How to submit an expression of interest
User guide

Introduction

ICN Gateway is Australia's largest business networking platform. In an increasingly competitive market, ICN Gateway gives 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 lodging 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 company profile is as accurate and up to date as possible. If you need help creating a company profile see our Company Profile User Guide.

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 guarantee that your name is put in the mix as wanting to be considered.

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

**IMPORTANT** – in order to submit an EOI you will need to have a company profile on ICN Gateway.
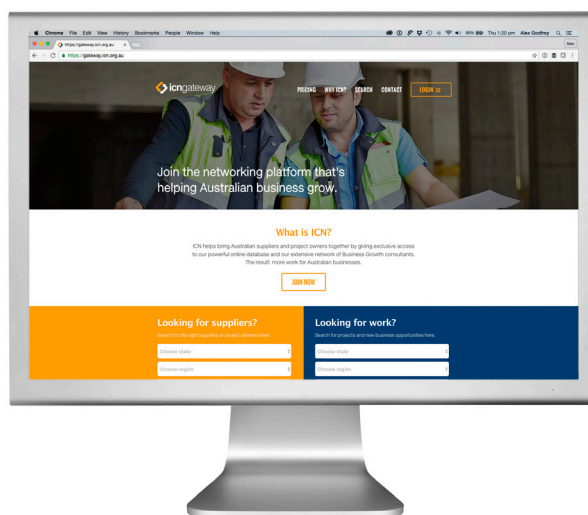
Searching for a project

You can search for projects on ICN Gateway or your dashboard. In the Keyword search add the name of the project you are interested in, or a keyword in the name of the project and click 'Search'. You can also narrow your search by State and Region.

However, to submit an EOI you will need to login to your account at gateway.icn.org.au.
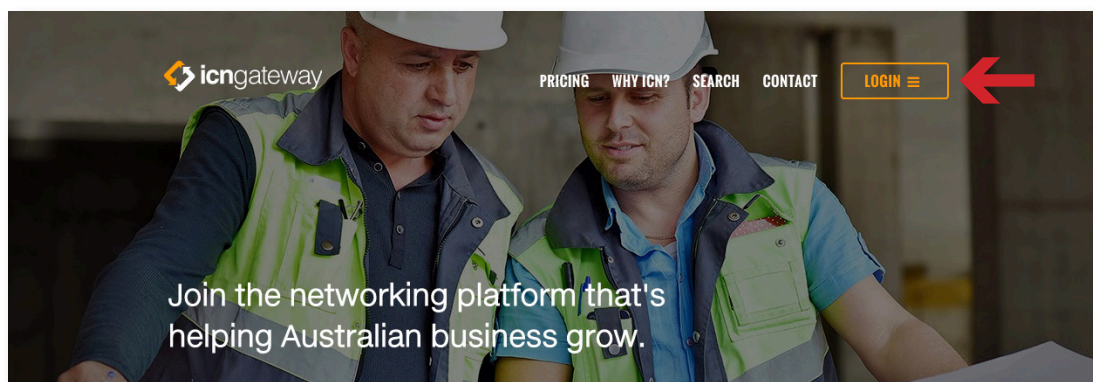
Once you have logged in you will need to search for the project from your dashboard.
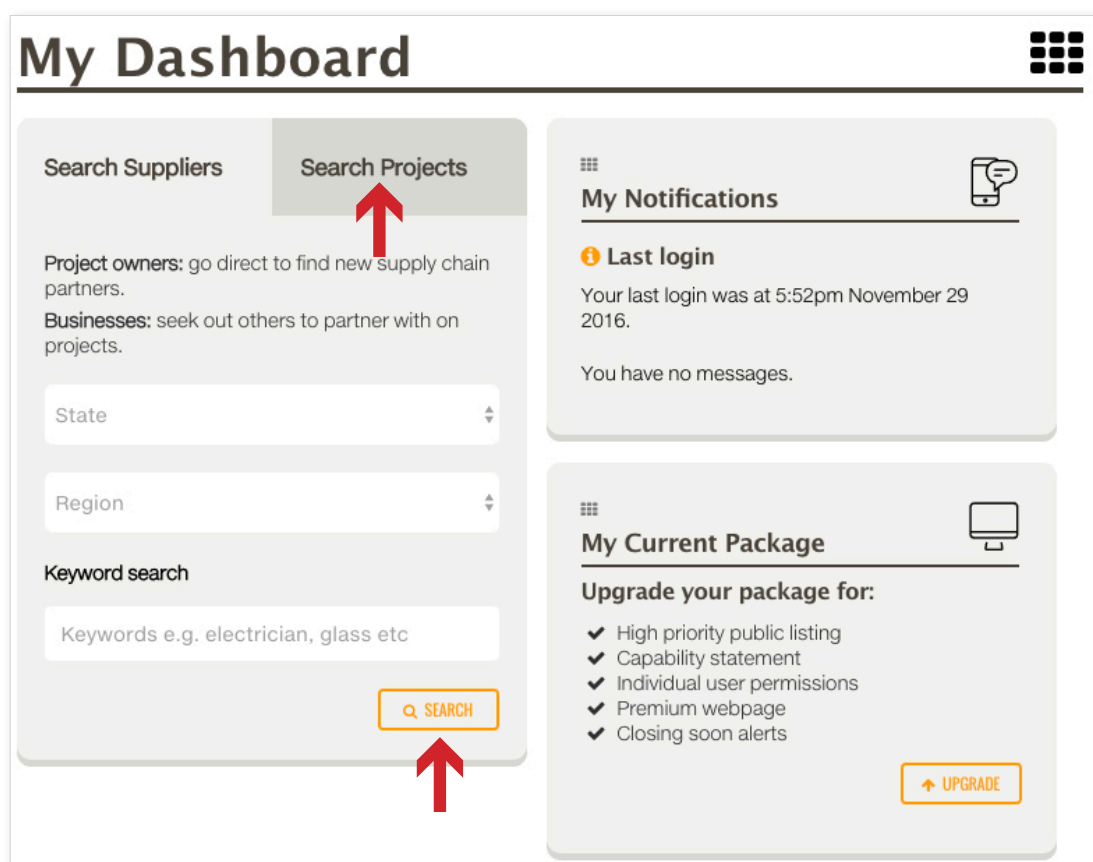
Note – If you are a Premium subscriber you also have the ability to refine your search by work package status.

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 bring you into the project page.

Search Results

Projects (52)

See all

North-South Corridor, Torrens Road to River Torrens - T2T Alliance

📅 31/12/2016 | NUMBER OF WORK PACKAGES: 239 | 📍 SA AUSTRALIA

The Torrens Road to River Torrens project forms part of Adelaides North-South Corridor, which has strategic importance for the future of South Australia and Adelaide

Toowoomba Second Range Crossing ⬅

📅 20/11/2017 | NUMBER OF WORK PACKAGES: 61 | 📍 QLD AUSTRALIA

In partnership with the Australian and Queensland Governments, Nexus Infrastructure is delivering the $1.6 billion road bypass.

The Toowoomba Second Range Crossing (TSRC) is a 41 kilometre road bypass route to the north of Toowoomba, connecting the Warrego Highway at Helidon Spa in the … [more]

Beetaloo Basin Project - Exploration Phase

📅 05/08/2019 | NUMBER OF WORK PACKAGES: 2 | 📍 NT AUSTRALIA

Origin, together with joint venture partners Sasol and Falcon Oil & Gas, is investing in the exploration of the Northern Territory's Beetaloo Basin.

Work Packages (98)

See all

How do I know if the package is suitable?

Open work packages are denoted by a ✅. If the work packages you are interested in are still open, please take note of the closing date and make sure you submit your EOI by that date.

The next step is to find further information about the package and this can be found in the description section of the work package. You can access this by using the drop down arrow next to the project. You can also download the scope of works documentation attached to the packages of work.

If any documentation has been attached you will see it as a document symbol to the right of the work package. Simply click on this symbol to start the download. If no scope of works is available, call the ICN contact listed on the project page to discuss.

How do I submit an EOI?
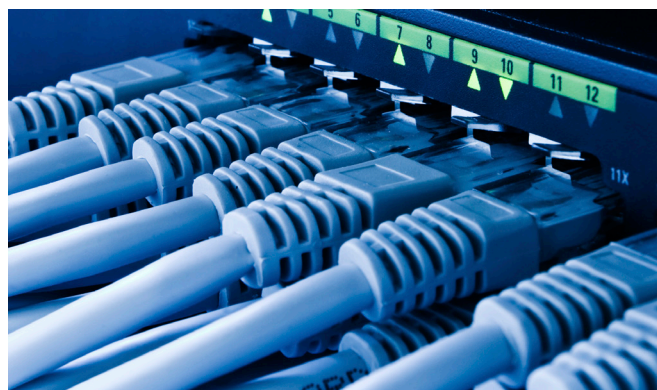
To submit an EOI, select either 'full scope' or 'partial scope'. This may bring up a series of questions, which you must complete in order for you to submit your EOI. If you don't have time to complete all the questions, you can save your answers and come back and complete it later.

When you click submit you will receive the following confirmation screen:

Submit Your Expression of Interest - Full Scope   ✕

Your expression of interest has been submitted

Thank you, your EOI has been submitted. Now we need to assess your company's capability. If your company meets all requirements you will be nominated for these works.

Please note an EOI does not guarantee that you will receive a Request for Tender (RFT). All EOI's are validated on their merits and RFTs are issued accordingly.

It is important to make sure that your company profile is accurate and up to date as details from your company profile will be used when considering your submission

IMPORTANT: email notifications

If you would like to receive email notifications for relevant work, or want to stop receiving notifications, please go to the **Notifications** section when editing your company profile.

If you have not been able to complete your EOI and have decided to complete it later you will receive the following message.

Submit Your Expression of Interest - Full Scope   ✕

You've selected to complete your EOI later

Please note that your EOI has not been submitted and will only be considered once it has been completed.

You must complete your EOI before the work package close date in order to be considered.
All EOI's are validated on their merits and RFTs are issued accordingly.

It is important to make sure that your company profile is accurate and up to date as details from your company profile will be used when considering your submission

IMPORTANT: email notifications

If you would like to receive email notifications for relevant work, or want to stop receiving notifications, please go to the **Notifications** section when editing your company profile.

You can see a record of all of your EOIs on your company profile dashboard. Simply click on 'Company EOIs' under 'My Account'. Incomplete EOIs are shown with an orange edit icon ✎. You can go back into these EOIs to edit as many times as you wish before the closing date.

Company EOIs

| Company Name ▼ |

Your EOI's are shown below.

Filter by project: Show all EOIs ▼

ⓕ FULL SCOPE ⓟ PARTIAL SCOPE ✎ INCOMPLETE EOI ☑ EOI COMPLETED ✅ OPEN LISTINGS 🏆 AWARDED ⊗ CLOSED LISTINGS ⊘ OTHER

WORK PACKAGE ▲	DUE DATE	EOI SCOPE	EOI STATUS	EOI REPORT	WP STATUS
Cleaning Consumables - Games Time ⓘ Gold Coast 2018 Commonwealth Games	1 Dec 16	ⓕ	✎	📄	✅
Control systems ⓘ Leigh Creek Energy Coal Gasification	8 Apr 17	ⓕ	✎	📄	✅
Drilling - vertical & directional ⓘ Leigh Creek Energy Coal Gasification	8 Apr 17	ⓕ	✎	📄	✅
Drilling - vertical & directional ⓘ Leigh Creek Energy Coal Gasification	8 Apr 17	ⓟ	✎	📄	✅
Grout ⓘ Leigh Creek Energy Coal Gasification	8 Apr 17	ⓕ	✎	📄	✅
Owen Springs Power Station Expansion & Tennant Creek Power Station Upgrade - Any Opportunities ⓘ Owen Springs Power Station Expansion & Tennant Creek Power Station Upgrade	26 Oct 16	ⓕ	✎	📄	⊗
Test Regional	19 Dec 16	◉	☑		✅
TSRC-CA-0216-EOI Foam Bitumen and Unbound Pavement Placement ⓘ Toowoomba Second Range Crossing	13 Nov 16	ⓕ	✎	📄	✅
Video Projection, Sound & Audio ⓘ Gold Coast 2018 Commonwealth Games	1 Feb 17	ⓕ	✎	📄	✅

📥 DOWNLOAD EOI REPORT

And finally, make sure your company 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.

FAQs

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 drop down arrow 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 document symbol to right of the work package title. Simply click on this symbol to start the download. If no scope of works is available, call the ICN contact listed on the project page to discuss.

What is an expression of interest (EOI)?

An expression of interest 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 expression of interest (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 click on 'Company EOIs' under 'My Account'. and 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.

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 company 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.