

How to respond to RFx in Procurement Central

This document provides guidance on how a vendor can respond to RFx¹ in Procurement Central.

Disclaimer: This guide is created for your reference only. It is true and accurate at the time of development. As Procurement Central is updated regularly, the appearance and the screenshots used in this guide may not be identical to the live system. Please contact the Helpdesk (located on the bottom right of the log-in page) should you require technical support.

As a registered vendor, you will receive a system-generated notification if your organisation meets the following criteria:

- 1) You are invited to respond
- 2) Your registered category is chosen in an open tender

The notification will look similar to the below.

Subject: FW: Tender Published & Procurement Central User Guide - rfx_868 - Short Remand Pilot Broadmeadow location - Project 6 Court support for Aboriginal young people
Importance: High

Dear Suppliers,

You have been invited to response to tender rfx_868 - Short Remand Pilot Broadmeadow location - Project 6 Court support for Aboriginal young people. An invitation link has been sent to you from Procurement Central via email. Please keep an eye on your inbox / junk mail.

If you have any issues/questions with the tender, please send message **via Procurement Central**. Please do not reply to this email.

For any technical difficulties in tender submission, please contact NSW Procurement Service Centre directly for support:

Phone: 02 8074 8627

Hours of operation: 8:30am - 5:00pm, Monday to Friday

The Department does not administer Procurement Central. You must contact Procurement Central Service Centre for any access issues or difficulties. Meanwhile, please see the attached user guide of Procurement Central, hopefully it can assist you to navigate the system.

Kind regards,

¹ RFx encompasses the entire formal request process and can include any of the following: RFT, RFI, RFP, RFQ and EOJ

DASHBOARD

RECEIVED ACTION COLLABORATIONS
No Actions to display

RFx OPEN TO ALL SUPPLIERS

	CURRENTLY OPEN	NEXT CLOSING DATE
RFI	5	24/07/2023 10:30
RFQ	2	24/07/2023 10:30

MY RFQS WITH PENDING RESPONSES
No RFQs to display

MY ACTIONS
No Action found

NEW MESSAGES (LAST 30 DAYS)
No Unread Messages

QUICK LINKS

STANDARD LINKS

- My Contracts
- Projects
- My RFIs
- My RFQs
- Organisation Profile
- My Categories
- Published Opportunities

CUSTOM LINKS

MY RUNNING SURVEYS
No Scorecards to display

MY RFIS WITH PENDING RESPONSES
No RFIs to display

1) Open Tender

If there is an open tender, the RFX opportunity will appear under “**RFx Open to All Suppliers**” to which you will have to express interest.

To express interest:

- Click on the number under “**Currently Open**” within the “**RFx Open to All Suppliers**” portlet.
- Select the open tender your organisation wishes to participate

Showing Result 1 - 5 of 5 Show: 20

CODE	TITLE	PROJECT CODE	TIME LIMIT FOR EXPRESSING INTEREST	STATUS	BUYER ORGANISATION
1	rfi_72 Contact Coordination and Support Service	prj_4961	24/07/2023 10:30	Running	The NSW Department of Communities and Justice

- Read through the **Conditions of Tendering**. Tick “**I Agree**” and click “**Next**”.

← Contract Acceptance Adobe PDF File

CONDITIONS OF TENDERING

The following terms have the meanings set out below:
Addendum and Addenda means an addition to the RFX issued by the Department via the Portal before the RFX Closing Date and Time.
Agreement means the agreement entered into between the Department and the Respondent substantially in the form set out in the Draft Agreement of the RFX.
Alternative Response means a Response that is intended to offer a different method of meeting the objective and intent of the Requirement.
Closing Date and Time means the Closing Date and Time for receipt of Responses.
Conditions of Tendering document covers all types of RFX including Request for Tender (RFT), Request for Information (RFI), Request for Proposal (RFP), Request for Quotation (RFQ) and Expression of Interest (EOI).
Conflict of Interest means where the exercise of a person's duty or decision-making is influenced, or may appear to be influenced, by his or her personal interests.
Conforming Response means a Response that conforms to the Requirement.
Consortium means a group of organisations established as a single Legal Entity to the Response or the RFX.
Department means the Crown in Right of the State of NSW, acting through the NSW Department of Communities and Justice.
Draft Agreement means the terms and conditions of the proposed agreement with the successful Respondent for the engagement and provided to all Respondents as part of the RFX process so that they are aware of the proposed terms and conditions of the agreement.
GST is a goods and services tax and has the same meaning as in the GST Law.
GST Free Supplies and Input Taxed Supplies have the same meaning as in the GST Law.
GST Law means any law imposing a GST and includes A New Tax System (Goods & Services Tax) Act 1999 (Cth) or if that Act does not exist, means any Act imposing, or relating to a GST and any regulation made under those Acts.
Joint Working Arrangement or Partnership is a group of organisations collaborating together to respond to the RFX; where more than one Legal Entity is intending on delivering the Agreement; and with a lead Legal Entity accepting overall responsibility for the Agreement.

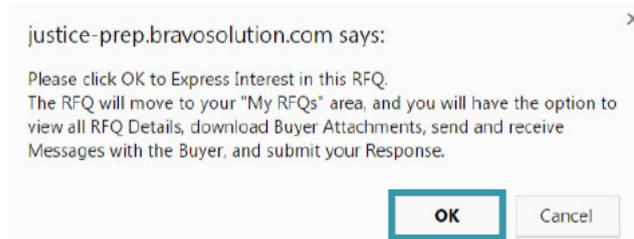
I HAVE READ AND AGREE TO THE USER AGREEMENT

I agree

- Select “Express Interest” to self-invite



- Follow the prompt and choose “OK”.

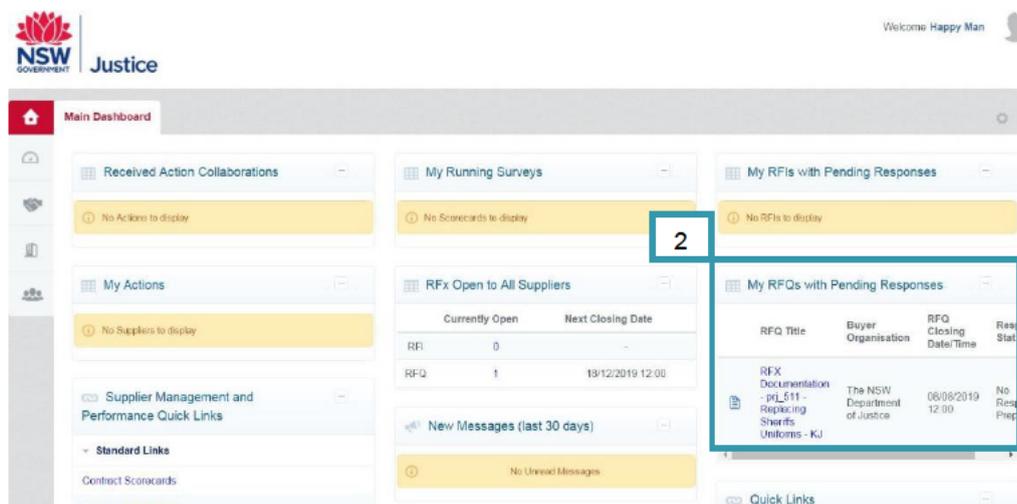


- You will find that the open tender is now appearing under “My RFQs with Pending Responses” portlet, which will allow you to submit a response.

RFQ Title	Buyer Organisation	RFQ Closing Date/Time	Response Status
Open Tender - 2nd try	The NSW Department of Communities and Justice	12/12/2019 17:00	No Response Prepared

2) Selective Tender

If you are invited to participate in a selective tender, the RFX opportunity will appear under “My RFQs with Pending Responses” portlet as shown in the screenshot below.



To start a response:

- Click on the title of the RFX under “**My RFQ with Pending Responses**” portlet.
- Read through the **Conditions of Tendering**. Tick “**I Agree**” and click “**Next**”.

Accept Contract

Adobe PDF file

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CONDITIONS OF TENDERING

The following terms have the meanings set out below:

Addendum and Addenda means an addition to the RFX issued by the Department via the Portal before the RFX Closing Date and Time.

Agreement means the agreement entered into between the Department and the Respondent substantially in the form set out in the Draft Agreement of the RFX.

Alternative Response means a Response that is intended to offer a different method of meeting the objective and intent of the Requirement.

Closing Date and Time means the Closing Date and Time for receipt of Responses.

Conditions of Tendering document covers all types of RFX including Request for Tender (RFT), Request for Information (RFI), Request for Proposal (RFP), Request for Quotation (RFQ) and Expression of Interest (EOI).

Conflict of Interest means where the exercise of a person's duty or decision-making is influenced, or may appear to be influenced, by his or her personal interests.

Conforming Response means a Response that conforms to the Requirement.

Department means the Crown in Right of the State of NSW, acting through the NSW Department of Justice.

I have read and agree to the User Agreement

I agree

Next

Responding to an RFX Opportunity

1. View the RFX Details

This page shows all of the questions that your organisation needs to respond to.

If the RFX has additional attachments, there will be a warning sign at the top to remind you. You can click on the yellow warning sign to view the attachment. Alternatively, you can click on “**Buyer Attachments**” to retrieve the files.

RFQ: rfx_254 - RFX Documentation - prj_511 - Replacing Sheriffs Uniforms - KJ Running

Project: prj_511 - Replacing Sheriffs Uniforms - KJ

Closing Date: 09/08/2019 12:00:00

Response Last Submitted On: Not Submitted Yet

Warning: You have unread Buyer Attachments (2). Click here to read the files before Submitting your Response.

RFQ Details Messages (Unread 0)

Settings Buyer Attachments (2) My Response Associated Users

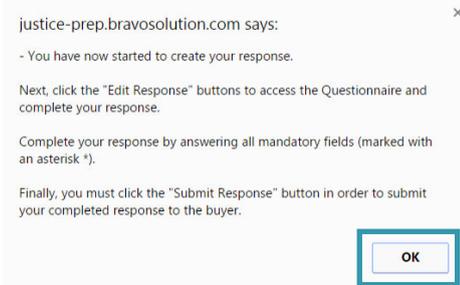
Create Response Decline To Respond

Currency: AUD

View Response Index Only

- To participate, click “**Create Response**”.
- To decline, click “**Decline to Respond**”.

A warning will pop up with some instructions. Please read through the message and select “OK” to proceed.



2. Enter your responses

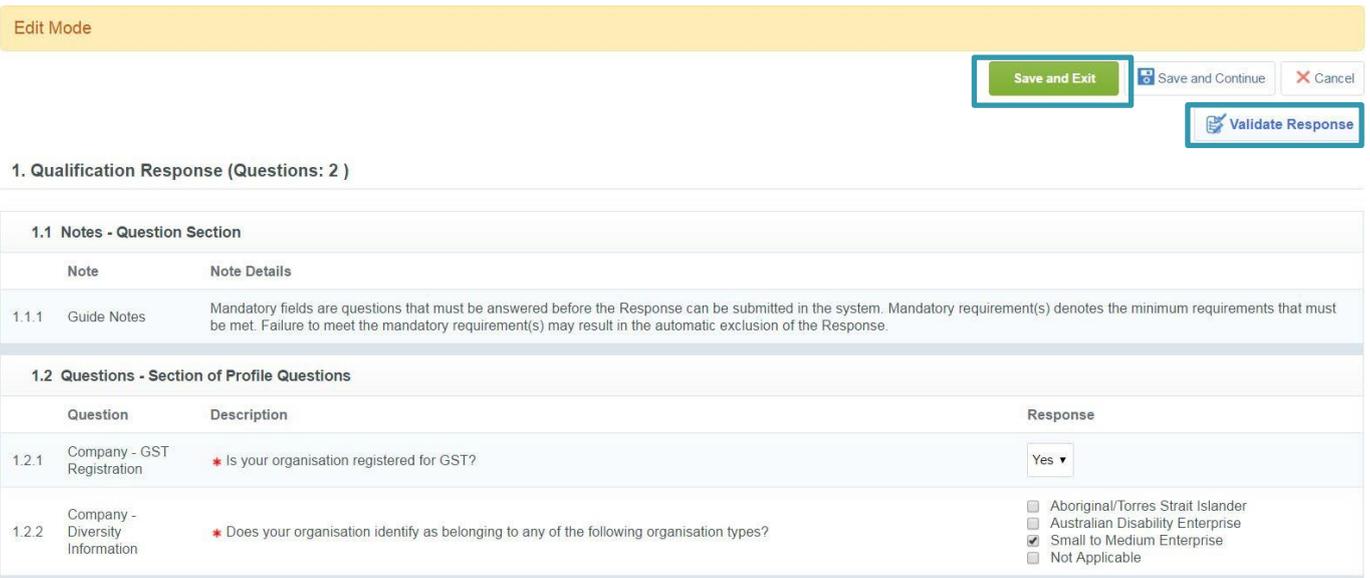
Generally, an RFX will have three response envelopes for vendors to respond to i.e. “Qualification”, “Technical” and “Commercial”. Click on the “Edit Response” corresponding to the envelope that you are providing responses for.

In the example below, the vendor is going to respond to the technical envelope only.



3. Validate your response

Enter your response accordingly; Click on “Validate Response” to check that all of the mandatory fields are completed before clicking on “Save and Exit”.



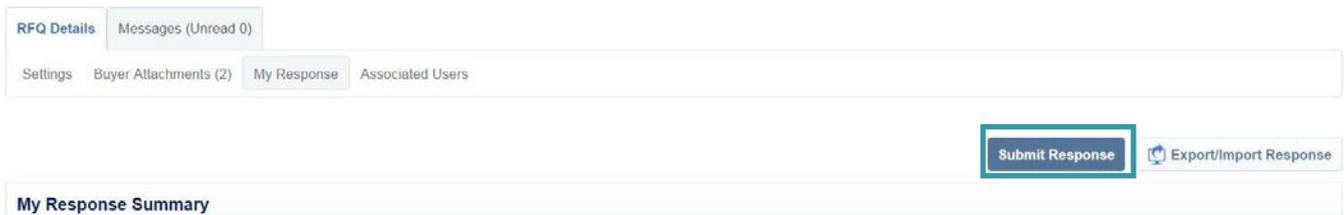
Tip:

Use “**Save and Continue**” function regularly to save your work throughout the process and avoid loss of work if technical issues are encountered.

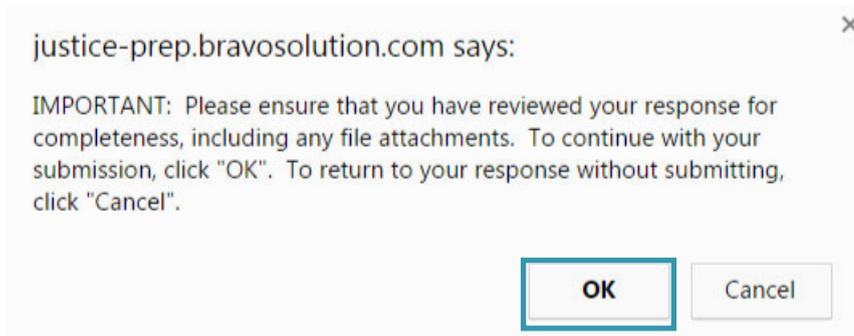
Repeat steps 2 and 3 to create responses for other envelopes (if required).

4. Submit your response

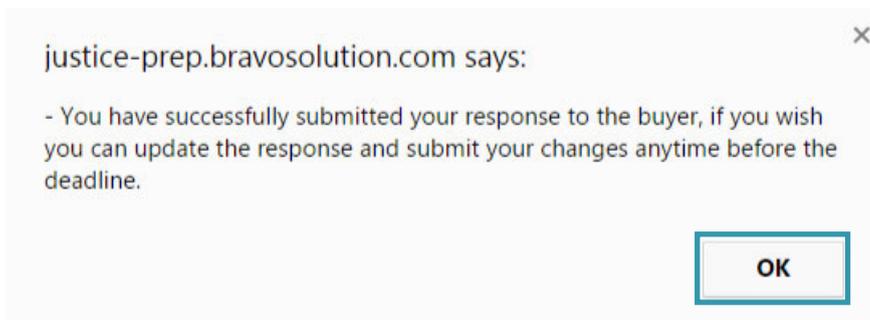
When all of your responses have been entered for all of the required envelopes and no amendment is required, select “**Submit Response**” to proceed.



Select “**OK**” to the pop-up message



A confirmation follow up pop-up message will appear. Select “**OK**” again.



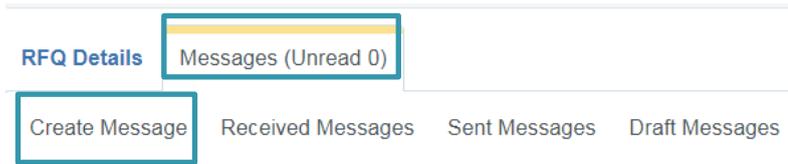
You have successfully submitted a response to an RFx on behalf of your organisation. An email notification will also be generated to confirm the submission.

Frequently Asked Questions and Answers

Q: How can I ask questions about the RFX?

A: All of the communications need to be conducted on Procurement Central.

Click on “**Messages**” tab on the top and select “**Create Message**”.



Follow the prompt and enter all the required fields to complete the message and select “**Send Message**”.

Q: What can I do if I am having trouble with the system?

If you are experiencing technical issues with the system, please log a support ticket [here](#) or call the support desk:

It is strongly recommended that any error message generated by the system should be captured with a screenshot and sent to the helpdesk so that they can easily identify and resolve your issues quickly and efficiently.

Document History

Version	Date	Reason for Amendment
1.0	Apr 2020	Initial Release
1.1	Sept 2020	Minor Update
1.2	Oct 2024	Minor Update