

Selling to the NSW Government:

A quick reference for small business

This document is a quick reference for small businesses looking to sell goods and services to the NSW Government.

Checking if you are ready to tender

Before you take steps to express or register an interest in selling your goods or services to NSW Government, there are some recommended checks you should consider:



- If your small business is a company, is its registration up to date? connectonline.asic.gov.au/RegistrySearch/faces/landing/SearchRegisters.jspx?
- Do you have an ABN? www.abr.gov.au/business-super-funds-charities/applying-abn
- Are you registered for GST? ato.gov.au/Business/GST/Registering-for-GST
- Do you have an Australian bank account?
- If you are awarded a contract, you may be required to have certain types and levels of insurance. For more information, please refer to understandinsurance.com.au
- Is your business capable of adapting if there are any disasters or disruptions to business?
- Access guides to help you prepare for and recover from disaster smallbusiness.nsw.gov.au/help/common-questions/get-ready-for-disasters
- Are you familiar with the Supplier Code of Conduct buy.nsw.gov.au/policy-library/policies/supplier-code-of-conduct and are you willing to comply with it as a business?

Finding opportunities

There are a number of ways to express or register your interest in selling to the NSW Government:

- **Tenders:** Register your business on Supplier Hub buy.nsw.gov.au and register to receive notification of relevant opportunities.
- **Prequalification schemes:** Register for any relevant schemes buy.nsw.gov.au/schemes
- **Special arrangements:** Including whole of government contracts and opportunities for small, medium and regional businesses, Aboriginal-owned businesses and Australian Disability Enterprises.
- **Over the counter/direct selling opportunities.**

Other opportunities

- Note when existing Government contracts are ending: When a contract is awarded, a contract award notice becomes publicly available on the eTendering website. You can keep an eye on potential opportunities by noting when these contracts end, and prepare for them.
- Second tier contracts: Consider supplying to lead contractors who have won Government contracts. Look through the contract award notices and reach out to businesses you could subcontract to.
- Look at Planned procurements to identify upcoming opportunities: buy.nsw.gov.au/notices
- Look for opportunities to supply to Commonwealth Government agencies, your local council, and the private sector.

Reviewing tender opportunities

After registering on the Supplier Hub, you will start to receive notifications alerting you to current tender opportunities. To review tender opportunities:

- **Step 1:** Download the tender documents from buy.nsw.gov.au/opportunity
- **Step 2:** Make sure you understand the conditions of participating in the tender:
 - » The conditions are normally found in the main tender document.
 - » If you cannot answer “yes” to each and every condition, it is recommended you do not spend your valuable time preparing a bid for that particular tender.
- **Step 3:** Undertake a ‘Bid/No bid’ assessment to determine if you should bid for this particular opportunity, even if you meet all the criteria (refer to page 20 in *Selling to the NSW Government A Guide for Small Businesses*).

Responding to a tender

A successful tender is one that helps your business stand out, is persuasive and represents good value for money. The following steps will help you write a strong tender:

- **Step 1:** Read, understand and stick to the bid requirements.
- **Step 2:** Address all the criteria and requirements or your tender will not be considered.
- **Step 3:** Provide relevant examples.
- **Step 4:** Ask the contact in the tender notification any questions you have.
- **Step 5:** Track any amendments to the tender during the tender period.
- **Step 6:** Ensure your pricing is reasonable and competitive and includes all direct/indirect costs.
- **Step 7:** Your bid should state if your business is a small, medium and/or regionally based business, an Aboriginal-owned business or an Australian Disability Enterprise.
- **Step 8:** Review the tender evaluation criteria: this is a list of criteria which will be used to evaluate your tender against your competition.
- **Step 9:** Lodge your bid through Buy NSW: buy.nsw.gov.au

Ensuring faster payments to your business

Four things you can do to help ensure your business gets paid correctly and quickly by the Government:

- Accept payment by debit/credit card – most invoices up to \$10,000 can be paid this way.
- Have an Australian bank account and include the BSB and account number on the invoice.
- Ask for a purchase order number (where required) and include this on your invoice.
- Register your business under the Faster Payment Terms policy if your annual turnover is under \$2 million info.buy.nsw.gov.au/policy-library/policies/faster-payment-terms
- Submit a correctly rendered invoice as soon as possible: www.smallbusiness.nsw.gov.au/resources/guides/correctly-rendered-invoice

Free training and other useful resources

- Access training and resources about winning business and selling to the NSW Government, at smallbusiness.nsw.gov.au/selling-to-the-nsw-government
- NSW Government Small and Medium Enterprise and Regional Procurement Policy: buy.nsw.gov.au/policy-library/policies/sme-and-regional-procurement-policy
- NSW Government Aboriginal Procurement Policy: buy.nsw.gov.au/policy-library/policies/aboriginal-procurement-policy
- NSW Government Procurement Objectives: buy.nsw.gov.au/buyer-guidance/get-started/procurement-objectives
- Supplier Obligations: buy.nsw.gov.au/supplier-guidance/supplier-obligations
- Resources (for buyers and suppliers): buy.nsw.gov.au/resources