

Frequently Asked Questions – Procurement

1 Will my Quote or Tender be accepted if it is Lodged past the closing deadline?

To be fair to all Tenderers, Submissions that do not arrive by the deadline, cannot be accepted.

2 Can I Just Email my Quote or Tender Instead of Using the Tenderlink Portal?

The request document will specify how your Submission must be submitted. Any Submissions received in a method outside of what is in the document cannot be accepted.

3 How do I Register for Tenderlink?

Visit <https://portal.tenderlink.com/eastpilbara> for the Shire's Tenderlink portal. When on the Tenderlink home page click on the registration menu towards the top of the website to register.

Registration is free of charge, as is downloading any documentation, and submitting your response.

4 I am Having Trouble using Tenderlink, Who do I Contact?

For technical issues ring Tenderlink on 1800 233 533 or email them at support@tenderlink.com.

If you need assistance in accessing tender documentation contact the Shire's Coordinator Procurement on 08 9175 8000 or by email procurement@eastpilbara.wa.gov.au.

5 Can I Find Out who Made a Tender Submission and How Much the Awarded Contract was?

You can view the details (*Tenders received and the Successful Tenderer details*) from the Tender Register details, which are listed on the Shire's website at www.eastpilbara.wa.gov.au/tenders/

Details are also available in the Council Minutes which are available from the Shire's website.

Please note that only lump sum pricing will be made public, hourly rates will remain confidential.

6 If my Tender Submission is unsuccessful, will I be Advised?

The Shire will forward a letter to all Tenders (*Successful and Non-Successful*). The letter will contain details of the successful Tenderer.

7 My Tendered Offer was Lower than the Successful Tendered Offer – Why Didn't I Win the Bid?

Value for money does not mean the lowest price. While price is an important consideration, the evaluation also takes into account the quality of the Tender submission, relevant experience, methodology, capacity, risk management, and other criteria published in the Request document. The successful Tenderer is the one that demonstrates the best overall value to the community, balancing both cost and quality, rather than simply being the lowest-priced offer.

8 If my Tender Submission is Unsuccessful, Can I Speak to Someone?

All Tenderers will be offered the opportunity to receive feedback on their Submission. Tenderers may also lodge a dispute or concern with the way the Tender process was undertaken.

9 Once the Tender Closes, how Long will it be Until a Decision is Made?

The Tender evaluation and award process will generally take between 3-6 weeks, however this can be a longer duration for the more complex tendered projects.

10 I am interested in Quoting for Work that is Less than the RFX Threshold, How do I register my Interest?

Please send an email to admin@eastpilbara.wa.gov.au, including any industry specific Certifications, details on the goods/services your business supplies, provide details about your company (i.e number of employees, years in operation, business locations etc), details of your current insurances held and we can forward your interest to the relevant Business Unit within the Shire for consideration.

11 What Methods Does the Shire Use to Engage Suppliers?

The Shire engages Suppliers using different methods depending on the value of the purchase:

Consideration	Method
Up to \$499	One quote/advertised price
\$500 - \$9,999	One written quote
\$10k - \$49,999	Simple Quote process – three written quotes
\$50k - \$249,999	Formal Request for Quotation process
\$250k+	Request for Tender process

In addition, the Shire may engage Suppliers through:

- Prequalified Supplier Panels established by the Shire of East Pilbara
- Department of Finance Common Use Arrangements (CUAs)
- WALGA Preferred Supplier Panels

12 How do I Become Approved to be on the Supplier Panels?

The Shire's own Supplier Panels are established through a public Tender process, so Suppliers should keep an eye out for advertised Tenders.

For Suppliers interested in becoming a part of WALGA's Preferred Supplier Program, or to learn more about the panel nomination and tender processes, you can reach out directly to WALGA's Preferred Supplier Support Team via preferredsupplier@walga.asn.au. The Shire can nominate a Supplier to WALGA for consideration, but final approval rests with WALGA.

13 Are there Special Considerations for Regional or Local Businesses?

Yes. The Shire is committed to supporting the local economy and encourages participation from local and regional businesses in its procurement activities. To assist, the Shire applies regional price preferences in line with the **Local Government (Functions and General) Regulations 1996**. This means that when evaluating RFX Responses, a percentage price preference may be applied to goods, services, or works that are supplied from within the Shire or broader region.

In addition to regional price preferences, the Shire also promotes procurement initiatives that help local businesses, such as:

- Actively seeking quotes from local suppliers where possible.
- Using prequalified panels that include regional businesses.
- Encouraging larger contractors to engage local sub-contractors and suppliers.

The Shire of East Pilbara participates in a reciprocal Regional Price Preference Policy (RPPP) with several other local governments across the Pilbara region. This arrangement means that eligible local and regional suppliers may receive the benefit of a regional price preference not only when tendering with the Shire of East Pilbara, but also when competing for opportunities issued by participating neighbouring local governments.

This collaborative approach is designed to strengthen regional businesses, support local employment, and ensure that investment in infrastructure and services delivers the greatest benefit to the Pilbara community as a whole.

14 Who can I contact in your Procurement Team?

Email: procurment@eastpilbara.wa.gov.au or quotes@eastpilbara.wa.gov.au

Our team can provide guidance on:

- How to register as a supplier and access tender opportunities.
- Understanding the Shire's procurement processes.
- Where to find further information and resources to assist with tendering.