

Looking to do business with council?



Frequently asked questions

How can I get work with Mackay Regional Council?

Become a pre-qualified supplier through LGAQ www.localbuy.net.au. Register and tender for current procurement opportunities



through www.mackay.qld.gov.au/business/procurement/procurement_process.

Helpful resources



1. Registering on VendorPanel

Mackay Regional Council uses VendorPanel for all new tender opportunities. Stay informed and avoid missing any opportunities by registering with and regularly monitoring VendorPanel.



2. Mackay Regional Council - Terms of Business



3. Procurement Policy



4. Future opportunities – upcoming tenders

I am a local business.

How will council help me?

Mackay Regional Council takes pride in working in with local business. Council's procurement policy addresses the preferred use of local business and value for money approach.

Where does Mackay Regional Council advertise tenders?

Tender documents are advertised via VendorPanel website. See useful links details.

Why do I have to keep telling you everything about our business? We already supply to council.

Each quote and/or tender is a separate procurement package. To ensure that council treats all respondents equally, the information provided by you

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in a quotation/tender is the only information that can be considered for that project. We rely on you to tell us why we should select you.

What should a “good” response include?

A response or submission should:

- Be received within the nominated timeframe.
- Does not overpromise. Be realistic on capability and capacity.
- Pay attention to fully completing the selection or evaluation criteria.
- Ensure you include a conforming response, even when providing a non-conforming option for consideration.
- Populate the schedules provided. They are provided for a reason.
- Check your spelling, grammar and formatting.

Can I request feedback on my submission?

Yes. Council will provide feedback when asked. This can't be provided until after the tender has been awarded. Council cannot provide specific scoring information but can provide feedback on areas where you scored well, and areas that can be improved upon.

General information

Purchasing requirements:

Purchase orders are required for all Mackay Regional Council purchases.

Purchase orders provide the following information:

- Purchase order number.
- Description of goods and/or services required.
- Quantities of goods and/or services.
- Price.
- Required delivery date.
- Delivery addresses.
- Any special instructions.
- Council's contact person for the goods and/or services.

Delivery requirements:

A delivery docket or copy of the invoice should be provided with all goods being delivered and should include:

- Purchase order number.
- Delivery address.
- Council's contract person.
- Description of goods.

Payment terms:

Council payments terms are 30 days from receipt of invoice (goods and/or services must have been received or services completed prior to issuing an invoice). Tax invoice must be emailed to ap@mackay.qld.gov.au and should include:

- The words “Tax Invoice”.
- Supplier's name.

- Australian Business Number (ABN).
- Purchase order number.
- Description of goods and / or services.
- Total amount including GST.
- Date of issue.
- GST amount.

Insurance:

The requirements for the provision of insurances are specific to the works, goods or services being supplied to council. The minimum requirements are:

- Public and products liability insurance - \$20 million.
- WorkCover (as required by law) or Income Protection (if owner/operator with no employees).
- Professional indemnity - \$10 million – note: not all quotes/tenders require professional indemnity insurance., Professional indemnity insurance would be required for design/professional advice/condition monitoring etc.
- Plant and equipment.
- Other requirements may be specified at the time of quote or tendering.

**For more information
phone council on
1300 MACKAY
(1300 622 529)
or visit the website
mackay.qld.gov.au**