



SA TENDERS & CONTRACTS

Council Request for Advertising Guide

February 2019

www.tenders.sa.gov.au

Contact:

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(08) 8224 2000

Ask for a member of the web solutions team.

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Introduction

On 8 October 2003 the LGA signed an agreement with the State Government to provide access to SA Tenders & Contracts website for all Councils in SA as part of the LGA's Electronic Services Program. This deal includes an arrangement to streamline placement of a composite advertisement for Council tenders.

Aside from the important savings on advertising costs, participating in the composite advertisement has the advantage of grouping Local Government tenders under one easily identifiable listing.

The advertisement runs each Tuesday in The Advertiser. This is an example ad:

Tender specifications can be downloaded from www.tenders.sa.gov.au (refer to Specifications) and a viewing copy may be available at the Council office. Closing date times are based on Adelaide time.					
Local Government Tenders 					
COUNCIL	TENDER NO.	DETAILS	CLOSES	CONTACT	SPECIFICATIONS
City of Playford	000728	Provision of Management Services for the Playford Aquadome.	2:00 PM 1 March 2019	Jacques Badenhorst 8256 0163	COP044673
City of Playford	000767	Supply and Deliver Desktop Monitors.	2:00 PM 8 February 2019	Michael Knowles 8256 0567	COP044676
City of Port Adelaide Enfield	TCN002/19	Preparation and Distribution of Rate Notices.	2:00 PM 12 February 2019	justin.rice@cityofpae.sa.gov.au	CPAE044668
City of Tea Tree Gully	C7181918	Verge Maintenance for City of Tea Tree Gully. Briefing: 30 Jan, 2019 9:00 AM.	2:00 PM 19 February 2019	tenders@cttg.sa.gov.au	CTTG044624
City of Tea Tree Gully	C7181902	Main Roads and Gateways - Smart Road - Stage 6 Construction.	2:00 PM 12 February 2019	tenders@cttg.sa.gov.au	CTTG044637
Tatiara District Council	24-18/19	RFT 24-18/19 - Keith Stormwater Installation.	2:00 PM 8 February 2019	Frank Mastrangelo 8752 1044	DCT044670

Costs

The LGA will invoice councils at the end of each month, for publishing a tender online and for print advertising. The current costs for the 2018/19 financial year are:

Publishing online only	\$60 ex GST
Online + one line in The Advertiser composite advertisement (single advertisement)	\$335 ex GST

Support for using SA Tenders website

Detailed user guides for tasks like publishing a tender can be found in the **Document Library** under the help menu of the website. www.tenders.sa.gov.au

For help using the website, and questions regarding advertising please contact a member of the LGA Web Solutions Team at websolutions@lga.sa.gov.au or call (08) 8224 2000 and ask for a member of the web solutions team.

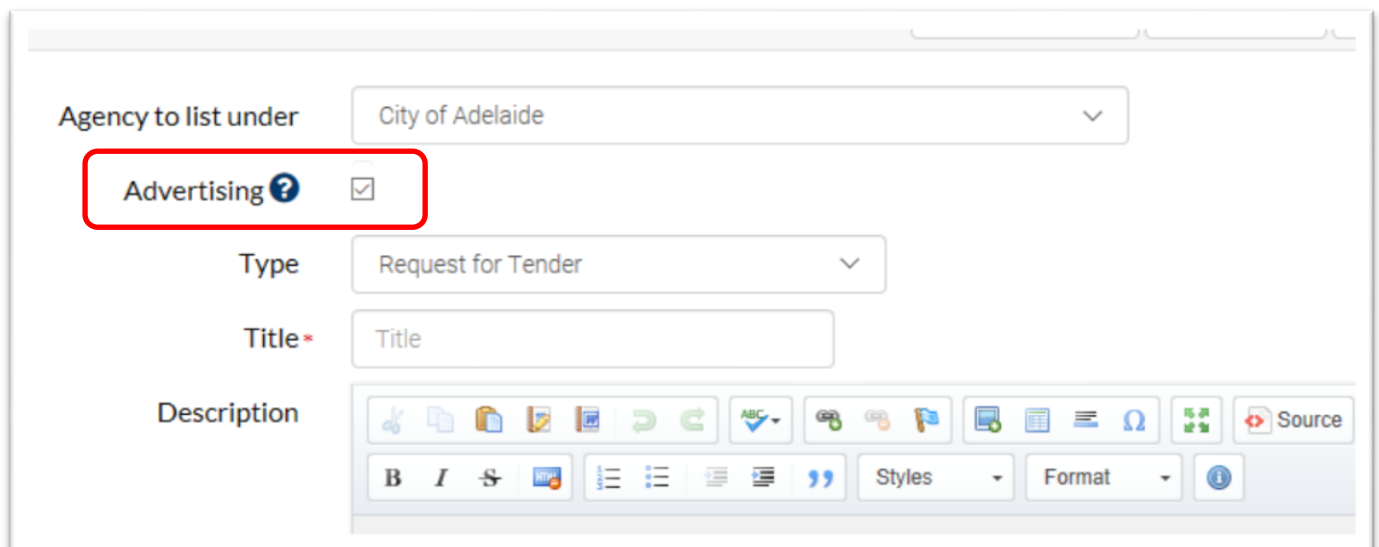
Deadlines for advertising

The LGA run an advertisement every week on Tuesday. To allow time for sign-off by the councils, and to meet our deadlines with The Advertiser, please have your tender released by COB on the Wednesday in the week before the advertisement runs on the following Tuesday.

Sign-off needs to be completed by COB Friday.

How to request advertising in the composite advertisement

On the General tab of the Tender Creation Wizard, tick the Advertising box:



Agency to list under: City of Adelaide

Advertising ☒

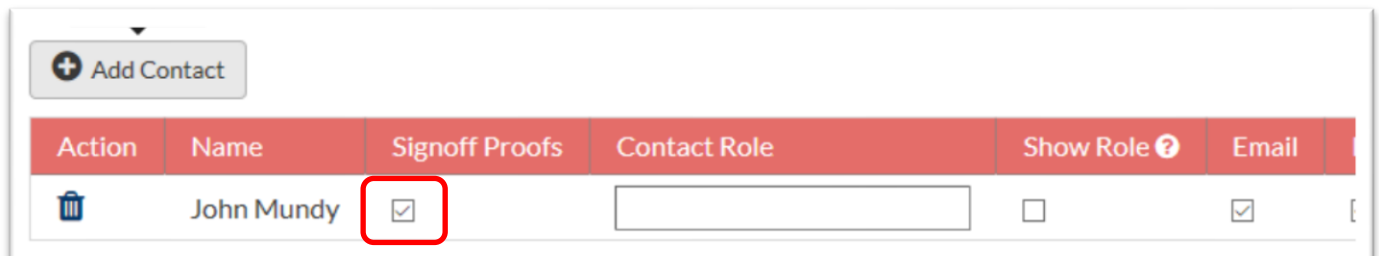
Type: Request for Tender

Title: Title

Description: [Rich text editor with icons for text formatting, links, and media]

The Opening Date of your tender will need to be within 6 days **leading up to** the advertisement placement Tuesday (or on advertisement placement Tuesday).

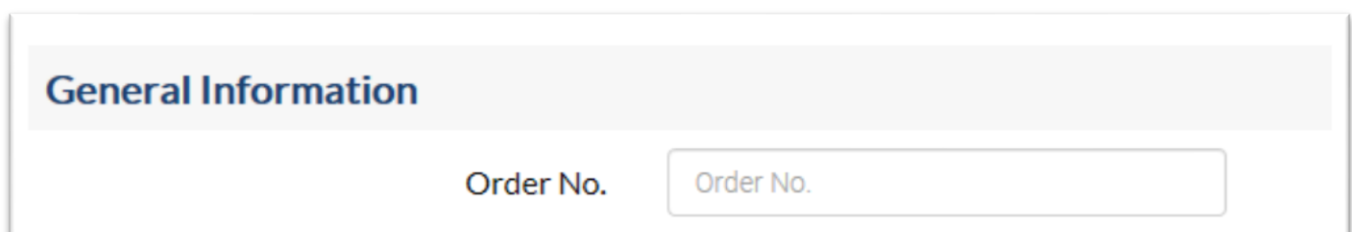
On the Contacts tab, add a contact person to receive the signoff proofs. Tick the Signoff Proofs box:



+ Add Contact

Action	Name	Signoff Proofs	Contact Role	Show Role ?	Email
	John Mundy	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>

If your organisation requires purchase order reference on invoices, please enter the reference in the **Order No.** field on the Advertisement tab:



General Information

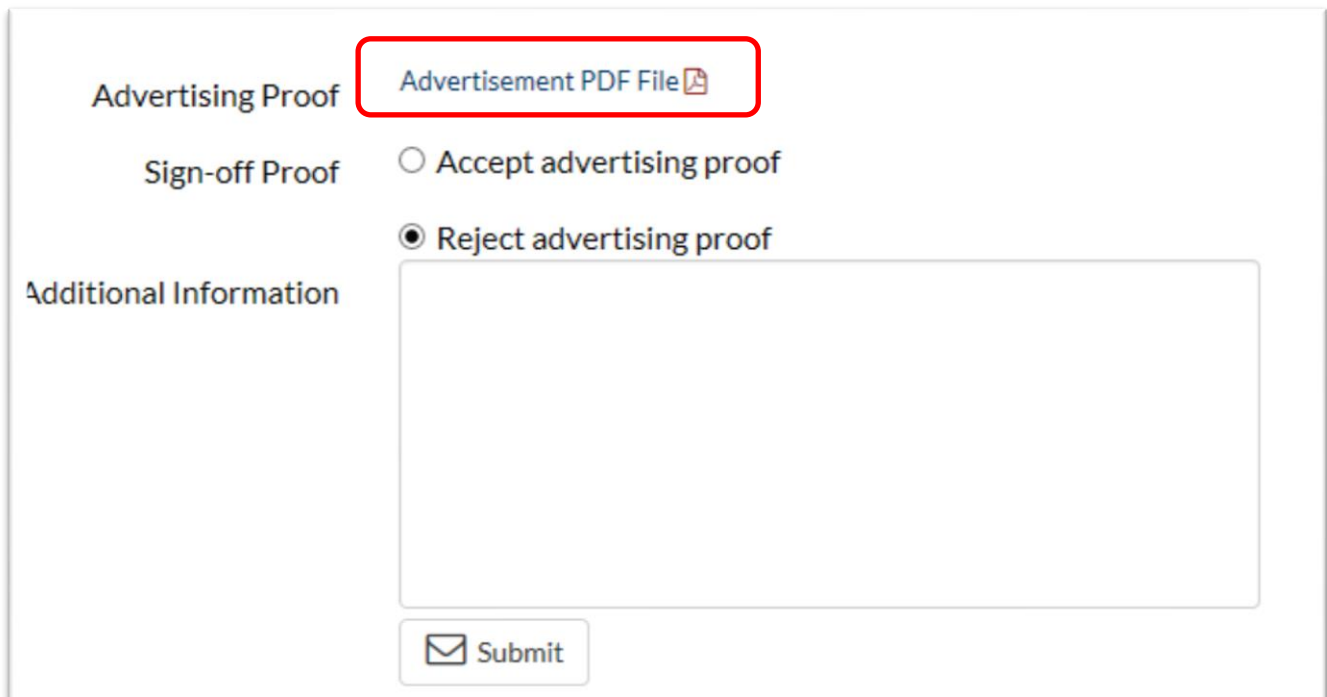
Order No.

Finally, you need to release the tender.

Signoff the advertising proof

The first advertisement proof will be created late on Wednesdays or early Thursday. When the first proof is ready, you will receive an email notification with a signoff task. You can click the link in the email to access the task, or you can find the task on the Administration screen of the website under the heading **My Tasks**.

Open the Advertisement PDF File to view the proof, and review your line in the advertisement.



The screenshot shows a web form titled 'Advertising Proof'. At the top, there is a link 'Advertisement PDF File' with a document icon, which is highlighted by a red rectangular box. Below this, there are two radio button options: 'Accept advertising proof' and 'Reject advertising proof'. The 'Reject advertising proof' option is currently selected, indicated by a filled circle. To the left of these options is the label 'Sign-off Proof'. Below the radio buttons is a large, empty text area labeled 'Additional Information'. At the bottom right of the form is a 'Submit' button with an envelope icon.

To accept the proof select “Accept advertising proof” then click Submit.

If you need any changes please describe them in the “Additional Information” box, select “Reject advertising proof” then click Submit. We will update the proof and then send another task for signoff.

Once you have accepted the proof there is no further action required, and your line will be published the Local Government Tenders composite advertisement.