

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: Monday 16 March 2009

Time: Attendees can choose to attend one of two sessions. Please tick which session you will attend:

- 7:45am (for 8:00am start) to 12:00pm (morning tea included)
- 1:15pm (for 1:30pm start) to 5:30pm (afternoon tea included)

There will be a networking lunch (included in the cost) for attendees of both sessions from 12:15pm to 1:15pm.

Venue: Cairns Colonial Club Resort Conference Centre
Lockhart Room 2, via Behan Street

Cost: \$44.00 (incl. GST)

RSVP: Register by Thursday 12 March 2009. Pre-payment is required for all workshops and a tax invoice will be issued to confirm your registration.

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 Bankcard Mastercard

* cheques and money orders to be made out to *Department of Tourism, Regional Development and Industry*

No.

Card holder signature:

Expiry date:

Name on card (print):

Total payment:

To register and for more information please contact the Cairns Centre of the Department of Tourism, Regional Development and Industry:

PO Box 2358

CAIRNS QLD 4870

Telephone: 07 4048 1111

Facsimile: 07 4048 1122

Email: businessassist.cairns@dtrdi.qld.gov.au

The Department of Tourism, Regional Development and Industry is collecting information, including personal information, on this form for the purpose of registration to attend business seminars run by the Cairns 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 by a Tourism, Regional Development and Industry Officer of alternatives available to you.