**Preparing a tender advertisement guide**

The following information provides guidance on preparing a tender advertisement to support Crow land manager procurement activity. Refer to the [procurement](https://reservemanager.crownland.nsw.gov.au/administration/procurement) section for further information on procurement guidelines.

**Tender advertisement inclusions:**

When preparing a tender advertisement ensure to include the following key content:

* name of the organisation seeking the quotes (e.g. the Crown land manager name)
* brief job description—if necessary, provide additional detail about the required work in a separate document that interested suppliers can obtain from you on request
* contact person and details (this person should handle all communication with potential suppliers)
* closing date for quotes, and details on how the quotes are to be provided.

Following is some suggested wording and some examples which you can tailor to suit your particular needs:

**Request for Quote —*[task description]***

*[Crown land manager name]* is seeking quotes from suitably experienced and qualified *[type of suppliers]* to *[task description]*. This may include *[task specifics]*.

For further information call *[name]* on *[number].*

Please submit quotes by email to *[insert].* Quotes must be received by 4pm on *[date].*

*Optional sentence if additional documentation to be made available (this may be included after or instead of the information about the job specifics):* To obtain RFQ [Request for Quotation] documentation contact [name/number/email].

**Example 1**

**Request for Quote—tennis court resurfacing**

Central Parks Reserve land manager is seeking quotes from suitably experienced and qualified contractors to resurface 4 tennis courts with asphalt at the Central Park Reserve.

Further information can be obtained by calling John Smith on 6655 4433.

Please submit quotes by email to central@emailaddress.com.au. Quotes must be received by 4pm on 19 December 2019.

**Example 2**

**Request for Quote—demolition**

Central Showground is seeking quotes from suitably experienced and qualified contractors to demolish the amenities block. Demolition includes removal of asbestos sheeting and preparation of site for new prefabricated amenities.

To obtain RFQ documentation, or for further information, contact John Smith at central@emailaddress.com.au. Quotes must be sent by email to this address, and must be received by 4pm on 19 December 2019.