INSTRUCTIONS FOR LODGING AN ETENDER RESPONSE

Darebin City Council has implemented a new facility whereby (in addition to the ability to register and download copies of tender documentation free of charge) tenders can now be lodged/uploaded electronically free of charge via an electronic Tender Box hosted by Open Windows.

A tender Submission must comprise of:
- Tender Response Form
- Tender Schedules
- Additional Information requested in the tender documentation
- Any other documents/attachments applicable to your tender submission.

Step One: Creating a User Account

Before you are able to download documents or lodge an electronic response you must first create a user account.

To create a user account:

- Select the register button
- Agree to the Open Windows Australia Terms and Conditions
- Complete the respondent registration. All fields with an asterisk are compulsory. You must create your own password. Retain/secure login details for future use
- Select submit and as long as all compulsory sections are complete you will be registered and will receive a confirmation email. Click on the hyperlink to confirm registration details

Step Two: Login to E Tendering

- Select the login button
- Complete the login details which are your email address and your password

Step Three: Download Files

When you select current from your menu items all current tenders will be listed

- Select the tender that you are interested in. You will then be taken to a summary screen of that tender.
- Select the documents tab at the top of the page
- Select "Register as a Respondent" and complete the login details
- Select download all documents
- Select download and all available tender documents will be listed for you to view them individually

Step Four: Submit your Response

All tender responses should be made in accordance with the City of Darebin Tendering and Lodgement Guidelines.
As per our disclaimer the City of Darebin do not take responsibility for tender submissions partially uploaded at closing time. You are reminded that tenders close at 2.00 p.m. on the prescribed date and this is an automated process and therefore it is not possible to add files or lodge a response after this time.

- You must be logged in and a registered respondent
- Select current from your menu items
- Select the tender you are interested in. The page will automatically open onto the "details" tab
- Select "Lodge Response" and select 'continue' if you agree to the terms and conditions
- Select browse to locate your file and select it. If you wish to add more documents select "Add File" and repeat the previous steps until you have uploaded all documents that make up your response
- You can upload a maximum 2GB per 'lodgement'. You may lodge multiple times. It may be easier/faster for you to 'zip' folders prior to lodgement.
- Select "Lodge Response"
- You will receive a response receipt number on screen as well as an email with response log details.

You are able to view all of your submissions by selecting "My Submissions" on your home page.