

Doing Business with the Shire



Procurement Frequently Asked Questions

1. How can I make myself known to the Shire?

Please fill in the web form in the 'Doing Business with the Shire' section of the Shire's website, or email a capability statement and contact details to the Shire's Procurement Team at procurementteam@amrshire.wa.gov.au

2. How do I find out which tenders are being advertised?

Tenders are advertised through the West Australian and Augusta Margaret River Times newspapers, as well as in the Community Consultation section of the Shire's website. Please subscribe on the Shire's website to get Community Consultation updates via email.

3. How can I find out if a tender has been awarded?

Results of tenders are recorded on the Shire's tender register. You can contact the Shire's procurement team to view a copy of this register.

Do's and Don'ts of Submitting Offers

- ✓ **DO** submit your Offer on time
- ✓ **DO** read and comply with the Request instructions
- ✓ **DO** address all the questions
- ✓ **DO** submit all documents required as outlined in the Request
- ✓ **DO** seek clarification, if required

- ✗ **DON'T** rely on templates
- ✗ **DON'T** submit unnecessary documentation
- ✗ **DON'T** assume the Shire knows your business

Getting Assistance

Within the Shire

- Mel Aylett
Project and Procurement Officer
T: (08) 9780 5279
E: maylett@amrshire.wa.gov.au
- Saul Cresswell
Sustainable Economy Officer
T: (08) 9780 5250
E: scresswell@amrshire.wa.gov.au
- 'Doing Business with the Shire' section of the Shire's website
- Request Contact Person
(Contact details listed on the Request)

External Assistance

South West Development Commission | www.swdc.wa.gov.au | corina.docking@swdc.wa.gov.au | 0448 016 458

Business Advisory South West, powered by IPS | www.ipsbusinessadvisory.com.au | admin@ipsba.com.au | 1300 275 477

Small Business Development Corporation | www.smallbusiness.wa.gov.au | info@smallbusiness.wa.gov.au | 08 6552 3300

Local Chambers of Commerce and Industry

My Notes

