



SUPPLIER INFORMATION – LOCAL BUY

Our tenders for Active Arrangements are open quarterly in February, May, August and November. They open at 12am on the 1st of the month and close 2pm Queensland time on the last day of the month.

You can view a full list of our [Arrangements here](#).

Local Buy establishes a registered panel of qualified suppliers for a range of products and services through a tender process.

Local Buy Arrangements are accessed by the following organisations:

- All 77 QLD councils
- Regional Organisations of Councils or ROCs
- Government Owned Corporations (GOCs)
- State Government Departments; Agencies and Statutory Authorities
- Water and Port Authorities
- Charities and Not-for-profit organisations
- Universities and Schools
- Tasmanian and Northern Territory councils (where participating in the contract); and
- Large, privately owned, corporate entities (who have been approved to use the contracts).

Where Purchasers are looking for goods or services, they will view the list of suppliers on VendorPanel and contact the Suppliers directly to place an order or issue a RFQ. All dealings are between the Purchaser and the Supplier; Local Buy does not get involved in this process.

To become a Local Buy supplier, you need to go through the following steps.

1. Complete your profile on [VendorPanel here](#).
2. Complete your tender through [Apet360 here](#).
3. Wait approximately 6-8 weeks for us to complete the evaluation process.

Supplier Verification Fee:

- First year - \$500 for new suppliers, \$250 for current suppliers
- Subsequent years - \$250 per year
- Businesses with less than 20 FTE staff **and** under \$2M turnover in the previous financial year, charities registered with the Australian Charities (ACNC), registered indigenous owned businesses and social businesses registered with Social Traders, are exempt from the supplier verification fee (eligibility to be determined by Local Buy from information provided by the Supplier from time-to-time).
- These verification fees are applied per supplier, not per LGA Arrangement as was the case prior to the introduction of Active Arrangements.

This new fee structure will benefit smaller, local suppliers and allow them to join multiple panels without the impact of additional financial cost, which should increase their chances of obtaining work through the LGA Arrangements.

