

Request for Tender

Request for Tender to establish a two Prequalified lists of Electrical and Trade Services contractors.

This tender will be run using Vendor Panel, - Market Place for the issuing of the tender documents and the subsequent receipt of your responses.

In order for your company to have access to the tender your organisation must be registered on Vendor Panel under the Public Market Place section

Our Council website under; Tenders and Contracts section has a link through to Vendor Panel.

Click on that link and follow Vendor Panel directions for registering under the Public Tenders section

<https://www.napranum.qld.gov.au/about/tenders/>

Steps :

1. Check with your organisation to see if a profile already exists on the list to avoid duplicates.
2. Go to the [Marketplace](#).
3. Select the relevant list and categories you want to be listed under. (see detail below)
4. Fill out your details and request to register.
5. Check your email for a confirmation email with a link to set up your account.
6. Click the link and follow the prompts to complete your account and profile registration.

On market place there are numerous categories to register under

This tender when issued will access several categories

- Building Trade, Repairs , Maint.
- Cleaning Services & Equipment & Supplies
- Elec, Lighting , Equip & Services

So make sure the company is registered under the relevant category so as to receive notifications when the tender is issued.

The proposed release date for Request for Tender is the **Tuesday 14 April**

