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| <b>Treasurer's Instruction No</b> | <b>1205</b>  |
| Title                             | <b>Pre-procurement Procedures for Major Works Procurement: building and construction</b>   |
| Effective date                    | <b>30 December 2018</b>  |
| Objective and Background          | <b>Provides instructions on the pre-procurement processes that agencies must follow for all building and construction major works.</b> |
| Version Number                    | <b>8</b>   |

*Black letter (or bold) items within these Instructions are mandatory and other plain font items are instructional or for the purpose of providing guidance only.*

- (1) This Instruction applies only to the procurement of building and construction (not roads and bridges) and is to be read in conjunction with other Instructions relating to such procurements which are contained in the 1200 series of the Treasurer's Instructions.**

Further information on building and construction procurement, including a definition of "building and construction" and "roads and bridges" and information on the types of services that fall under these categories is located on the [Purchasing website - Buying for Government](http://www.purchasing.tas.gov.au) (www.purchasing.tas.gov.au).

For information in relation to procurement of goods and non-construction related services, refer to the 1100 series of the Treasurer's Instructions.

- (2) Prior to advertising a tender, the following processes must be undertaken:**
- (a) ensure that the current Request for Tender (building and construction version) is being used; and**
  - (b) ensure that for procurements not impacted by a free trade agreement, a minimum of 2½ weeks (18 days) advertising time is given for projects valued at less than \$1 million and 3½ weeks (25 days) for projects valued at \$1 million and over.**

Refer to the publication, *International Procurement Obligations* for timing relating to procurements impacted by free trade agreement obligations.

In addition to the above, agencies should consider –

- ensuring that the agency has possession of the site, that all relevant Local Government planning and State and Federal legislative requirements have been satisfied;
- ensuring that, where the site is not owned by the Crown, the building owner's consent has been sought;
- establishing if the project site is in the Tasmanian Heritage Register and if so, ensure that the requirements of the *Historic Cultural Heritage Act 1995* are met;
- checking the accuracy and completeness of tender documents prior to advertising; and

- ensuring that sufficient complete sets of tender documentation (specification, drawings, Bills of Quantities etc) are available for distribution, if not distributing documents electronically.

**(3) Where a project is valued over \$5 million, approval must be sought from the Parliamentary Standing Committee on Public Works and a copy of the approval placed on the tender file:**

- (a) prior to the tender being advertised, when an open tender is to be conducted; or**
- (b) prior to quotations being sought, when approval has been given for limited submission sourcing to enable an agency to go to a selective tender pursuant to Instruction 1217 or 1231; or**
- (c) prior to the engagement of a contractor, when approval has been given for direct sourcing pursuant to Instruction 1217 or 1231.**

If the Parliamentary Standing Committee on Public Works approves the advertising of a project prior to approval of the project, the advertisement should clearly state that the project is subject to the approval of the Parliamentary Standing Committee on Public Works.

Additional information regarding the Parliamentary Standing Committee approval process can be located on the [Purchasing website - Buying for Government \(Parliamentary Approval\)](#).