
Bidding for Government Contracts

Key tips for selling to the Tasmanian Government

What and how does the Tasmanian Government purchase?

- The Tasmanian Government purchases a wide range of goods, services and construction works. Purchases can be one-off or long-term projects and range from small purchases to millions of dollars in value.
- Tasmanian Government agencies may approach businesses directly or via a Request for Quotation or Request for Tender process, depending on the value and nature of the purchase.

How to find opportunities

- The '[Who Buys What](#)' web page lists the products and services that each government agency purchases regularly.
- Open procurement opportunities (e.g RFTs and EOs) are advertised on the [Tenders website](#).
- Register your business on the Tenders website; it is free! You can choose to be notified by email about tenders you are interested in.
- The website includes details of all awarded contracts with a value of \$50 000 or more and the expiry date of current contracts, which may help you plan for future opportunities.
- In some cases, future opportunities are also listed on the website.

Useful resources

- [Winning Government Business](#) guidance and publications
- [Buy Local Policy - A Guide for Tasmanian Businesses](#)
- [Tendering Handbook](#) - A guide to tendering or quoting for Tasmanian Government business

Getting ready

- **Make yourself known:** Reach out to agency buyers, listed on the '[Agency Contacts](#)' web page, to ensure agencies are aware of what your business provides.
- **Ask questions:** If an opportunity listed on the [Tenders website](#) interests you, reach out directly to the contact officer. If you are unable to reach the contact listed, inform the relevant [agency contact](#).
- **Check your registrations and insurances:** Make sure you are up to date, including for [prequalification schemes](#) if you operate in the Building and Construction space.
- **Embrace learning opportunities:** [Business Tasmania](#) offers a range of resources and support to help you prepare government tenders.

Responding to opportunities

- **Understand what is required:** Ask questions and ensure you are aware of all requirements before you prepare your bid.
- **Consider your capability:** Is your business able to take on a new opportunity and deliver the required products/services *on time and on budget*?
- **Prepare a competitive bid:** Overall *value for money* is an important consideration for the Tasmanian Government when making decisions about purchases. *Price may not be the only factor* when evaluating bids.
- **Keep it simple:** Your response will be evaluated on content and not presentation. Use plain English and avoid technical language where possible. Unless asked, avoid providing supplementary material.

purchasing@treasury.tas.gov.au

www.purchasing.tas.gov.au