

UTS Tenderlink System – General Guide

The University of Technology Sydney (UTS) uses the UTS Tenderlink System to promote and publish all its tenders, and to receive tender responses from suppliers. This Guide provides some general information about accessing and using the system.

1. System Registration

- 1.1. To access UTS tenders, interested parties must first register with the UTS Tenderlink System which is located at:
www.tenderlink.com/uts/
To register click on the 'registration' link provided on the top menu of the homepage (as indicated in Table 1) and following the prompts.
- 1.2. Tenderers should contact Tenderlink technical assistance immediately if they experience any issues registering, downloading the RFT, submitting a tender, or otherwise using the UTS Tenderlink System.
Tenderlink technical assistance is provided via the following phone number: **1800-233-533**.
- 1.3. Responses to UTS Tenders **MUST** be submitted electronically via the UTS Tenderlink System. Tenders received via any other method (including courier, mail or email) will not be accepted.

2. Tenderlink General Terms & Conditions

- 2.1. A tender submitted electronically will be treated in accordance with the *Electronic Transactions Act 2000 (NSW)*, and given no lesser level of confidentiality, probity and attention than tenders lodged by other means.
- 2.2. A tenderer, by electronically lodging a tender, is taken to have accepted the rules and conditions shown in the Tenderlink Terms of Service provided at:
www.tenderlink.com/static/about_tenderlink/terms_conditions.html
- 2.3. A tenderer must observe the following format for lodgements:
 - An electronically lodged tender must be lodged in a file format required by the RFT.
 - If a tenderer compresses files, it must be possible to decompress them using WinZip. A tenderer must not submit self-extracting (*.exe) zip files.
 - A tenderer must not change pre-existing text in the RFT other than to insert the required information.
 - The file/s name/s must have an extension and not have invalid characters or file names/loading pathnames too long for the system.
- 2.4. Signatures are not required for an electronic tender. A tenderer must ensure that a tender response is authorised by the person or persons who may do so on behalf of the tenderer and appropriately identify the person and indicate the person's approval of the information communicated.
- 2.5. Electronically submitted tenders may be made corrupt or incomplete, for example by computer viruses. UTS may decline to consider for acceptance a tender that cannot be effectively evaluated because it is incomplete or corrupt. Tenderers must note that:
 - To reduce the likelihood of viruses, a tenderer must not include any macros, applets, or executable code or files in a tender response.
 - A tenderer should ensure that electronically submitted files are free from viruses by checking the files with an up to date virus-checking program before submission.
 - UTS will not be responsible in any way for any loss, damage or corruption of electronically submitted tenders.

- 2.6. If a tenderer experiences any persistent difficulty with the UTS Tenderlink System when submitting a tender or otherwise, they MUST contact Tenderlink technical assistance immediately via phone on: 1800-233-533.
- 2.7. If there is an extended defect or failure of the UTS Tenderlink System and UTS is advised, the tender Closing Date and Closing Time may be extended provided that, in the view of UTS, the RFT process will not be compromised by such an extension.
- 2.8. Tenderers may break down the lodgement of large tenders into smaller packages if clearly identified eg. package 1 of 3; 2 of 3; 3 of 3.
- 2.9. Submitted files should be named to include the tenderer's name and a clear title to describe the contents of the file (eg: 'ABC Plumbing - RFT response.pdf', 'ABC Plumbing - Attachment 1.pdf' etc)
- 2.10. If a tenderer provides multiple lodgements, the latest tender received will be the tender to be evaluate unless the tenderer provides clear directions to whether the lodgement is:
 - an alternative tender,
 - supporting information
 - a further part of a tender that has had previous lodgement

3. Lodging a Tender

- 3.1. Tenders must be fully received by the Closing Date and Closing Time indicated in the RFT documents.
- 3.2. The UTS Tenderlink System will not allow lodgements to be submitted after the Closing Date and Time has lapsed. This includes lodgements that are part-way through the process of uploading at the Closing Date and Time. It is therefore recommended that tenderers lodge their submissions sufficiently prior to the Closing Date and Time to allow for any potential delays in the uploading process.
- 3.3. If a tenderer experiences any difficulty with the UTS Tenderlink System when submitting a tender or otherwise, they must contact Tenderlink technical assistance IMMEDIATELY via phone on the following number: **1800-233-533**. Failure to contact technical assistance immediately, and/or failure to show that there was a true technical fault with the system may result in non-acceptance of the tender.

4. Late Submissions

- 3.4. Late tenders should not be considered, except where UTS is satisfied that the integrity and competitiveness of the tendering process has not been compromised. UTS shall not penalise any supplier whose tender is received late if the delay is due solely to mishandling by UTS.
- 3.5. The UTS Tenderlink System will not allow lodgements to be submitted after the Closing Date and Time has lapsed. This includes lodgements that are part-way through the process of uploading at the Closing Date and Time. It is therefore recommended that tenderers lodge their submissions sufficiently prior to the Closing Date and Time to allow for any potential delays in the uploading process.
- 3.6. It is recommended that electronic files be kept as small as practical and the lodgement files below an optimum size of 7 MB, as the limitations of the Internet and communications may affect the successful transmittal and receipt of large files
- 3.7. Tenderers should notify UTS in writing via the UTS Tenderlink System on or before the Closing Date and Time if they find any discrepancy, error or omission in a UTS RFT.

Table1:

www.tenderlink.com/uts homepage

(Note: registration link is indicated by the red circle)



UTS: Facilities Management Unit
Tenders, Quotes and EOIs

» Latest Tenders (click to view): RFI/5091011 - IT Asset and Lease Management

Home All Open Tenders Search Tenders Industry Categories **Registration** Support Help

Welcome To University of Technology, Sydney E-Tendering Portal

Welcome to **University of Technology, Sydney** electronic tendering. This system speeds up the tendering cycle and reduces the time and costs for both **University of Technology, Sydney** and our suppliers.

To use this system and to access the tenders being called you must first be a registered Supplier.

To register, click on the [registration](#) link above.

University of Technology, Sydney wishes to invite organisations to bid for the supply of goods and/or services contained within this system. As a registered supplier, you can receive email notification of any new tenders we publish, download and view the documentation electronically, and participate in forums to seek clarification or to ask questions. Where available, submission of your bids can be completed through the e-tender box facility.

All our staff are required to conduct their activities in accordance with our Code of Ethics.

University of Technology, Sydney has also developed a set of Supplier Guidelines which outline our expectations of the suppliers we have engaged.

For all **Technical** Support please call 1800-233-533 or select on the "Support" tab above for more options.

Email :

Password :

[Forgot your Password?](#) ?

Tender Statistics

* Open Tenders : 9

* Closed Tenders : 305

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