



Tendering for government business



Tendering for government business is a workshop delivered by the Queensland Government for existing and potential suppliers to government departments and agencies.

Participants will:

- learn the principles of Queensland Government procurement policies and processes, including sustainable procurement
- learn how to complete complex offer/tender documents used by departments and agencies for high value, difficult-to-secure goods and services
- learn how to interpret and respond to the standard terms and conditions contained in complex government offer and tender documents
- understand how to search government purchasers requirements for:
 - value and range of products and services they source locally
 - notification procedures used
 - prerequisites in being an eligible supplier.

Date: Wednesday 30 March 2011

Time: 8:00am to 12:00pm (Morning tea provided)

Venue: Mary River Motor Inn
Cnr Bruce Highway and Oak Street
Gympie QLD 4570

Cost: \$44.00 (incl. GST*)

RSVP: Monday 28 March 2011

Date: Thursday 31 March 2011

Time: 8:00am to 12:00pm (Morning tea provided)

Venue: Maryborough DEEDI Conference Room
319 - 325 Kent Street
Maryborough QLD 4650

Cost: \$44.00 (incl. GST*)

RSVP: Monday 28 March 2011

Workshop: I would like to attend the following workshop:

- Wednesday 30 March 2011
- Thursday 31 March 2011

Register now – Tendering for government business

Title (please circle) Mr Mrs Ms Miss
Name _____

Business name _____

Brief description of business _____

Postal address _____

State _____

Postcode _____

Telephone _____

Mobile _____

Facsimile _____

Email _____

Website _____

Cheque* Money order* Visa Mastercard

*cheques and money orders to be made out to Department of Employment, Economic Development and Innovation

No.

Card holder signature: _____

Expiry date: _____

Name on card (print): _____

Total payment: _____

To register and for more information please contact the Maryborough Centre of the Department of Employment, Economic Development and Innovation:

Telephone: 07 4121 1780

Facsimile: 07 4123 1874

Email: BusAssist.Maryborough@deedi.qld.gov.au

The Department of Employment, Economic Development and Innovation is collecting information, including personal information, on this form for the purpose of registration to attend business seminars run by the Centre. The information on this form will not be disclosed to any third parties, unless authorised or required by law. Workshops may be cancelled if registration levels are not met. You will be notified of alternatives available to you.