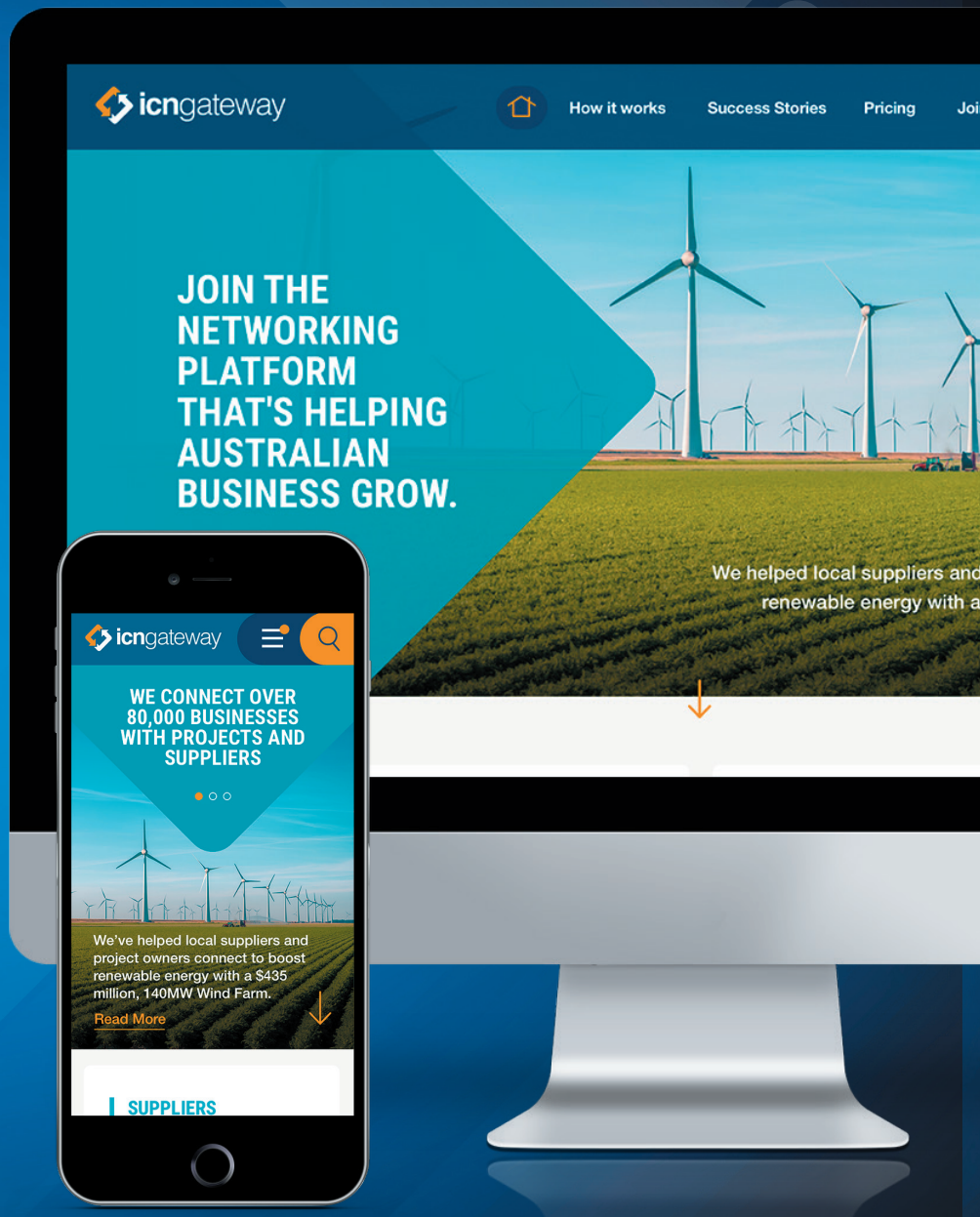
icngateway

Your guide to submitting an

# Expression of Interest

gateway.icn.org.au



icngateway

ICN Gateway is the pivotal connection between major projects and suppliers. In an increasingly competitive market, we give you access to a sophisticated business network that helps boost your business, with an immediate connection to billions of dollars' worth of project opportunities.

Expressing interest in work on ICN Gateway is simply putting your hand up for work. You can express interest against individual work packages on ICN Gateway. By doing this, it tells either the ICN consultant or project proponent that you believe your company can do the works listed and that you would like your company's capability assessed.

When submitting an expression of interest (EOI) you need to showcase your company's capabilities to ensure you are considered for the job. You do this by making sure that your ICN profile is as accurate and up-to-date as possible.

This guide is designed to help you through the EOI process.

**Important Note:** In order to submit an EOI you will need to have a business profile on ICN Gateway.

Please note that an EOI does not guarantee that you will receive a request for tender as ICN does not take part in commercial negotiations. It does however, guarantee that your name is put in the mix as wanting to be considered.

## NEED HELP?

**If you have any questions after reading this guide please see the FAQs at the end of this document, or call us on 1300 961 139.**

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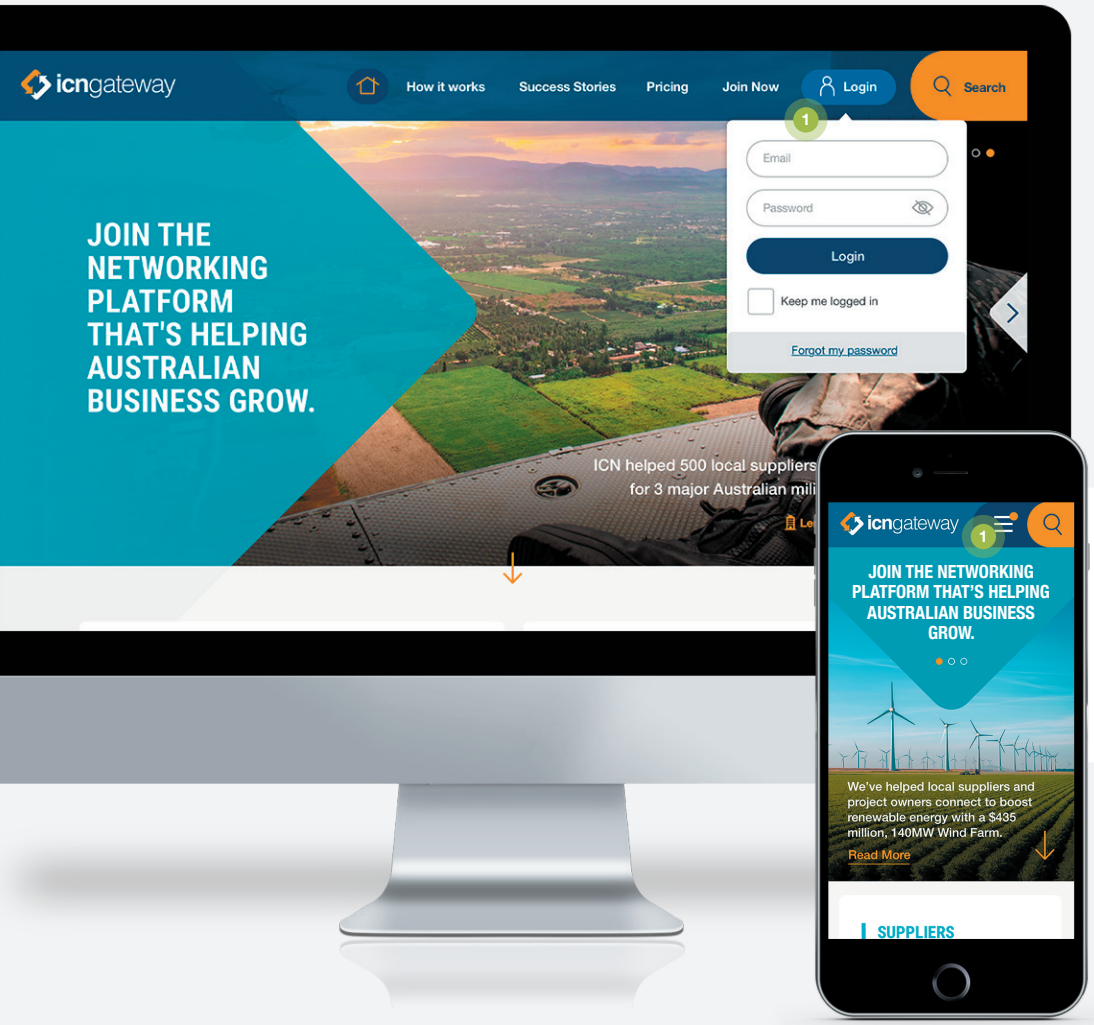



## GETTING STARTED

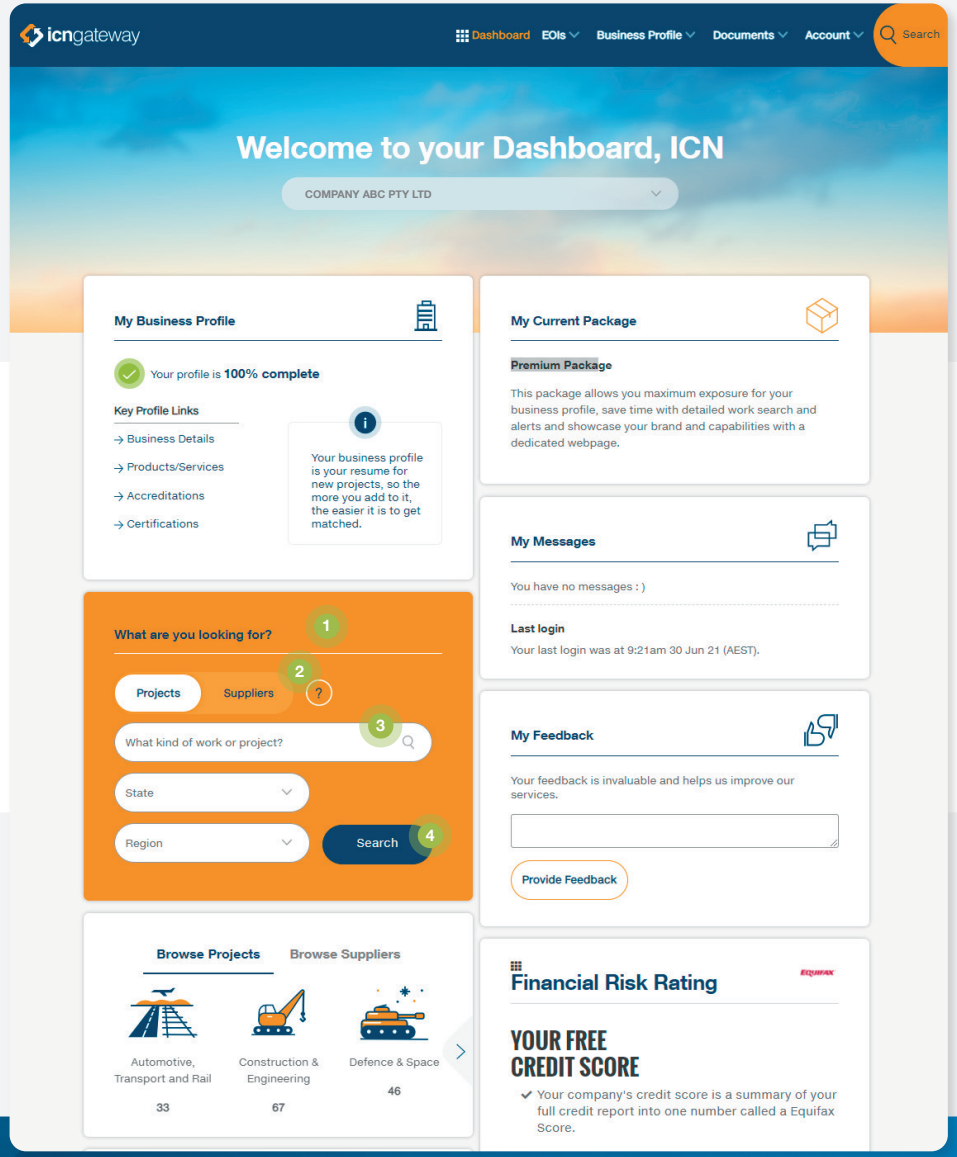
You can search for projects on ICN Gateway or via your dashboard, however it is important to note that to submit an EOI you will need to be logged in to your profile.

Once you are logged in, you can search for projects from your dashboard and submit your EOI accordingly.

## LOGGING IN TO YOUR PROFILE

1. To get started, log in to your profile at gateway.icn.org.au and select 'Login' from the main menu.

   Enter your email and password, then press the 'Login' button.



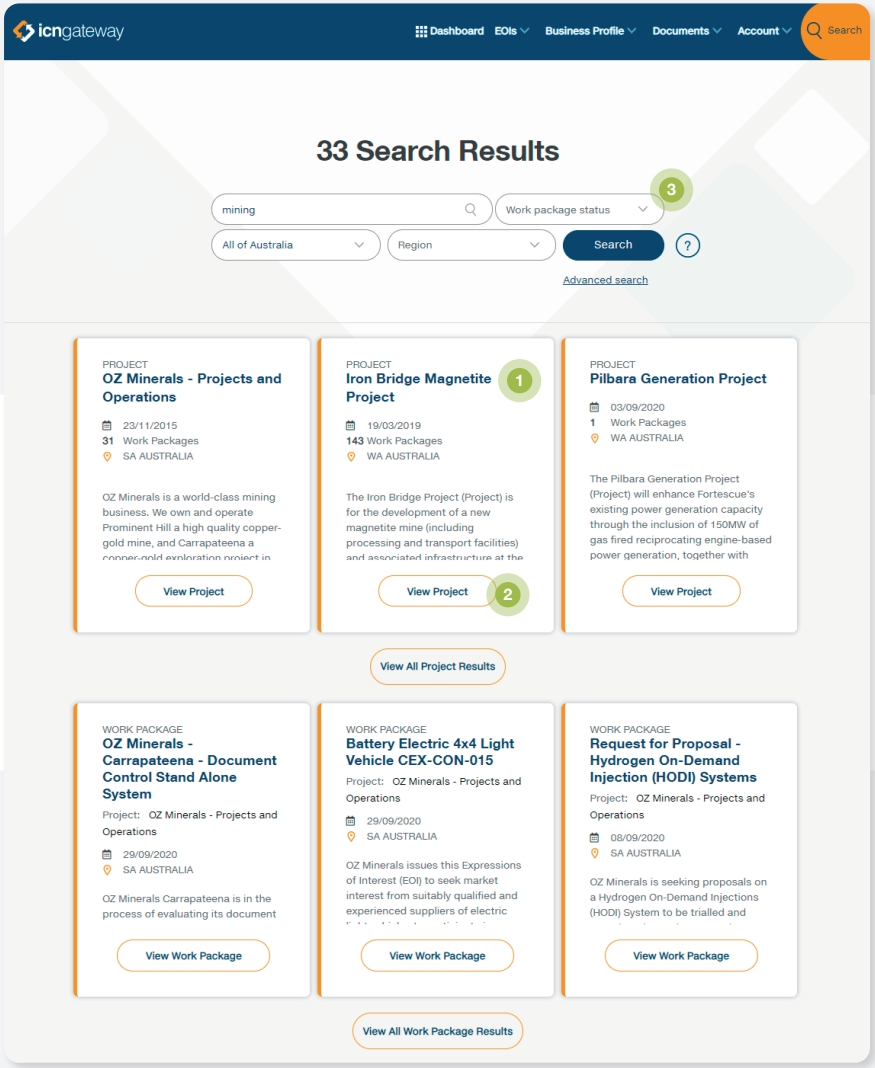

# SEARCHING FOR A PROJECT

1. **What are you looking for?**
   This is where you will search for projects.

2. To start your search, ensure the toggle is switched to 'Projects'. When active, it will be coloured white.
   If the toggle is currently switched to 'Suppliers', you can change it by clicking or pressing on the button.

3. In the 'What kind of work or project?' field, type the name of the project you are interested in (if you know it), or add a key word. You can also narrow your search by location or region, however this field is not mandatory.

4. Press or click 'Search' to trigger the system to return your results.




## SEARCH RESULTS

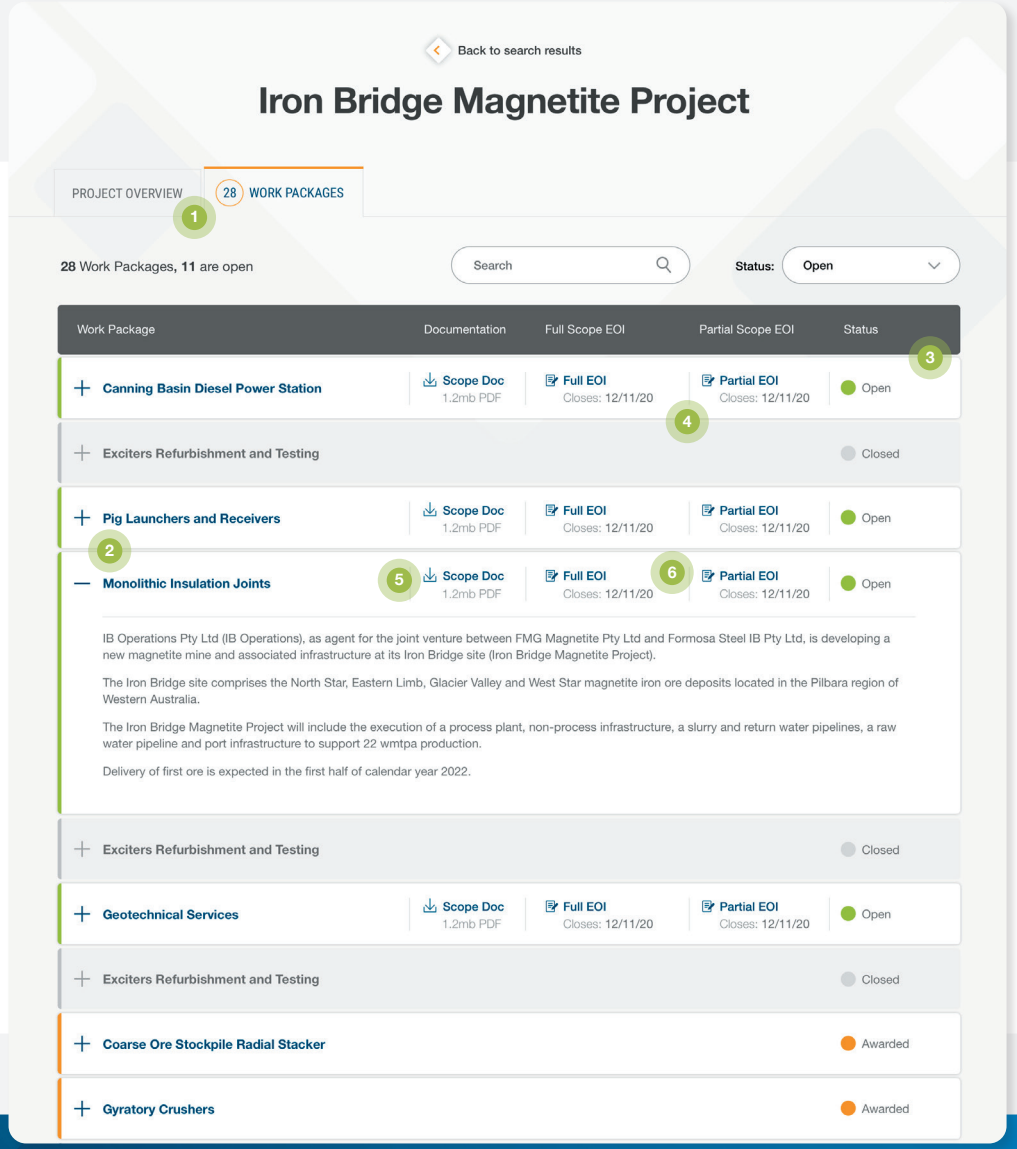
1. The projects matching your criteria will be displayed. To view a project in more detail and to continue with submitting an EOI, click on the project title to take you to the project page.

2. You can also click on 'View Project' to proceed to the project page.

3. **Premium Subscriber Bonus**
   If you are a premium subscriber you also have the ability to refine your search by work package status.

# PROJECT OVERVIEW

1. These tabs allow you to toggle between the project overview information and the list of work packages. 'Project Overview' is highlighted to identify that the tab is active. To switch to view the 'Work Packages' information, you can do so by clicking or tapping on the greyed out tab.
2. You can also click on 'View Work Packages' to proceed to the work packages list.
3. This is the ICN Consultant for this project. Please contact the consultant for the project should you have any problems, or are unable to locate scoping documentation for the project (see 'Work Pages' section).
4. To send an email enquiry to the ICN Consultant, click 'Send email enquiry' to automatically open your mail client to create your message.




# WORK PACKAGES

1. These tabs allow you to toggle between the list of work packages available on a project and the project overview. 'Work Packages' is highlighted to identify that the tab is active. To switch to view the 'Project Overview' information, you can do so by clicking or tapping on the greyed out tab.

2. You can expand a work package to see its overview by clicking or tapping the '+' symbol. To close the information, simply click or tap on '-'. The overview will appear underneath.

3. The 'Status' column will indicate whether a package is Open, Closed or Awarded. If the package you are interested in is open, it will be denoted by a green device and you are free to submit an EOI. Closed and Awarded packages can still be viewed, however it will be no longer possible to submit for these.

4. Take note of the closing date listed under the Partial and Full Scope EOI links and ensure you are in a position to lodge your EOI before this date.

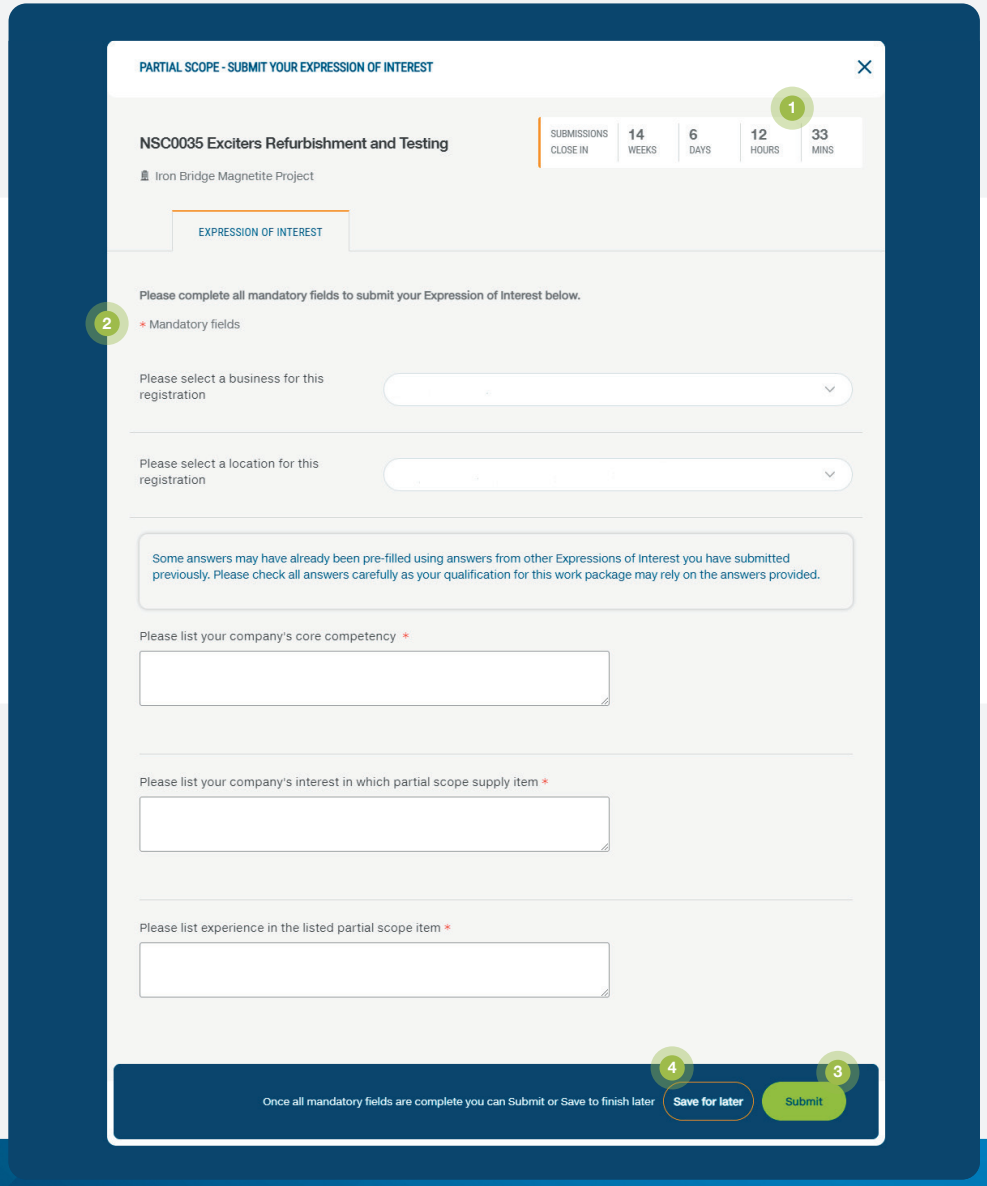
5. The next step is to find further information about the package. This can be found in the 'Documentation' column of the work package. If any documentation has been attached, you can access this by clicking on the download icon ( ) in this column, which will start the download.

**Important Note:** If no scope of works documentation is available, please reach out to the ICN consultant listed on the 'Project Overview' page to discuss (see 'Project Overview' section).

**Contact Details**

**Andie Pfaff**
ICN Coordinator
+61 8 9365 7735
Send email enquiry

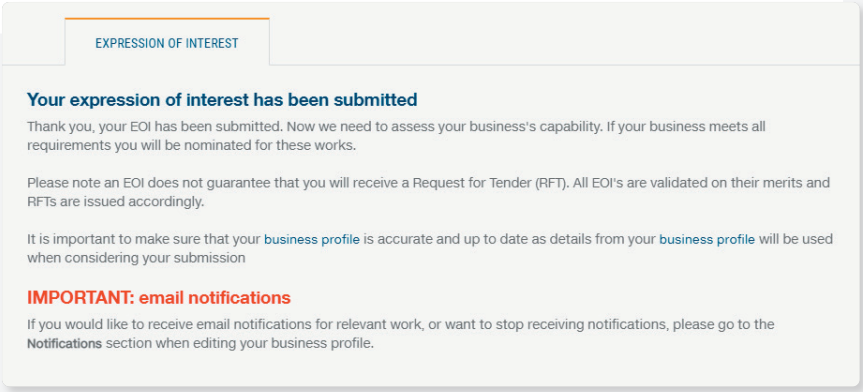
6. To submit an EOI, select either 'Full EOI' or 'Partial EOI'. This will take you to an online form, which you must complete in order to submit the EOI (see 'Submitting an Expression of Interest' section).

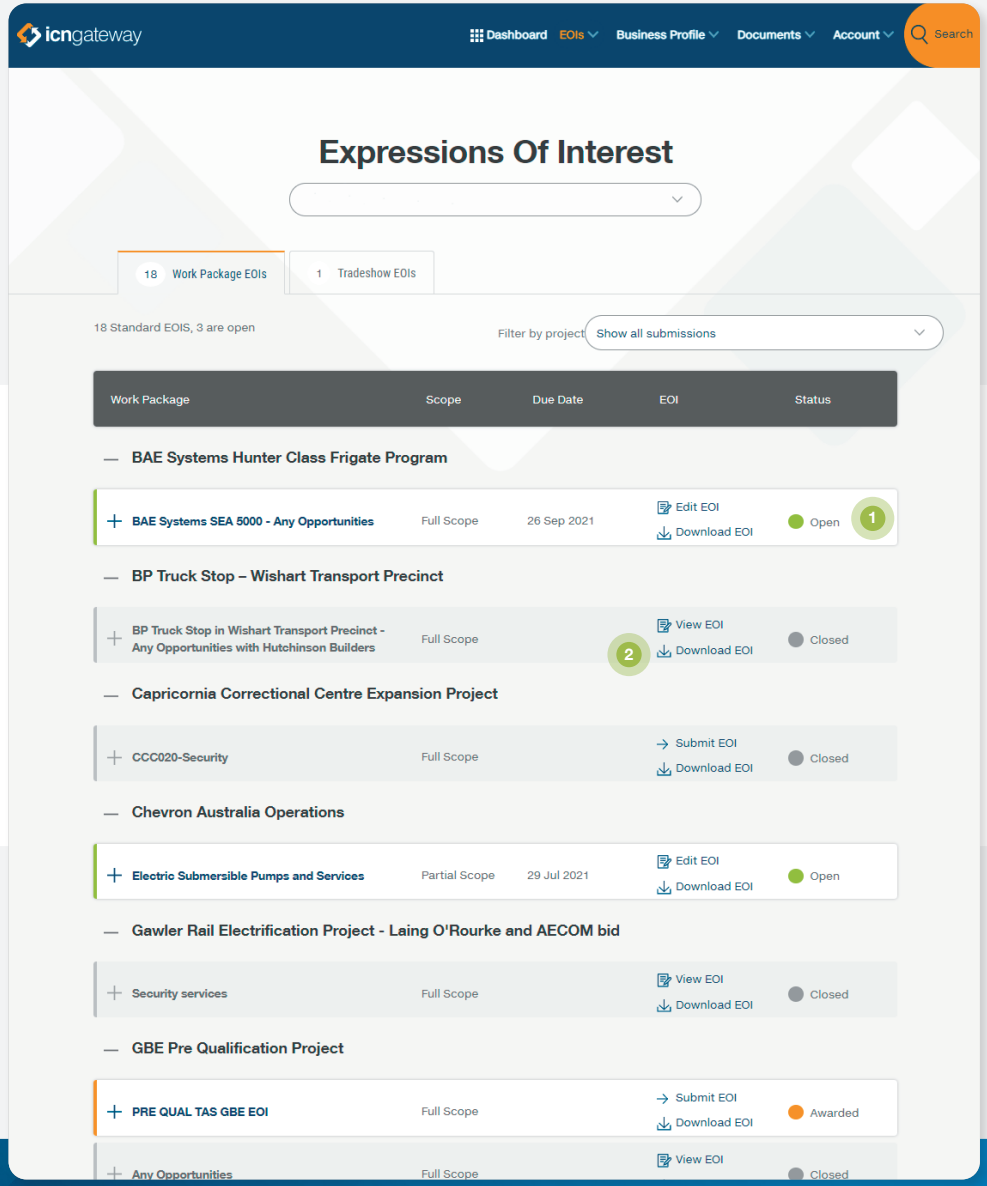



# SUBMITTING YOUR EXPRESSION OF INTEREST

1. The count down timer allows you to clearly see how much time is left before applications for the specific work package close.
2. Note that any field marked with a red asterix denotes a mandatory fiel and must be completed in full in order to submit your EOI.
3. When you are satisfied with your entries, you may submit your EOI by pressing the green 'Submit' button.
4. Alternatively, you may save your progess and return later, by pressing 'Save for Later'. Ensure that if you save your progress, you take note of the closing date and return to submit before the deadline.

**Important Note:** When you click 'Submit' and your EOI has been sent to the system, you will receive the following confirmation on screen. Your EOI will not be considered until it has been successfully submitted.






# VIEWING YOUR EXPRESSIONS OF INTEREST

**Navigation Tip:** You can see a record of all of your EOI's from the main navigation menu. To do so, go to EOI's and a list of your EOI's appears.

1. You are able to edit any EOI that is still open. You can go back into these EOI's to edit as many times as you wish before the closing date.
2. To view any EOI's you have submitted select the download EOI icon.

**Tip for Success:** Make sure your profile is as up-to-date as possible as details from your profile will be provided to ICN consultants and project proponents, along with your EOI submission for evaluation after the work package has closed.

# FREQUENTLY ASKED QUESTIONS

### How do I find out more about work packages listed on ICN Gateway?

You can find further information within the description section of the work package (by clicking on the '+' symbol to the left of the work package title) or by downloading the scope of works documentation attached to the package of works. If a scope of works has been attached you will see it as a ⤓ symbol to left of the work package title. Simply click on this symbol to start the download. If no scope of works is available, call the ICN consultant listed on the project page to discuss.

### What is an EOI?

An EOI is simply putting your hand up for work. You can express interest against individual work packages on ICN Gateway. This tells either the ICN consultant or project proponent that you believe you can do the portion of works listed and that you would like your capability assessed for the package. ICN Gateway allows for both 'full' or 'partial scope' EOIs so it is important to read any attached brief scope of works carefully to determine where you should submit your EOI.

### How do I submit an EOI?

To submit an EOI you first need to log in to ICN Gateway. Tick the 'full scope' or 'partial scope' EOI box next to the package in question and follow the prompts through the EOI process. When you have completed all the questions click submit. If you don't have time to complete all the questions you can save your EOI progress and come back to complete it later.

### What is the difference between 'Full scope' and 'Partial scope'?

Full scope means you are able to deliver the works included in the entire work package. Partial scope means you can only complete a part of the work.

### I'm not sure if I expressed an interest for a work package. How do I check?

You can review your submitted EOIs through your ICN Gateway profile. Simply login to your profile and select 'EOI's' from the top menu. Select the 'View' or 'Edit' button next to any projects in the list so see your company's EOIs, including details of who did the submission.

### I submit EOIs all the time but I've never received any feedback

In most cases, we are unable to give feedback to suppliers on EOIs or nominations as we work confidentially with project proponents. Typically we are required to sign confidentiality agreements with them before starting any work on a project.

### How do I find out who has been awarded a work package?

We flag work packages listed on ICN Gateway as 'awarded' once the package has been formally awarded. You will notice the work package's status will change to 'Awarded' and when you click on this, the details of the successful contractor will appear. If you had submitted an EOI against the package then we will also send you an email notifying you of the award.

# FREQUENTLY ASKED QUESTIONS

### Does ICN Gateway list all the opportunities that come through ICN?

A lot of the work we do is done behind the scenes, under confidentiality. This is why it's important for you to keep your business profile up to date because if an ICN consultant is looking for a business with your capability they need to be able to find you via a keyword search. Not maintaining your profile could mean you miss out on opportunities.

### I'm looking for work on a project but I don't have a business, can ICN Gateway help me?

ICN Gateway can help as an information source and direct you to the correct project proponent but ICN focuses on business to business matching, not on individual employment.

## NEED HELP?

**If you need any help submitting an Expression of Interest, please contact us on 1300 961 139.**

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