



Tendering for government business workshop

The Queensland Government is holding a workshop for existing and potential suppliers of government departments and agencies on how to tender for government business.

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 Friday 22nd February 2013

Time 8.00 am – 12.00 pm

Venue Taabing Room
214 Kingaroy – Cooyar Road
Kingaroy Qld 4610

Cost \$47.00 (incl. GST)

Pre-payment is required for all workshops, with a tax invoice issued as confirmation of booking and payment.

To register and reserve your spot at this workshop, please complete form and return to:

email maryborough@dsdip.qld.gov.au
fax 07 4123 1874
post PO Box 537
Maryborough Qld 4650

www.dsdip.qld.gov.au

For more information, please contact Maryborough Office for the Department of State Development, Infrastructure and Planning on 4121 1780

Register now

Please complete one registration form per attendee

Title: (please circle) Mr / Mrs / Miss / Ms

Name:

Position: (i.e. CEO, Director, Manager)

Business name:

Description of business:

Postal address:

Suburb: State: Postcode:

Street address:

Suburb: State: Postcode:

Phone:

Mobile:

Email:

Fax:

Payment method: (please tick)

Cheque* Money order* Visa Mastercard

Card number:

Name on card:

Expiry date:

Signature (cardholder):

Authorised payment amount: \$

*Cheques and money orders to be made out to Department of State Development, Infrastructure and Planning or DSDIP

The Department of State Development, Infrastructure and Planning is collecting information, including personal information on this form for the purpose of registration to attend business seminars run by the 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 of alternatives available to you.