Completing a Pre-Qualification Form

A pre-qualification is a minimum requirement form, it can be requesting information that is required before you can progress with the tendering process ie. Insurances, or can be in the form of a mandatory site meeting, or requesting confirmation of a confidentiality agreement.

You need to complete and submit your pre-qual for evaluation before the close date and time, once your pre-qual has been evaluated as qualified you can progress to make your submission.

You cannot change your pre-qual once it has been submitted.

If your pre-qual has been evaluated as not qualified you are able to resubmit up until the pre-qual closing time, allowing you to meet the requirements.

If the pre-qual close date is the same as the tender close date it is advisable not to leave your pre-qual submission until that last day as there is no guarantee that evaluations will be done immediately.

Step 1

Already Registered
- If you are already registered login with your email and password to the member login area.

Not Registered
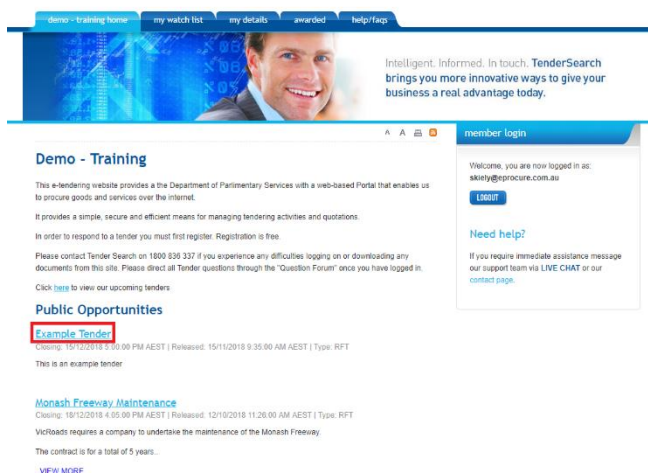- If you are not registered click on the register button and fill in your details.

Forgotten your Password
- If you have forgotten your password, type in your email and click on the resend password button.
- If you don't receive an email password, check your junk mail, if there's nothing in your junk mail, try registering, if it says you are already registered call 1800 377 628 for technical support.

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Step 2

- Click on the link to access the tender details.

Step 3

- Click on the **REGISTER YOUR INTEREST** button to access all areas of the tender details.

Step 4

- **Tender Details** – if there are tender documents to download they will be here
- **Addenda** – if there have been any addendums issued they will be here
- **Questions** – if you have any questions relating to the tender ask them here
- **Response** – when you are ready to make a response, click here, if they are using an online form it will be here
- **WITHDRAW FROM TENDER** – if you decide you are not going to respond to the opportunity and no longer wish to receive updates ie. Addenda, questions, tender closing reminders, withdraw your interest
- **INTEND TO RESPOND** – this notifies the portal owner that you intend to respond to this opportunity, however it does not mean you have to make a response if you decide not to

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Step 5

- Click on the **Pre-Qualification for Tender** tab.

Tender with a Pre-qualification form

Tender Document.docx (9/07/2019 13:24)

Release:	9/07/2019 1:24:00 PM AEST	Closing:	9/08/2019 5:00:00 PM AEST
Purchased:	9/07/2019 1:39:42 PM	Responded:	-
RFx Type:	RFT		

Pre-Qualification is required for this opportunity. Please note that you will not be able to access the Response tab, where you can lodge your submission, unless you have been evaluated as Qualified. The evaluation process may take some time.

Please click the button, below, to open the Pre-Qualification form.

Pre Qualification closing date : 9/08/2019 17:00 AEST

Pre-Qualification for Tender

WITHDRAW FROM TENDER ? INTEND TO RESPOND ?

Step 6

- Any Instructions will be highlighted in blue.
- Click on the **Start** button and work your way through the questions.
- Click **Save and Next** button.

1. **%**
    - Percentage bar showing the status of completion
2. **Start Page**
    - To return to the start
3. **Go To**
    - To go to a specific section of the form
4. **Draft Page**
    - To see a draft of what you have completed
5. **Your response**
    - This can be in the form of a drop down box, check box or a text box requirement
        - Example shows a dropdown box with a Yes/No option
6. **Any comments relating to the question**
7. **Select multiple files**
    - If it is a requirement they have asked for, you can upload your file(s) to a maximum size of 100mb

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NOTE the upload file box will appear regardless of whether it is a requirement

8. Any files uploaded will appear here
9. Back
    - If you require to go back in the form, you should save your response before going back
10. Save and Next
    - Will save your response and take you to the next response area

Step 7

- Once you have completed worked your way through all the pages the draft page will show and you can
  o Review your submission
  o Download your submission
  o click on the **Submit** button
  o click on the **Back** button to go to the previous page

RFT 111000-Event Showcase - Pre Qualification

100% Completed

Start page	Go To ▾	Draft page

Declaration

Requirement Description	Answer
Have you completed and signed and uploaded your declaration	Yes : I have completed your form and uploaded

The Documents uploaded with the Qualification Form

Time	FileName	Size	
2019-09-09 13-38-24	Compliance.docx	13636	Delete

Back   Submit   Download completed document : Download (.doc)

Portal Confirmation

RFT 111000-Event Showcase

Thank you for your submission

ℹ️ Thank you for Submitting the Pre-Qualification Form. Your Pre-Qualification Submission has been received.
You will be notified of the result as soon as possible.
Please note that you wont be able to resubmit the Pre-Qualification Form until it has been assessed.

Pre Qual Start up Page   Exit

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PRE QUALIFICATION SUBMISSION RECEIVED - Demo - Training

Tender :   RFT 111000 - Event Showcase

Your pre-qualification submission has been received and is scheduled for evaluation. We ask for your patience while the evaluation process occurs. You will be notified of the result as soon as possible.