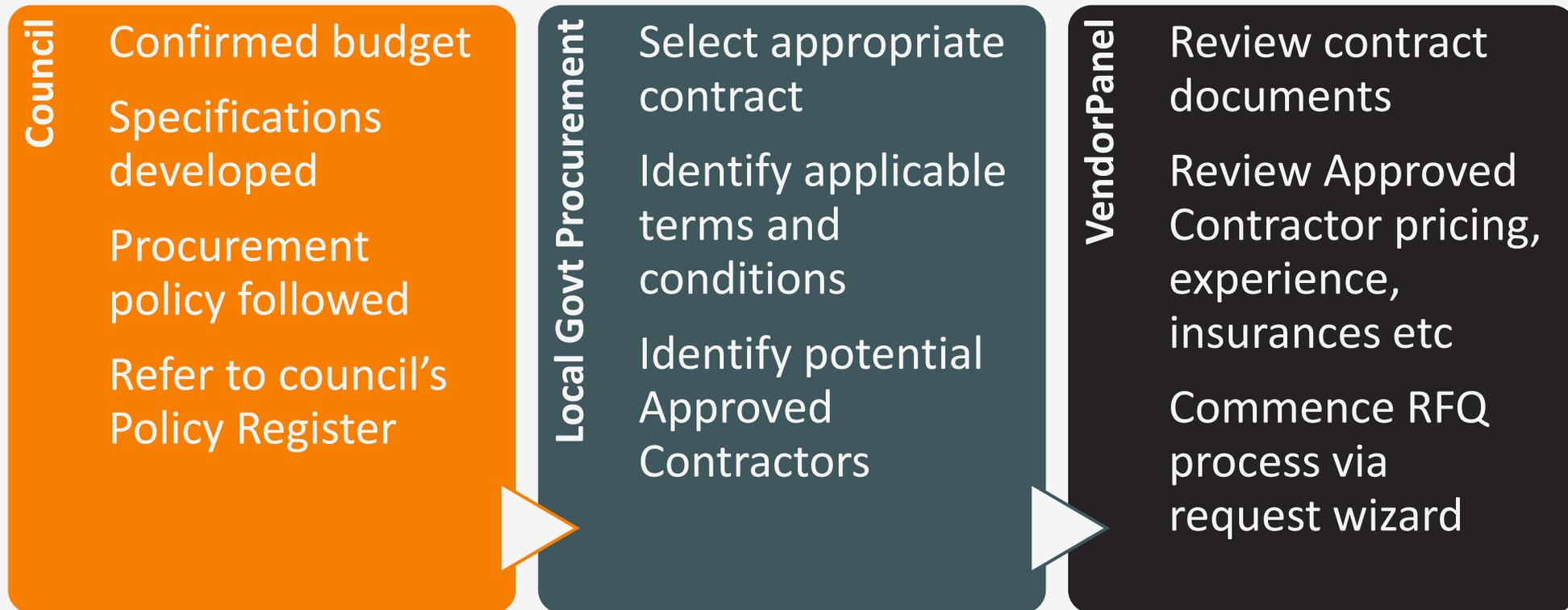


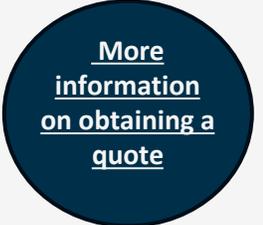
A Guide to Using LGP Contracts

for the NSW Local Government Sector

Engaging Approved Contractors

Council Considerations at Each Stage of the Process





Engaging Approved Contractors

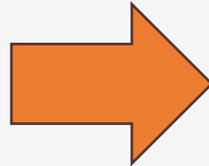
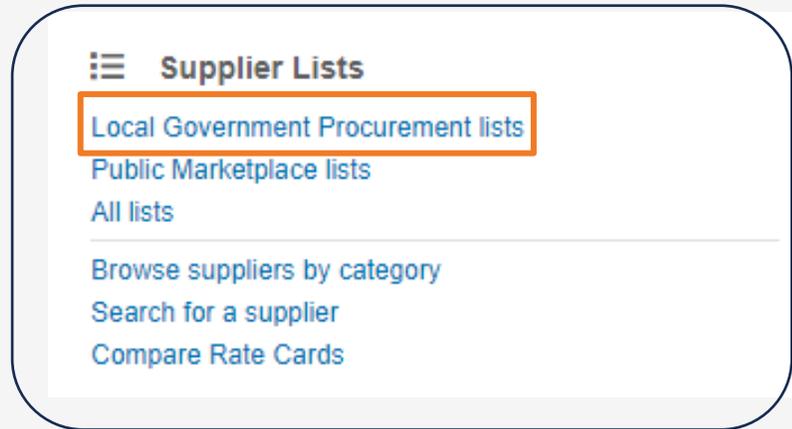
Options for Engagement

	<h3>Direct Engagement</h3>	<ul style="list-style-type: none"> • If permitted by your council's Procurement Policy • Include the contract number on the purchase order e.g. <i>LGP1208-4</i> • Always check with your procurement team first
	<h3>Notice of Participation</h3>	<ul style="list-style-type: none"> • Indicates to all suppliers on the contract that when Council places an order with them, that order is under the applicable LGP contract unless the council notifies otherwise in writing. • Useful for small, regular or ad-hoc purchases where a quote may not be required e.g. fuel, stationery • Downloadable from LGP website • Doesn't commit council to the use of contract or supplier • Include contract number across all documentation for reporting purposes.
	<h3>Request for Quote (RfQ)</h3>	<ul style="list-style-type: none"> • For a specific project e.g. consulting project, or: • For regular supply of a product e.g. water treatment chemicals. • Best to use VendorPanel to ensure probity and keep a clear audit trail of the process. • How many quotes? Be guided by your procurement policy.

Engaging Approved Contractors

Selecting LGP Contract and Approved Contractors in VendorPanel

Select “Local Government Procurement Lists”



		
1 Asbestos Removal & Remediation (LGP119) ((LGP119))	15	7
2 Bill Payment Services (BP8411-2023)	1	7
3 Bins (MGBs) + Waste Prods & Servs (NPN111-4)	8	5
4 Bitumen, Emulsion, Asphalt, Linemarking (LGP213-3) (Bitumen,; Emulsion,; Asphalt,; Line...	76	10
5 Bulk Fuel, Fuel Card, Oil, Lubes (NPN117-2)	10	4
6 Corporate Clothing, Workwear and PPE (LGP219)	29	7
7 Debt Recovery Services (LGP109-4)	19	3
8 Electric Vehicle & Charging Infrastructure (LGP321) (Supply of Electric Light Vehicles; Fleet...	7	6
9 Energy Services (LGP319)	7	8
10 Fleet Management, FMIS, Leasing & Disposal (LGP221) (Fleet Management Services; Flee...	16	4
11 Horticultural, Pest, Pool & Water Mgmt (LGP408-4)	13	6
12 HR – Perm, Temp Placements & Services (LGP808-4)	90	8
13 Industrial Cons, Hardware & Materials (NPN116-2)	17	5
14 Intl Audit and Mgmt Consulting Services (LGP218)	16	7
15 IT&C Products, Services & Consulting (LGP115-2) (LGP115-2)	195	39
16 Legal Services (LGP320)	25	7
17 LGP First Nations Procurement Scheme	50	0
18 Library Books, Resource Mat & Furniture (LGP507-4)	21	7
19 Line/Road Marking Works & Services (LGP120)	12	6
20 Media, Advertising and Creative Services (LGP719)	17	7
21 Minor + Major Civil Works + Materials (LGP420)	330	16
22 MS Licensing for NSW Local Gov via LSPs (LGP108-4)	4	5
23 Office Supplies & Associated Products (LGP1007-3)	6	7
24 Operating Lease Services (LGP1107-3)	1	2
25 Plant, Machinery and Equipment (LGP419)	41	10
26 Playground, Open Space, Infrastructure (LGP308-3)	52	6
27 Professional Consulting Services (LGP1208-4)	268	10
28 Road, Traffic Signage & Roadside Prod (LGP114-3)	15	4
29 Traffic Management Services (LGP113-2)	27	7
30 Trucks, Specialised Trucks, Bodies & Trailers NPN123	63	5
31 Tyres & Batteries: Supply+Servs+Recycl. (NPN114-2)	6	7



[How to login to the LGP website & VendorPanel](#)

Engaging Approved Contractors

Selecting LGP Contract and Approved Contractors in VendorPanel

Pricing Schedule
Subcontractors
Qualifications and licenses
Demonstrated experience
Insurances
WH&S Schedule
Plant and depot Schedule
Regions serviced

You will see the full list of LGP's panels displayed. Left column shows the total number of Approved Contractors and their information (**supplier level**), and the right shows the corresponding contract documents (**panel level**).



	Supplier Level	Panel Level
1 Asbestos Removal & Remediation (LGP119) ((LGP119))	15	7
2 Bins (MGBs) + Waste Prods & Servs (NPN111-4)	8	4
3 Bitumen, Emulsion, Asphalt, Linemarking (LGP213-3) (Bitumen,; Emulsion,; Asphalt,; Line...	34	5
4 Bulk Fuel, Fuel Card, Oil, Lubes (NPN117)	14	5
5 Corporate Clothing, Workwear and PPE (LGP219)	30	7
6 Debt Recovery Services (LGP109-4)	20	3
7 Electric Vehicle & Charging Infrastructure (LGP321) (Supply of Electric Light Vehicles; Fleet...	7	6
8 Energy Services (LGP319)	13	7
9 Fleet Management, FMIS, Leasing & Disposal (LGP221) (Fleet Management Services; Flee...	15	5
10 Horticultural, Pest, Pool & Water Mgmt (LGP408-4)	14	6
11 HR – Perm, Temp Placements & Services (LGP808-4)	94	6
12 Industrial Cons, Hardware & Materials (NPN116-2)	17	4
13 Intl Audit and Mgmt Consulting Services (LGP218)	11	7
14 IT&C Products, Services & Consulting (LGP115-2) (LGP115-2)	127	37
15 Legal Services (LGP320)	25	7

Standing Offer Deed
Specifications
Terms and Conditions
Purchasing Thresholds
List of Contractors with an amended Deed
RFQ Template
Buyers Guides for select contracts

[How to locate contract and contractor information on VendorPanel](#)



Engaging Approved Contractors

Selecting LGP Contract and Approved Contractors in VendorPanel

Supplier Level

	
14	7
1	7
8	5
70	10
10	5
28	7
19	3
7	6
6	8
16	5
12	7
90	8
16	5
15	7
194	39
1	5
20	7
78	1
20	7

Panel Level

The Contract documents are available to view and download at the **Panel level**.

Attachments:

- [LGP420 Pan Civil - Demonstrated Experience.xlsx](#) Added : 13/Oct/2022 04:25 PM
- [LGP420 Pan Civil - Pricing Schedule.pdf](#) Added : 13/Oct/2022 04:25 PM
- [LGP420 Pan Civil - Qualifications & Exp.xlsx](#) Added : 13/Oct/2022 04:26 PM
- [LGP420 Pan Civil - WHS.xlsx](#) Added : 13/Oct/2022 04:28 PM
- [LGP420 Pan Civil - Plant & Depot.xlsx](#) Added : 13/Oct/2022 04:31 PM

TYPE	POLICY DOC #	COVERAGE VALUE \$
✔ Product Liability Insurance	311033148PLB	50,000,000
✔ Professional Indemnity Insurance	02-ENG-I-0025087	5,000,000
✔ Public Liability Insurance	311033148PLB	50,000,000
✔ Workers Compensation Insurance	110161301	Not provided

Each Approved Contractor's information is listed on their individual profile at the **Supplier level**.

Documents attached to the 'Minor + Major Civil Works + Materials (LGP420)' list.

- 1.0 LGP420 Buyers Guide.pdf
- 2.0 LGP420 Request for Quotation (RFQ) Template.pdf
- 3.0 LGP420 Contractors with an Amended SOD (2025).docx
- 3.0 LGP420 Contractors with an Amended SOD (2025).pdf
- 4.0 LGP420 Customer Terms and Conditions.docx
- 4.0 LGP420 Customer Terms and Conditions.pdf
- 4.1 LGP420 Option 1 - Standard Terms and Conditions.docx
- 4.1 LGP420 Option 1 - Standard Terms and Conditions.pdf
- 4.2 LGP420 Option 2 - General Conditions of Contract for Minor Works.docx
- 4.2 LGP420 Option 2 - General Conditions of Contract for Minor Works.pdf
- 4.3 LGP420 Option 3 - CG21 Contract.docx
- 4.3 LGP420 Option 3 - CG21 Contract.pdf
- 4.4 LGP420 Option 4 - AS 4902-2000 General Conditions of Contract.docx
- 4.4 LGP420 Option 4 - AS 4902-2000 General Conditions of Contract.pdf
- 4.5 LGP420 Option 5 - MW21 General Conditions of Contract.docx
- 4.5 LGP420 Option 5 - MW21 General Conditions of Contract.pdf
- 4.6 LGP420 Option 6 - AS4905-2002 Minor Works Contract Conditions (Superintendent Administered).docx
- 4.6 LGP420 Option 6 - AS4905-2002 Minor Works Contract Conditions (Superintendent Administered).pdf
- 4.7 LGP420 Option 7 - AS4906-2002 Minor Works Contract Conditions (Principal Administered).docx
- 4.7 LGP420 Option 7 - AS4906-2002 Minor Works Contract Conditions (Principal Administered).pdf
- 4.8 LGP420 Option 8 - AS4000-1997 General Conditions of Contract.docx
- 4.8 LGP420 Option 8 - AS4000-1997 General Conditions of Contract.pdf
- 5.0 LGP420-E1 Standing Offer Deed (Tender Refresh 2021).docx
- 5.0 LGP420-E1 Standing Offer Deed (Tender Refresh 2021).pdf
- 5.1 LGP420-E2 Standing Offer Deed (Tender Refresh 2023).docx
- 5.1 LGP420-E2 Standing Offer Deed (Tender Refresh 2023).pdf
- 6.0 LGP420 Specifications.docx
- 6.0 LGP420 Specifications.pdf
- 7.0 LGP420 Purchasing Thresholds.docx
- 7.0 LGP420 Purchasing Thresholds.pdf
- 2.0 LGP420 Request for Quotation template.docx

Tip: Use the *request for quotation* template to assist with structuring your RFQ.

Engaging Approved Contractors

Running an RFQ in VendorPanel



VendorPanel Go-to-Market - Request & Responses Guides

Select *Create a new request* to launch the request wizard and begin by naming your RFQ.

My Requests

This will walk you through the process of creating and posting a New Request to vendors on the available supplier lists.

[Create a new Request](#)

[Create Request from Template](#)

[Create a practice Request](#)

[Manage Request Templates](#)

Requests by value range

External bu



Request Wizard

The wizard walks you through the process of creating a Request. Please start by giving your Request a name.

[Preview](#) | [Delete](#) | [Exit](#)

Name > [Select Suppliers](#) > [Details](#) > [Questions](#) > [Files](#) > [Budget](#) > [Dates](#) > [Save & Post](#)

Engaging Approved Contractors

Running an RFQ in VendorPanel



[Search for Approved Contractors by Category](#)

▼ 1: Select **Categories** (0 of 636 selected)

▼ Works: Bitumen, Emulsion & Asphalt Materials & Services

- AC Haulage
- AC Lay
- Asphalt (Ex-Bin)
- Asphalt Mill and Fill Services
- Concrete Pavement Repairs
- Crack Sealing
- Emulsion
- Mill Only
- Rejuvenation
- Road Patching
- Spray Seal
- Stabilisation

Use these categories

Which supplier lists do you wish to use?

⚠ Note: Once you have made a selection you will not be able to change it later in the process

Local Government Procurement lists

[VIEW LISTS](#)

USE THESE

Select **LGP lists**, you will see all panels broken down by category. Select appropriate **category**, and **supplier list(s)**. You will then be directed to select the Approved Contractors you want to release the RFQ to.

<input checked="" type="checkbox"/> Supplier list name ^	List tags ⇅	List owner ⇅
<input checked="" type="checkbox"/> Bitumen, Emulsions + Asphalt Materials (LGP213-2)		Local Government Procurement
<input checked="" type="checkbox"/> Minor + Major Civil Works + Materials (LGP420)		Local Government Procurement

i You have selected 2 supplier lists.



You may notice that some suppliers appear more than once in the following list. It's because these suppliers are active on more than 1 of the 2 lists you have selected. To ensure that a supplier can respond to this RFx from all 2 lists, ensure that **all** instances of the supplier are ticked, and similarly, if you only want a supplier to respond against **specific** lists, ensure that only those instances of the suppliers are ticked.

Engaging Approved Contractors

Running an RFQ in VendorPanel

Common mistakes to avoid when selecting categories

- Being too narrow
- Using internal language
- Focusing on the outcome, not the service
- Selecting too few categories

If a supplier would reasonably expect to see this work under a category, select it.

Engaging Approved Contractors

Running an RFQ in VendorPanel

Select Approved Contractors to send your RFQ to. You can also **apply filters** to the request to narrow your search for specifics around ISO standards, Modern Slavery Risk Ratings, and Climate Active: Verified.

How many suppliers should you select? Be guided by **council's procurement policy**.

Filter suppliers [?](#)

Enter Keywords

[Filter](#) [Show All](#) [Map](#)

from Sydney NSW 2000

Show entries

<input type="checkbox"/>	Supplier ↕	Supplier List ↕	Supplier Intelligence ↕	Categories ↕	Distance ↕
<input type="checkbox"/>	A & C PLANT HIRE PTY LIMITED Herbert St, Kempas Creek NSW 2178 Australia	Minor + Major Civil Works + Materials (LGP420)		1 of 2	40 km
<input type="checkbox"/>	A N J Paving Pty Ltd 247-251 Delaware Rd, Horsley Park NSW 2175 Australia	Bitumen, Emulsions + Asphalt Materials (LGP213-2)	B	1 of 2	35 km
<input type="checkbox"/>	Accurate Asphalt & Road Repairs Pty Ltd 66 Kalaroo Rd, Redhead NSW 2290 Australia	Bitumen, Emulsions + Asphalt Materials (LGP213-2)	B	1 of 2	105 km
<input type="checkbox"/>	AJ Civil Projects 621 Hogbin Dr, Toormina NSW 2452 Australia	Minor + Major Civil Works + Materials (LGP420)	B	2 of 2	429 km
<input type="checkbox"/>	Alder Constructions Pty Ltd Siganto Dr, Helensvale QLD 4212 Australia	Minor + Major Civil Works + Materials (LGP420)	B	1 of 2	693 km

Engaging Approved Contractors

Running an RFQ in VendorPanel

- Enter specifications and relevant details clearly and **specifically** - avoid confusion for suppliers.
- Refer to any applicable:
 - Terms and conditions
 - Australian Standards, Codes, or RMS Standards
- No need to repeat information already collected by LGP - **check supplier and panel levels**.

These icons  will help guide what information to include in each field.

Request Overview

Describe what you need *

Enter an overview of the Request, including important information like:

- Goods or Services required
- Expected timing (if known)
- Location of delivery, or if services can be provided remotely.

This information is displayed to suppliers and helps them determine if your Request is relevant to them.

Further information

Background information/compatibility requirements

Desired Outcomes 'Nice to haves', Conditions & Warranties, SLA's, Project benefits etc.

Engaging Approved Contractors

Running an RFQ in VendorPanel

You can enter any questions you want to ask the Approved Contractors, and you can make these questions mandatory if needed. Also, VendorPanel lets you go back into an RFQ **after it's been released** to add more questions if you need to. Suppliers will be notified of these new questions by email.



What do you want to ask? [View Suggestions](#)

Please add questions you want answered, adding one item at a time...

Is this question mandatory? [?](#)

Yes. Suppliers must answer this question.

No. This question is optional.

What format do you expect suppliers to answer the question in? [?](#)

Text ▼

[Add this question](#)

Sample Questions

Products:

- Outline technical specifications of your recommended product...
- Detail your experience with installing a similar product...
- What are your hourly rates for onsite installation/service...
- What information/access is required to install product...

Services:

- Outline your experience with similar projects (give examples).
- What is your approach/methodology?
- Please outline your fees/rates.
- Please provide an overview of your available resources.

Engaging Approved Contractors

Running an RFQ in VendorPanel

Attach any files relevant to council's purchase or project. These documents will be made available to Approved Contractors when the *Request for Quotation* (RFQ) is released. You may also choose to attach the RFQ template, which is available at [the panel level](#).



Add files to this request. 

- Multiple file upload mode** - add up to 50 files (max of 15MB per file)
- Large file upload mode** - add up to 5 large files (max of 150MB per file)

Select File(s)

 Adding files with the same file name as those already uploaded will OVERWRITE the existing file.

Save and Continue

Engaging Approved Contractors

- When to request quotes versus use existing supplier pricing

Use existing supplier pricing when:

Buying **standard goods**

Purchasing the **exact item listed** in the pricing spreadsheet

Prices are **current and approved**

Items are **low value** (eg tyres, stationery)

Request quotes when:

Buying in **bulk or high-volume**

Purchasing **services**

Buying **customised or bespoke items**

Required by **Council procurement policy thresholds**



Tip: Always check Council procurement policy before relying on pricing schedules.

Engaging Approved Contractors

RFQ vs Existing Supplier Pricing - Decision Rule

Is it a service, customised item, or bulk/high-volume purchase?

→ Yes → Request a quote

→ No → Go to next question

Is the exact item listed in the supplier pricing spreadsheet with a current price?

→ Yes → Use existing supplier pricing

→ No → Request a quote

Does Council procurement policy require quotes at this value?

→ Yes → Request a quote

→ No → Use existing supplier pricing

Slide takeaway

Off-the-shelf and priced = **spreadsheet**.

Services, customised, bulk, or policy-driven = **quote**.

Engaging Approved Contractors

Running an RFQ in VendorPanel

Indicate whether or not you would like Approved Contractors to provide a **total cost** when responding. You will need to assign an **estimated value** and choose whether or not to disclose this to the Approved Contractors. Your **budgeted value** is not disclosed to the Approved Contractors.



Budget

Do you require suppliers to provide a total cost when responding? * ?

- Yes. Suppliers **must** provide a total cost.
- No. Optional

Estimated Value

Estimated Value * ?

Please enter the estimated value for this project.

- Up to 2,500
- 2,500 to 10,000
- 10,000 to 25,000
- 25,000 to 50,000
- 50,000 to 100,000
- 100,000 to 150,000
- 150,000 to 300,000
- 300,000 to 500,000
- 500,000 to 1M
- 1M to 3M
- Over 3M

Disclose estimated value (above) to suppliers? * ?

- Hide from suppliers
- Show to suppliers

Budgeted Value

Budgeted value for project ?

Please outline what the budgeted value for this project. This value is hidden from suppliers. Enter the figure as a whole number with no \$ or decimal places.

\$

What's this step about?

This is where you nominate if suppliers must provide a total cost with their response... or not.

Selecting YES will REQUIRE the suppliers to enter a total cost as part of their response and nominate if it's a 'fixed' or 'estimated' amount. Note that suppliers **will not** be able to post a response unless they provide these details.

Selecting NO gives the supplier the choice to provide these details or not. Note that suppliers **WILL** be able to submit their response even if no total costs are provided.

Engaging Approved Contractors

Running an RFQ in VendorPanel

- Set the RFQ **open date** (when suppliers get notified)
- Set the **closing** date (deadline for supplier submissions)
- Estimate how long the **evaluation** will take
- Choose your **evaluation method** (Quick Select or Evaluation Matrix)



When can suppliers respond? * ?

Enter the dates suppliers can respond within (minimum duration of 4 hours).

From (open) date:

Monday 18 December 2023

To (close) date:

Monday 01 January 2024

5 PM

Evaluation Period

After the closing date has passed, I anticipate completing my evaluation of responses within:

2 weeks

Save and Continue

How do you anticipate evaluating and deciding on supplier responses?

Please select the method you anticipate using to evaluate and recommend which supplier(s) will be successful (or not) with regards to this request.

Please note the following:

- You must select or decline all responses to this request to finalize and commit your evaluation decisions.
- Suppliers will only be advised of their selection status after this request has been finalized. You will be asked to confirm this.
- You can change this method at anytime up until you've finalized and committed your evaluation decisions.

Quick Select ?

Evaluation Matrix ?

Engaging Approved Contractors

Running an RFQ in VendorPanel

Finally, you will need to set a **cut-off period** for supplier questions regarding your RFQ. Indicate whether or not you would like to attach your contact details or remain anonymous.

Once those steps are complete, you're **ready to post your RFQ** to your chosen suppliers. Any adjustments made by council to the RFQ, questions asked of suppliers or questions asked by suppliers, will trigger an email notification to all parties advising such.

Supplier query cut-off period *

You can set a cut-off period prior to this Request closing from which suppliers can no longer ask questions.

This Request closes on **Tuesday 02 January 2024 05:00 PM**. How many days prior to this do you wish to cut-off supplier queries?

Please select a cut-off period prior to Request closing ▼

Anonymity Settings ?

Do you wish to remain anonymous to suppliers for this Request?

- Anonymous - Hide my personal and contact details
- Show my personal and contact details

Finalization Options

You now have a few options:

1. You can save this as a draft (not posted it to suppliers)
2. You can make a Request Template from this Request (not posted to suppliers)
3. You can Post it, allowing suppliers to respond (within the defined submission dates)

Save as draft

Save as template

Post request

Engaging Approved Contractors

Checking RFQ response activity in VendorPanel

During the RFQ process, you can check to see which suppliers have read your RFQ and if they have indicated whether or not to respond.

This will give you an idea of how many responses to expect and from which businesses.

From the home page click the "View Statistics for this request" graph icon on your RFQ. A new window will open showing you which of the selected suppliers have read your request and/or responded.

My Requests [View all requests](#) [Create new](#) [Pick from template](#)

Filter: View: **All** Sort by: **select an option**

RFQ Test 🕒 Closing on 20/Dec/2023 09:00 AM VP383785 🔍 👤 📄 ⬇️ 📊 ⋮

View statistics for this Request

Statistics for this request

Name: RFQ Test
Ref: VP383785

SUPPLIER DETAILS		NOTIFIED	DATE FIRST READ	SUPPLIER RESPONDED
1:	 LGP SUSTAINABLE CHOICE	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Not read	<input type="checkbox"/> None
2:	 Sun and Thrill Seeking Holidays	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Not read	<input type="checkbox"/> None

Engaging Approved Contractors

Checking RFQ response activity in VendorPanel

If some suppliers have not read your request, you might like to contact them directly to ensure they have seen it.

Also, suppliers can indicate if they intend to respond.

SUPPLIER DETAILS		NOTIFIED	DATE FIRST READ	SUPPLIER RESPONDED
1:	 ALMY Pty Ltd. T/A Linktech Australia	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> 24/Nov/2023 09:34 AM	<input type="checkbox"/> None
2:	 Secure Agility Pty Ltd	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Not read	<input type="checkbox"/> None
3:	 Net Communications Pty. Limited	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> 30/Nov/2023 01:25 PM	<input checked="" type="checkbox"/> Responses received
4:	 COMPUTER SYSTEMS (AUSTRALIA) PTY. LIMITED	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Not read	<input type="checkbox"/> None
5:	 SWOOP TELECOMMUNICATIONS (previously known as Swoop)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Not read	<input checked="" type="checkbox"/> Declined to respond
6:	 TEC Collective	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Not read	<input type="checkbox"/> None
7:	 Roberts & Morrow Technology Unit Trust (previously known as Roberts & Morrow Technology)	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> 06/Dec/2023 01:06 PM	<input checked="" type="checkbox"/> Declined to respond
8:	 Anabelle Bits Pty Ltd (previously known as ASI Solutions)	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> 23/Nov/2023 04:25 PM	<input type="checkbox"/> None
9:	 Meridian It Pty Ltd	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> 06/Dec/2023 01:23 PM	<input checked="" type="checkbox"/> Declined to respond
10:	 Platinum Technology Consulting Pty Ltd	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> 23/Nov/2023 05:38 PM	<input checked="" type="checkbox"/> Responses received

If you click on the “Declined to respond” link it will come up with a box where the supplier may have provided a reason why they will not be responding.

Engaging Approved Contractors

Tips

You can't outsource your risk to LGP - always follow your council's procurement policy and processes.

Don't request information from Approved Contractors they've already provided during the LGP tender process (you can find this at the supplier level.)

Focus on what's specific to your job and don't repeat the standard LGP specifications found at the panel level.

Use the LGP RFQ template available at the panel level to keep things consistent.

VendorPanel is your go-to for requesting quotes - it helps keep a clear audit trail of everything.

You can find each supplier's details under their individual profiles at the supplier level.

Don't forget to include the LGP contract number (LGPXXX) on all correspondence with suppliers including purchase orders.

If you have any questions, feel free to reach out to me or your region's Business Development Manager - we're here to help!

Helpful LGP Video Tutorials

[How to log into the LGP website and VendorPanel](#)

[How to apply filters to your RFQ in VendorPanel](#)

[How to locate LGP contract and Approved Contractor information in VendorPanel](#)

[How to locate council resources on the LGP website](#)

[How to quick search suppliers by category in VendorPanel](#)

Who Can Help You at LGP?



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