

Treasurer's Instruction No	1116
Title	Procurement Review Committees : goods and services
Effective date	22 December 2006
Objective and Background	Provides instruction and guidance on the establishment and operation of Procurement Review Committees – formerly Instruction 1107.
Version Number	5
Last Reviewed Date	November 2006

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 goods and services and is to be read in conjunction with Instructions 1101 to 1124.**

Further information, including a definition of “goods and services”, can be found on the Buying for Government section of www.purchasing.tas.gov.au.

Refer to Instructions 1201 to 1229 for information in relation to procurement of building and construction and roads and bridges.

- (2) **All government agencies must establish a Procurement Review Committee.**

It is recommended that a Review Committee consist of at least the following:

- Chairperson: nominated by the Head of Agency;
- Members: at least two members, who should be persons experienced in government procurement processes and not part of the evaluation team; and
- Secretary to the Committee (ex officio).

A Review Committee quorum should consist of the Chairperson and at least two members.

Further information on Review Committees can be found in the Buying for Government section of www.purchasing.tas.gov.au, under Purchasing Framework (Purchasing Policies). The *Australia - United States Free Trade Agreement (AUSFTA) Guidelines* can be found in the Buying for Government section of www.purchasing.tas.gov.au, under Resources (Publications).

- (3) **The Review Committee must review all agency evaluations for procurements valued at \$50 000 or more (excluding GST) including open tenders, selective tenders and quotations prior to the contract being awarded.**
- (4) **The Review Committee must ensure that a fair and equitable process has been followed and that the principles and mandatory processes outlined in the**

procurement Instructions and in the *Australia - United States Free Trade Agreement (AUSFTA) Guidelines* (where applicable) have been adhered to.