

Dear Tenderer,

We have experienced inconsistencies with how Submissions are received and downloaded recently.

In order to continue downloading submissions with confidence, we request that you follow the below guidelines.

We appreciate your assistance with this going forward.

Best Regards,

Tender Administration and Compliance Team.

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**\*\*NOTES FOR SUBMISSION – Important information \*\***

1.

(a) Please ensure no “special” characters are used in any of your folders or file names

Do **not** use: ~” # % & \* : < > ? / \ { | }

(b) Use underscore \_ or Hyphen – instead of spaces between words, in all file names

(c) Use short and meaningful names for files, remove unnecessary details in the title, for instance “Final Version” “Date of last update”

Example: Health & Safety Policy Sep 2025.doc becomes H\_S\_Policy\_25.doc

2. Keep your commercial submission (pricing document(s)) and Form of Tender separate from the rest of your submission.