officer identifies an "Interim Officer" on the TAA, in case the Project Officer is inadvertently absent from their desk during the tendering period. An Interim Officer may be a peer or a manager, however the Project Officer is responsible for informing the Interim Officer that they have been nominated as an alternative point of contact for questions relating to the tender during this period.

When completing a TAA staff should ensure that they are closing tenders in accordance with the "Code of Tendering (AS4120-1994)". The "Code of Tendering" (Clause 6.4) requires that the Closing of Tenders be:

- Not earlier than 2.00 p.m.
- Not on a Monday or day following a public holiday.
- At least one clear day after a weekend, building industry holiday or rostered day off.
- At least one week after the recognised industry Christmas close down.

It is the responsibility of Project Officers to check their advertisement and tender text on the website. Project Officers may wish to set a rule within outlook to include a read receipt, to verify that their emails have arrived at their destinations.