



# Contractor / Consultant Pre-qualification Application

The City of Victor Harbor utilises VendorPanel as a method of prequalifying Contractors and Consultants to enable us to seek quotations for the supply of goods and services.

VendorPanel is free to register. Once this completed form has been received by Council, an email invitation to register will be sent to your nominated email account. This will enable you to open a VendorPanel account in your business name. It will require that you upload evidence of certain compliances which are required before Council can seek quotations from your company. Please note the buttons on the top of the screen which allow you to access "Frequently Asked Questions" and "Video Tutorials" when creating your account. There is also a "Contact Us" Icon located at the bottom of the screen which provides information on how to get in touch with VendorPanel directly.

**Please note that prequalification is not a guarantee of work for Council however it does enable valuable information sharing between Councils.**

CONTRACTOR/CONSULTANT DETAILS <i>*Please note – you may type in the blue fields below</i>	
BUSINESS NAME:	
CONTACT PERSON/TITLE:	
ABN:	
BUSINESS LOCATION:	
POSTAL ADDRESS	
PHONE:	
EMAIL:	
WEBSITE:	
SERVICE DESCRIPTION: (Please provide a detailed list of the services/goods)	

Submit the completed form to [localgov@victor.sa.gov.au](mailto:localgov@victor.sa.gov.au) and Attention Procurement Officer.