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**REGIONAL PROCUREMENT INITIATIVE®**

*A division of Hunter Councils INC.*

February 2014 Supplier Newsletter

3rd Edition



## Message from the Manager

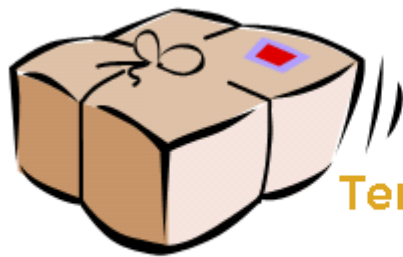
The team at Regional Procurement wish all of our valued Industry Partners a very happy New Year. 2014 looks set to be a challenging year with the recommendations of the Local Government Review Panel and Local Government Acts Taskforce to be considered and implemented over the coming months and years.

During 2014 Regional Procurement will maintain our focus on calling tenders that deliver quality outcomes for our Industry Partners. Your ongoing support is a key component of our continued success and we thank you for that support.

Having said that we cannot rest on our laurels! It is our intention to bring new contracts to the table over the next 12 months with examples listed in this newsletter.

On behalf of the team I thank you all for your support throughout 2013 and look forward to another successful year working with you in 2014.

HAPPY★NEW★YEAR



## Step by Step: Tender Submissions

- Visit [www.regionalprocurement.com.au](http://www.regionalprocurement.com.au), click 'Tender Opportunities'.
  - From the "Tender Opportunities" page, follow the hyperlink to the Regional Procurement TenderLink Portal.  
<https://www.tenderlink.com/regionalprocurement/>
  - Select "All Open Tenders" to view all of our current tenders.
  - Click Tender you wish to view.
  - The Tender information will be displayed.
  - The option to purchase the documents is located at the bottom of the page.
- Once you have downloaded the Tender documents, read through them carefully.  
Complete the Schedules and provide supporting documentation.

Once complete, your submission needs to be saved onto a CD or USB, including the pricing in excel format.  
This along with two printed hard copies, needs to be sent via mail to

'Tender Box- Regional Procurement'  
59 Bonville Ave  
PO Box 3137  
Thornton NSW 2322

Your submission needs to be in the Tender Box in the Hunter Councils Offices at 10am on the date your Tender closes.

If your Submission will not arrive by the closing deadline, it may faxed to 02 4966 0588. If your submission is faxed you must include proof that the original submission was put in to the mail before the deadline.

Check list:

- Complete Documents

- Attached Supporting Evidence
- Save Submission to a CD or USB ( price schedule saved as a Excel File)
- Print two hard copies
- Mail Submission
- Send Fax if hardcopy will not arrive my closing deadline.

## Enhancements to the Industry Partner Program

As part of our ongoing Quality Management process we are currently revising our Industry Partner program. The program will now comprise two levels:

### Level 1 'Endorsed' Industry Partners

Endorsed Industry Partners are approved to supply goods/services up to and exceeding \$150,000 over a defined contract term. They are appointed as a result of a rigorous public tender process that includes checking the following:

- ASIC – trading status,
- Insurances are held– Public Liability, Worker's Compensation, Motor Vehicle (at a minimum),
- Appropriate feedback from references ( x 3)
- Quality Assurance systems,
- Customer Service standards,
- WH&S, etc.

### Level 2 Industry Partners

Level 2 Industry Partners are able to supply councils with goods /services not exceeding \$150,000 and will now be required to:

- Submit a **Letter of Agreement** Application Form,
- Summarise their goods/services that could be of benefit to member councils,
- **Be listed as active on the ASIC website,**

Tenders in the Pipeline...



### MNC

T111314MNC- Mulching of Green Waste & Wood Waste Material  
 T401314MNC- Colletion of Chemicals and Hazardous Waste  
 T031415MNC- Stationery  
 T041415MNC- General Hardware  
 T051415MNC- Bulk Water Treatment Chemicals  
 T061415MNC- Bulk Fuels  
 T071415MNC- Traffic & Safety Signage

### NAMOI

T381314NAMOI- Stationery

### NEC

T281314NEC- Stationery  
 T291314NEC- Hardware  
 T311314NEC- Water Meters  
 T321314NEC- Concrete Pipes  
 T331314NEC- Bitumen Emulsion  
 T341314NEC- Safety Signage

### HUN

SPT31112AIRPORT- Maintenance Services  
 T011415HUN- Stationery  
 T021415HUN- Industrial Hardware  
 T081415HUN- Provision of Labour Hire Services  
 T101314HUN- DICL Pipes  
 T131314HUN- Ready Mixed Concrete (Mid Western)

- Provide details on two referees, and
- Provide evidence of currently holding insurance for Public Liability, Worker's Compensation, Motor Vehicle (at a minimum).

Further details on the Industry Partner Program can be found [here](#)



Merry Christmas  
& Happy New Year- Louis

- T171314HUN- Bulk Water Treatment Chemicals
- T181314HUN- Sand, Soils & Soft- Fall Supply Services
- T191314HUN- Supply & Delivery of Pavement Materials
- T201314HUN- Igneous Rock Gravel & Sandstone Supply Services
- T211213HUN- Tree Maintenance Services

## CROSS REGION

REGPRO011617- Local Govt Election Services

[Click here to request more information on upcoming tenders.](#)

 [Forward to Friend](#)

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As a Member of Regional Procurement, we would love to keep you informed of the work we are currently undertaking.

### Our mailing address is:

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