Unitec’s preferred method of advertising is through the Government Electronic Tender Service website (GETS). Please contact Procurement if you need any assistance.

# Basic structure of the advertisement

* Who is running the tender?
* Organisation identifier (usually a logo)
* What’s it about?
* In a nutshell – the product/service/works you require
* An overview of the key aspects of the product or service
* Where a copy of the RFx document(s) can be obtained or downloaded from
* Who a supplier can contract to ask a question (email or phone)
* When does it need to be submitted?
* What is the deadline for closing - date and time of day
* How and where should it be submitted?
* How a submission to the tender should be addressed
* Where the supplier needs to deliver the submission to

# Example of an advertisement



Request for Tender – new HRIS/Payroll system

Tenders are invited for the above contract which involves:

* Provision of an off-the-shelf HRIS/Payroll system for this 200 employee
* organisation
* Conversion of our existing XYZ system information into the new system
* Handover including training of our three person HRIS team
* Ongoing support and maintenance

Full information, including tender documents, are available from the Government Electronic Tenders Service (GETS) website (www.gets.govt.nz) under reference number 12345.

Enquiries can be made to , Procurement Services at Unitec on (09) 815 4321 or email .

Tenders will close at 3pm on Tuesday 29 June 2015 (New Zealand time).

Tenders must be delivered to Unitec, Procurement Services Building 48, Carrington Road, Mt Albert

Optional to include this sentence: or sent by e-mail to: