

Ariba – How to Participate in a Sourcing Event

Contents

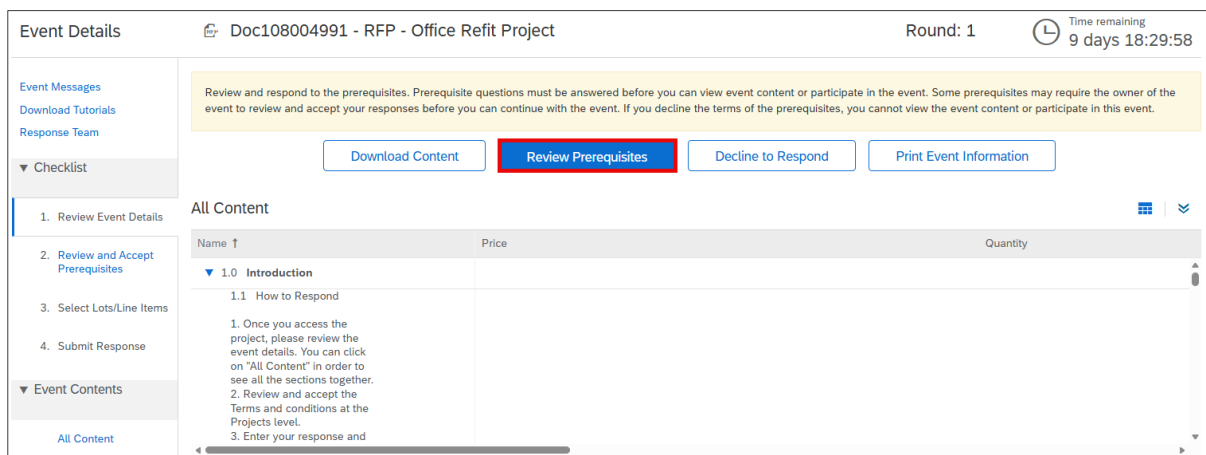
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Ariba Supplier Network Guideline

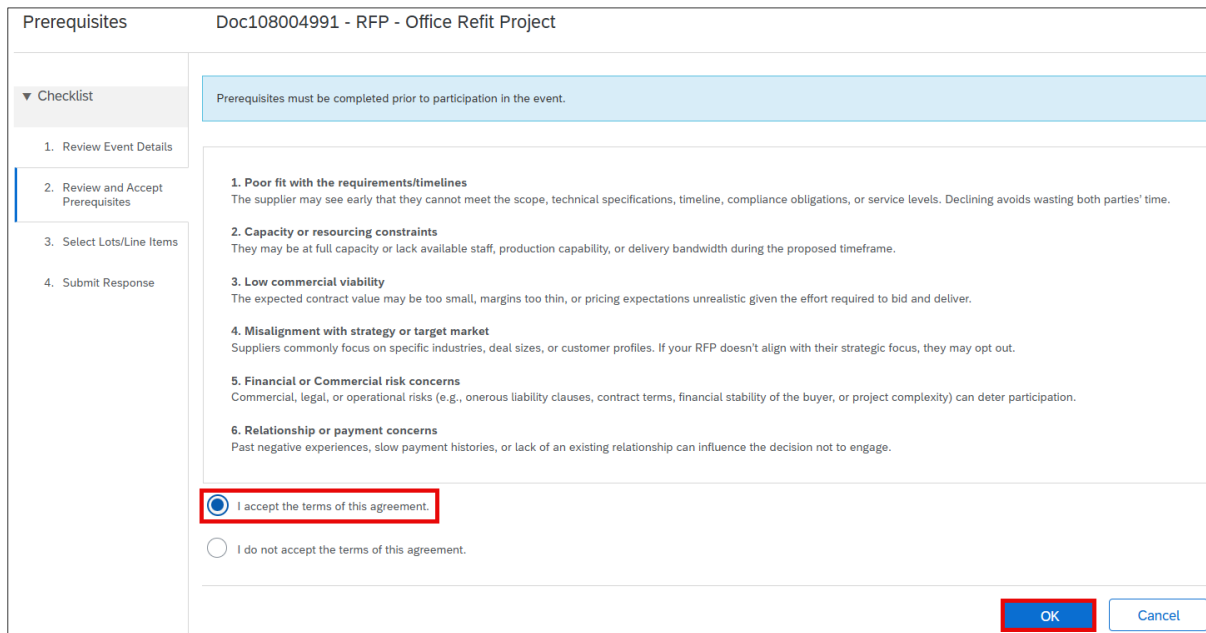
1. Description

This document provides guidance on how to participate in a Sourcing Event.

2. How to Participate in a Sourcing Event



1. Click the **Review Prerequisites** button.



2. Read the terms of agreement.
3. Click the radio button to accept the terms of this agreement.
4. Click **OK**.

✓

Submit this agreement?

Click OK to submit.

OK

Cancel

5. Click **OK** to submit the agreement.

Console

Doc108004991 - RFP - Office Refit Project

Round: 1

⌚

Time remaining

9 days 01:10:40

Event Messages

Response History

Response Team

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots/Line Items

4. Submit Response

▼ Event Contents

All Content

1 Introduction

2 Event Instructions

3 General Information

4 Safety

5 Draft Agreement and ...

6 Schedule of Rates

All Content

▼ 1.0 Introduction

1.1 How to Respond

1. Once you access the project, please review the event details. You can click on "All Content" in order to see all the sections together.

2. Review and accept the Terms and conditions at the Projects level.

3. Enter your response and click on submit entire response. Please note that unless you click on the "Submit" button, your response will not be received by Aurizon.

▼ 2.0 Event Instructions

2.1 Purpose of this RFP

The purpose of this Request for Proposal (RFP) is to gather information to help Aurizon make informed decisions and enter into n

[DRAFTING NOTE (REMOVE): Adapt and add additional text to provide a summary that outlines the specific purpose of this RFP]

Without stating them exhaustively or in their order of importance to be Aurizon's initiatives are to assess whether the Responden

Submit Entire Response

Update Totals

Save draft

Compose Message

Excel Import

6. Read the instructions on how to respond to the event, these instructions will be different based on the RFx.

7. Click **Event Instructions** from the left-hand menu.

Effective 11/08/2026

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Console Doc108004991 - RFP - Office Refit Project Round: 1 Time remaining 9 days 01:06:56

Event Messages
Response History
Response Team

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots/Line Items
4. Submit Response

▼ Event Contents

All Content

- 1 Introduction
- 2 Event Instructions
- 3 General Information
- 4 Safety

Event Instructions (Section 2 of 6) < Prev. | Next >

Name ↑

▼ 2.0 Event Instructions

2.1 Purpose of this RFP	The purpose of this Request for Proposal (RFP) is to gather information to help Aurizon make informed decisions and enter into new contracts. [DRAFTING NOTE (REMOVE): Adapt and add additional text to provide a summary that outlines the specific purpose of this RFP]
2.2 Aurizon's Objectives	Without stating them exhaustively or in their order of importance to us, Aurizon's objectives are to assess: whether the Respondent's proposal meets or exceeds Aurizon's requirements (including an assessment of the extent to which the Respondent complies with the Respondent's ability to provide a complete solution which includes all the deliverables described in this RFP; the Respondent's experience in the provision of the deliverables described in this RFP; the Respondent's commitment to ongoing cost reductions and supply innovation; the extent to which the Respondent is willing to stand behind its products and how it will support its customers. [DRAFTING NOTE (REMOVE): Aurizon Objectives to be completed for relative initiative and should cover the following:] Which areas does the Respondent intend to review the predefined list for relevance to this RFP.
2.3 RFP Particulars	Item 1 Clarification Questions (e-Forum) close [insert date] Item 2 Proposal validity period 90 days from the Closing Time Item 3 Governing law Queensland, Australia [if not – change] Item 4 Briefing call date [remove if not necessary] [insert date on which the briefing call will be conducted] [explain in instructions] [DRAFTING NOTE (REMOVE): Do not remove/re-order Items 1-3 as they match the Terms and Conditions. If Intent to Respond needs to be included, it should be included in the proposal and pricing, in accordance with Clause 4 of the RFP Terms and Conditions, and include in their proposal and pricing, in accordance with Clause 4 of the RFP Terms and Conditions, a

(*) indicates a required field

Submit Entire Response Update Totals Save draft Compose Message Excel Import

8. Read the **Event Instructions**.

9. Click **General Instructions** from the left-hand menu.

Event Messages
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Response Team

▼ Checklist

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- 4 Safety
- 5 Draft Agreement and ...
- 6 Schedule of Rates

General Information (Section 3 of 6) < Prev. | Next >

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▼ 3.1 Business Integrity

3.1.1 Does the Respondent have any legal actions or prosecutions taken by or pending against them or any officer or director of the company?	* Unspecified
3.1.3 Are there any substantial changes to the financial situation of the Respondent since the last audited accounts, which may or will adversely affect performance in terms of an awarded contract.	* Unspecified
3.1.5 Are there any interests, relationships or clients that may or do give rise to a potential or actual conflict of interest?	* Unspecified
3.1.7 Does your respondent have a Business Continuity Framework that manages disruption risks for continued supply of Aurizon products and services?	* Unspecified

▼ 3.2 Financial

3.2.1 Years in Business	
3.2.2 Number of Employees	
3.2.3 Describe the structure of the Respondent (sole trader / trust / company / partnership etc) and/or provide an organisation chart, focusing specifically on people who would interface with Aurizon.	

(*) indicates a required field

Submit Entire Response Update Totals Save draft Compose Message Excel Import

Note: All questions marked with an Asterisk are mandatory and must be answered.

10. Click the drop-down menus and select the relevant response to the **Business Integrity** questions.

11. Scroll down the screen.

Event Messages
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Response Team

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- Submit Response

▼ Event Contents

All Content

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▼ 3.3 Insurance More... +

▼ 3.3.1 Public or Product Liability

3.3.1.1 Insurer * EML

3.3.1.2 Expiry Date * Thu, 15 Jul, 2027

3.3.1.3 Limit * 20000000 AUD

▼ 3.3.2 Professional Indemnity

3.3.2.1 Insurer

3.3.2.2 Expiry Date

3.3.2.3 Limit AUD

(*) indicates a required field

Submit Entire Response Update Totals Save draft Compose Message Excel Import

12. Enter your **Public / Product Liability Insurance** details.

13. Scroll down the screen.

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▼ 3.4 Chain of Responsibility - Domestic Vendor only

3.4.1 Based on the nature of goods/services that you supply to Aurizon, will the Respondent have obligations under the Heavy Vehicle National Law (or equivalent law in WA)? * Unspecified

3.4.2 In Relation to the goods/services supplied to Aurizon, does the Respondent make use of third parties that would have similar obligations under the Heavy Vehicle National Law (or equivalent law in WA)? * Unspecified

▼ 3.5 Human Rights

3.5.1 In the last three years has the company been investigated, convicted or is there any ongoing prosecution for any violation of human rights? * Unspecified

3.5.3 Aurizon may require the Respondent to participate in Modern Slavery due diligence in the form of a Self-Assessment Questionnaire (SAQ). Does the Respondent object to this requirement? * Unspecified

▼ 3.6 Community

3.6.1 Aurizon is committed to increasing Aboriginal and Torres Strait Islander supplier diversity to support improved economic and social outcomes and promoting economic prosperity across our footprint. Is the Respondent a registered or certified indigenous company with Supply Nation or other Indigenous business directory? * Unspecified

3.6.2 Does the Respondent use suppliers who are registered or certified indigenous companies on the Supply Nation or other Indigenous business directories? * Unspecified

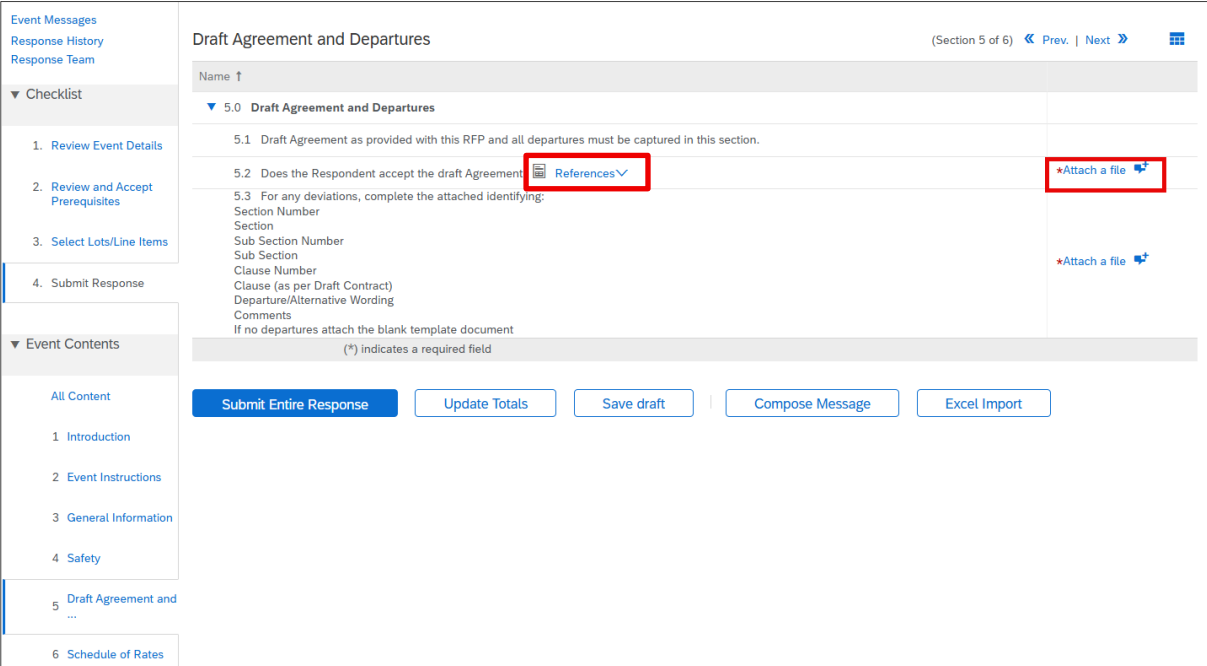
(*) indicates a required field

Submit Entire Response Update Totals Save draft Compose Message Excel Import

14. Click the drop-down menus and select the relevant response to the following sections:

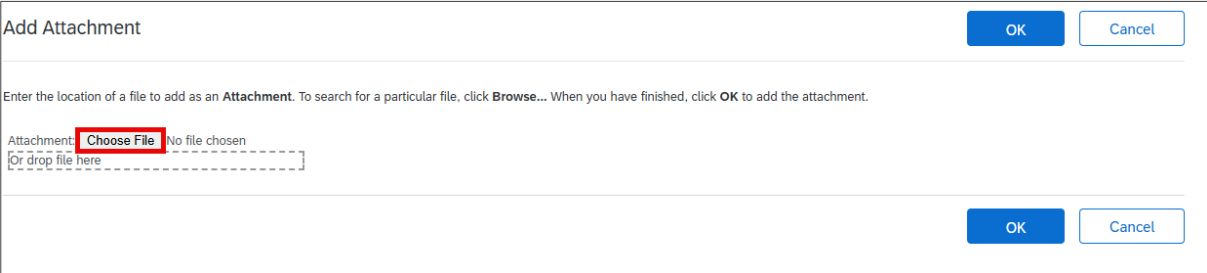
- **Chain of Responsibility (only for Domestic Vendors)**
- **Human Rights**
- **Community.**
- **Environment.**

Note: Some questions are conditional if selected yes or no to provide further information, these may also be mandatory.

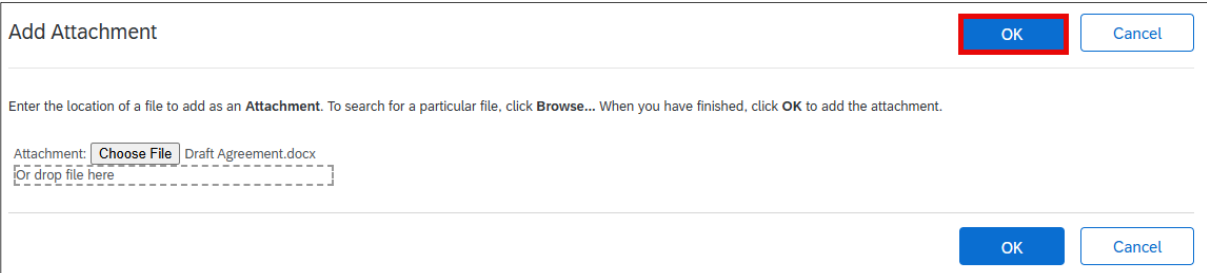


15. In this example, there is a draft **Agreement Template** attached as a reference. Click the **References** link to download and review the document.

16. Click the **Attach a file** link.



17. Click the **Choose File** button to upload the file.



18. Click the **OK** button.

Event Messages
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▼ Checklist

- Review Event Details
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- Select Lots/Line Items
- Submit Response

▼ Event Contents

All Content

Draft Agreement and Departures (Section 5 of 6) ⏪ Prev. | Next ⏩

Name ↑

▼ 5.0 Draft Agreement and Departures

5.1 Draft Agreement as provided with this RFP and all departures must be captured in this section.

5.2 Does the Respondent accept the draft Agreement References▼

5.3 For any deviations, complete the attached identifying:
Section Number
Sub Section Number
Sub Section
Clause Number
Clause (as per Draft Contract)
Departure/Alternative Wording

* Attach a file

(*) indicates a required field

Submit Entire Response Update Totals Save draft Compose Message Excel Import

19. Click the **Attach a file** link to upload any deviations.

20. Repeat the steps to upload the deviation document.

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots/Line Items

4. Submit Response

▼ Event Contents

All Content

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2 Event Instructions

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5 Draft Agreement and ...

6 Schedule of Rates

5.2 Does the Respondent accept the draft Agreement References▼

5.3 For any deviations, complete the attached identifying:
Section Number
Sub Section Number
Sub Section
Clause Number
Clause (as per Draft Contract)
Departure/Alternative Wording
Comments
If no departures attach the blank template document

* Draft Agreement.docx Update file Delete file

* Deviations.docx Update file Delete file

(*) indicates a required field

Submit Entire Response Update Totals Save draft Compose Message Excel Import

21. Click **Schedule of Rates** from the left-hand menu.

6.0 Schedule of Rates

7.0 Senior Electrician ▼	More... +	* 110 AUD	40 hour
8.0 Electrician ▼	More... +	* 90 AUD	60 hour
9.0 Project Manager ▼	More... +	* 200 AUD	40 hour
10.0 Apprentice Electrician ▼	More... +	* 45 AUD	60 hour

(*) indicates a required field

Submit Entire Response Update Totals Save draft Compose Message Excel Import

22. Enter the **schedule of rates** for each line item.

All Content

Name ↑	Price	Quantity	Extended Price
If no departures attach the blank template document.			
6.0 Schedule of Rates			
7.0 Senior Electrician  	\$110.00 AUD	40 hour	\$4,400.00 AUD 
8.0 Electrician  	\$90.00 AUD	60 hour	\$5,400.00 AUD 
9.0 Project Manager  	\$200.00 AUD	40 hour	\$8,000.00 AUD 
10.0 Apprentice Electrician  	\$45.00 AUD	60 hour	\$2,700.00 AUD 

(*) indicates a required field



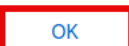
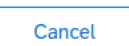




23. The total price for each line item is displayed.

24. Click the **Submit Entire Response** button.

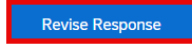
 **Submit this response?**
 Click OK to submit.

25. Click the **OK** button to submit the response.

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 Your response has been submitted. Thank you for participating in the event.



All Content

Name ↑	Price	Quantity
3.3.0 Property insurance		
3.3.6.1 Insurer		
3.3.6.2 Expiry Date		
3.3.6.3 Limit		
3.3.7 Please list Aurizon as the interested party within the Certificate of Currency, required in accordance with the contractual insurance provisions.		



26. The message confirms your response has been submitted successfully.

Note:

1. If you need to revise your responses, click the **Revise Response** button, update the relevant response and resubmit the RFP.
2. If you need to contact Aurizon, click the **Compose Message** button to send a message to the Aurizon representative.

27. End of process.