



Procurement
Government Services



NSW eTendering Public User Guide – iTenders (*.DTR export file)

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1 eTENDERING OVERVIEW

NSW eTendering is a web-based tender management solution.

It is a:

- single entry point for government organisations and suppliers to advertise, access and respond to NSW Government business opportunities
- key enabler in the move to electronic sourcing, establishing opportunities to integrate with electronic process and systems up and down the procurement stream
- based on traditional tendering process and operates in a secure environment.

1.1 Benefits

There are numerous benefits that result from using NSW eTendering. These include:

- reduces time for sourcing through electronic document management, advertising process efficiencies & less paper handling
- reduces advertising costs
- increases opportunities for the number and location of suppliers bidding
- online access to information as soon as it is released.

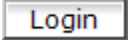


2 LOGIN AS EXISTING USER



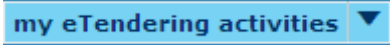
From your web browser:

- Type in <http://tenders.nsw.gov.au>
- Click 

The *eTendering Login* screen displays.

- Type the email address
- Type your password
- Click 

Choose the next step:

To...	Then...
Edit profile	<ul style="list-style-type: none"> • Click  • Amend details as required • Click  • Click Save and Confirm
Respond to an RFT	<ul style="list-style-type: none"> • Search for RFT • Click <i>Full Details</i> <p>From here you can download documentation or respond to RFT.</p> <ul style="list-style-type: none"> • For instruction refer to document <i>Lodging a Response</i>
View eTendering activities (Details of last login date and last time profile updated.)	<ul style="list-style-type: none"> • Click  <p>Select option from drop down:</p> <ul style="list-style-type: none"> • Recent Tenders Notified (during last 7 days) • Recent Tender Downloads (during last 30 days) • Recent Tender Responses (during last 30 days) • Recent Contracts Notified (during last 30 days) • Recent Searches (last 5 searches)



3 DOWNLOAD I-TENDERS SOFTWARE (for *.DTR FILES)

3.1 Overview

i-Tenders Supplier tender tool software is used by organisations who wish to respond to an RFT which requires an electronic response in this format.

It needs to be downloaded (installed) onto the user's PC.

NOTE: i-Tenders Supplier software can **ONLY** be downloaded from the NSW eTendering site, if there is an existing tender using i-Tenders software.

3.2 Cost

\$100 (+GST) per licence per annum.

NOTE: You need to make sure you have enough licences for your organisation's use. Payment is required when you download the software for the first time.

3.3 Licence Cost

One licence per one PC @ \$100 (+GST) per licence per annum.

NOTE: Expires one year from the date of purchase.

Breach of Licence may result in a fine of up to \$200,000 per breach (per number of licences exceeded).

3.4 Licence Breach

- If more users than are licensed try to access the i-Tenders Supplier files, then a licence breach will have occurred, and you will be **locked out of the documentation**.
- A message will display that there has been a breach of licence.
- A fine of up to \$200,000 per breach may be imposed on organisations that breach this agreement.

3.5 Payment

Payment is required when you download the software. MasterCard or Visa are accepted.

3.6 Multiple Users

If you require more than one user to access i-Tenders Supplier, you **must** have sufficient licences.

3.7 Loading Software

You **must** have access to load program files onto your PC before you can download the program. If you do not have access to download programs, speak with your IT Administrator for assistance.



NB: You can only download this software from the NSW eTendering website if there is an EXISTING RFT using i-Tenders software.

3.8 Installing the File

On the eTenders (<https://tenders.nsw.gov.au>) website, complete the following field:

Field	Instruction
Search	Type <i>i-Tenders Supplier</i>

- Click **Search** or press *ENTER*

The *Search Results for 'i-tenders' - by Title* screen displays.

- Select *Notice i-Tenders Supplier Software*

The *RFT Notice i-Tenders Supplier Software Details (Current)* screen displays.

- Click *DOWNLOAD A SOFTCOPY – Free*

NB: Archived Tenders: You cannot obtain the software from archived tenders.

The *Log In / Register* screen displays.

Complete the following if you have not already logged in:

If you are ...	Then...
An existing user (ie already have registered as a public user on the eTender site)	<ul style="list-style-type: none"> • Type your <i>email address</i> • Type your <i>password</i> • Click <i>Enter</i>
A new user (have not registered previously on the eTender site)	Refer to the eTendering Public User Guide for further information.

3.9 Install File

The *RFT Notice i-Tenders Supplier Software Details* screen displays.

- Read the screen.
- Click *Download Softcopy*

The *Software Download* screen displays.

- Click the first *hyperlink* to download software & gain a license key.

NOTE: You will need a licence key to access the DMax software once it has been downloaded.

NB: for HELP, contact the Support Centre on 1800 NSWBUY (679 289)

3.10 To gain License Key

- Click the *Purchase the i-Tenders Supplier License key* hyperlink.



The ANZ payment gateway displays
Complete details as required.

Once payment has been successfully processed, you will receive an email with the *license key information* (an email should be received from 2 to 48 hours).

- Click *i-Tenders Supplier SOFTWARE DOWNLOAD*
- Click *Save*
- Select *location on computer* e.g. *desktop*

When the *Download Complete* box appears:

- Click

3.11 Open i-Tenders Supplier Program

If...	Then...
You do not have access to download programs	Speak with your IT administrator for assistance

From Internet Explorer:

- Open *i-Tenders Supplier_pack.zip* file
- Click *setup.exe*
- Click *Yes*

The *Install Wizard* screen displays.

- Click

Read license agreement

NOTE: Only one license per computer.

- Click

The *Important pre-install information* screen displays.

Read this carefully, especially if you **DO NOT** have administrator permission to your computer.

- Click *Next*
- Click *Next*
- Click *Next*
- Click *Install*

NOTE: Installation will take a few minutes.



When installation is complete:

- Click *Finish*

The *Borland Database Engine (BDE) Quick Configure* screen displays.

Change the following field:


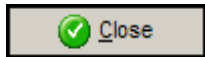
Field	Instruction
Network Control File	Select a location. <i>NOTE: You MUST change the Network Control File location to where you can access and/or save documents</i>

If you are using multiple copies of the software on a network, contact the Support Centre on **1800 NSWBUY (679 289)** before proceeding.

At the right hand side of the box containing "C:\\"

- Click 

At box containing "c:[programs]"

- Click 
- Select *location* where documents can be saved/accessed.
- Click *OK*
- Click 

3.12 Load License Key

The *Application Security Information* screen displays

Complete the following:

Field	Instruction
Company name	Copy information from email
Key	Copy information from email
Serial number	Copy information from email

*NOTE: The License Key information must be copied **EXACTLY** as it is in the email you received. This includes any characters, spaces etc.*

- Click 

The i-Tenders Supplier software is downloaded and is available for use.





4 RESPOND TO TENDER USING I-TENDERS SUPPLIER

If a RFT has been compiled using TenderMAX software, it will be necessary to respond using i-Tenders Supplier.

4.1 Rules & Guidelines

- When a RFT has been compiled using TenderMAX software, responses **MUST** be compiled using the i-Tenders Supplier software.
- Ensure that you complete all sections of the tender.
- Some Tender responses require the submission of information in the form of attachments

Attachments

- The  symbol is used to indicate that attachments are required.
- When the required information is attached the file name appears in the field adjacent to the  symbol.
- Limit the file directory and name length.
- Access to files will be denied if the file directory & name is more than 128 characters.
- Make sure that the files are in a discrete directory that is not too far down the 'tree'.
- You can attach up to 5 files to support your tender submission. If more than 5 files are to be submitted you will need to combine these in a ***.zip** file.
- Use distinctive names for any additional files, ie include *Company Name Identifier* and *Clause Number* (if applicable) in the file name.

4.2 Select an RFT

Go to <https://tenders.nsw.gov.au/nsw/>
The Tenders website is displayed.

Complete the following field:

Field	Instruction
Search	Type < i-tenders >

Click or press **ENTER**

The *Search Results for 'i-Tenders' - by Title* screen displays.

Select the *RFT Name* hyperlink.

The *RFT Name-Number* screen displays.



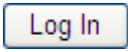
When...	Click...
You have read the details	<i>DOWNLOAD SOFTCOPY - Free</i>

The *Log In / Register* screen displays.

4.3 Download the RFT

The *Log In / Register* screen is displayed.

Complete the following:

If you are ...	Then...
An existing user (<i>ie have registered previously as a public user on the Tenders website</i>)	<ul style="list-style-type: none"> Type your <i>email address</i> Type your <i>password</i> Click 
A new user (<i>ie have not registered previously on the Tenders website</i>)	<ul style="list-style-type: none"> Refer to <u>eTendering Public User Guide</u> to register as a public user

The *Software Download* screen displays.

To...	Then...
Download i-Tenders Supplier Software	<ul style="list-style-type: none"> Click the hyperlink. <p>For further instruction:</p> <ul style="list-style-type: none"> Go to Download i-Tenders Supplier
Download RFT documentation	<ul style="list-style-type: none"> Click the hyperlink

Download the *****.dtt** file and save to a desktop or folder location

4.4 Import the RFT

From the location where you saved the *****.dtt** file:

- Double click to open the file.

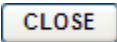
The *Import Utility* screen displays in *i-Tenders Supplier*.

Change the following information, as necessary:

Field	Instruction
Import type	Select <i>Import a new database based on Tender Template</i>

Field	Instruction
Location of tender template	Select the location and highlight the ***.dtt file
Destination database name	Overtyping the destination name, if required
Destination database will be stored at	Confirm the destination file location and amend if required NOTE: <ul style="list-style-type: none"> • <i>Make sure that the files are in a discrete directory that is not too far down the 'tree'</i> • <i>Access to files will be denied if the file directory & name is more than 128 characters</i>

Click 

When...	Click...
The import has finished	

The *Select Database* screen displays and the RFT documentation file displays under databases.

4.5 Open the RFT

The *Select Database* screen is displayed.

Highlight the RFT documentation file and click 

The *User Login* screen displays.

Complete the following:

Field	Instruction
Login ID	Type <i>responder</i>
Password	Leave this field blank

Click 

4.6 Enter data in RFT

From the *Tender Document RFT***.dtt* screen:

Complete the following:

Field	Instruction
Vendor	Type <i>company name</i>



Field	Instruction
Model (or system)	Type ABN
Class	Enter version No. 1 NOTE: <i>This is:</i> <ul style="list-style-type: none"> • The response version so that a supplier can submit multiple responses • No version when saving documentation


Read through the tender documentation and respond as required.

NOTE: Ensure that you complete all sections of the tender.

4.7 Respond to scorecard questions

Scorecard questions provide you with the options from which you can select.

In the **Answer Box**:

- Click  and select an option.

The scorecard question is completed.


4.8 Respond to open questions

Open questions provide you with the option to enter free text.

4.9 Respond to active questions

Active questions provide you with option to attach files.

NOTE: Do not attach files in VISTA format.

- Click  and locate the file on your PC.
- Attach the file.

The file is attached to your response.

4.10 View Tender Response

From the *Tender Document RFT***.dtt* screen:

- Click 
- Select *Supplier Response*

An HTML file is created.

- Check the Tender response to ensure that all required files to be attached in the response has been satisfactorily attached. (*ie final *.DTT file which is converted into a *.DTR file after export process*)
- Save a copy of the final *.DTT file (onto your computer or network) BEFORE commencing the Export process.
- You cannot submit this file, but may print a copy for archives or internal distribution.
- Set 'Page Set-up' to Landscape before printing.

4.11 Create Response File (Export)

The export function converts the *.DTT file (used in the export process) to a secure *.DTR file, which is then exported.

Once converted and exported the *.DTT file used in the export process no longer exists and you will NOT BE ABLE to view the *.DTR file.

From the *Tender Document RFT***.dtt* screen:

- Click 

The *Other Utilities* selector box displays.

- Select *Export/Backup*

The *Export / Backup Utility* screen displays.

On the *Full Backup* tab, select one of the following options:

Select to export...	To...
All records	Copy all 'versions' into one file
Selected records	Select a version if you have multiple versions

Change the following field, as necessary:

Field	Instruction
Disk Spanning	Select <i>Do not span</i>

- Click 

The Tender Response file is created eg *RFTXXXXXX_IRBKEY.dtr*. The *IRB* key is automatically generated from your license key. This identifies your organisation.

The response file is the file (*that has a .dtr extension*) that **MUST** be loaded when lodging a response to an RFT via the eTenders website.



5 LODGING A RESPONSE

Login to NSW eTendering

Search for & select the relevant RFT

From the *Current Tender Detail View - RFT Name*

- Click *Lodge a Response*

The *Lodge A Response - Who is Tendering?* screen displays

Choose the next step:

To...	Then...
Lodge a response on behalf of your organisation	<ul style="list-style-type: none"> • Click <input type="radio"/> YES • Mandatory fields are populated from your profile • Amend if necessary
Lodge a response for another organisation	<ul style="list-style-type: none"> • Click <input type="radio"/> NO • Complete the relevant mandatory fields

Click

5.1 Loading response file

The *Lodge a Response* screen displays.

NOTE: The time remaining will display in days/hours/minutes.

Read the screen instructions.

To load a file

NOTE: Make sure that the file is not embedded too deeply within your computer directory. The maximum character limit for file/s including path names is 200.

- Click against *Response File* field
- Search for the *.dtr file


NOTE: Files can be zipped.

- Click

Continue until maximum of 5 files are loaded.

- Click ☐ Yes to receive notification of contract notice (ie contract award notice)
- Click

Your *Response is being processed* information box will display. Please wait will the system goes through the process of:

- 
1. Creating Package
 2. Encrypting Package
 3. Finalising Package
 4. Preparing Receipt

Wait until the response receipt screen displays. This is the notification receipt that the response has been successfully lodged.

If this screen does not display then your response has **NOT BEEN** successful. You will need to try again.

You will receive an email from eTendering_NoReply@services.nsw.gov.au confirming the details of your response.

Please retain this receipt for your records.