

Treasurer's Instruction No	1110
Title	Procurement Web site Reporting Requirements: goods and services
Effective date	22 December 2006
Objective and Background	Provides instruction on the goods and services procurement information that agencies are required to disclose on the Tenders Website.
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.

PROCUREMENT INFORMATION

The term “contract” refers to all contracts awarded by an agency and includes those contracts entered into following the granting of an exemption in accordance with Instruction 1114.

- (2) **Details of all procurements undertaken by an agency, with a total value of \$50 000 or over (excluding GST) must be entered on the Tenders section of www.purchasing.tas.gov.au, under the ‘Open for Bids’, or ‘Contracts Awarded’ sections as required.**

The following sections explain the circumstances under which reporting is required.

Open Procurement (whether by way of a tender process or otherwise):

- (3) **For every open goods and services procurement, with a total value of \$100 000 or over (excluding GST), the following details must be displayed on the Tenders section of www.purchasing.tas.gov.au under ‘Open for Bids’:**

For each advertised procurement:

- (a) **the name and address of the procuring agency;**
- (b) **the procurement title;**
- (c) **the identifying number;**
- (d) **the opening date;**

- (e) the closing date and time;**
- (f) the category;**
- (g) a description of the procurement;**
- (h) any conditions for participation;**

A 'condition for participation' means any pre-requisites (or mandatory requirements) for participation in a procurement. These requirements are assessed as either being 'met' or 'not met' by a supplier in the first stage of evaluation of their submission.

Examples of conditions for participation include –

- Solvency and financial viability;
- Mandatory insurance policies/levels;
- OH&S standards or EEO requirements etc;
- Relevant licences;
- Professional accreditations or registrations;
- Compliance with draft contract terms;
- Inclusions on a multi-use list; and
- Compliance with conditions of tender.

- (i) information about how to obtain documents – contact details and/or location;**
- (j) enquiry officer – name and details;**
- (k) lodgement information – instructions and location; and**
- (l) the time frame for the delivery of goods or services (estimated contract period).**

Where the provisions of the *Australia - United States Free Trade Agreement* (AUSFTA) apply, the time limit for submission of applications for pre-registration or pre-qualification must also be included in the notice. Refer to the *Australia - United States Free Trade Agreement Guideline* for further information. The time limit for submission of such applications should be included in the "additional information" field.

In order to display the above information on the Tenders section of www.purchasing.tas.gov.au the following details of the open procurement will also be required for recording purposes, but will not be published.

- (m) whether the agency contacted/consulted with Industry Capability Network Tasmania (ICNTAS) in relation to the procurement;**
- (n) estimated contract value; and**
- (o) anticipated contract award date.**

Awarded Contracts

- (4) Agencies must ensure that the details of awarded contracts are displayed on the Tenders section of www.purchasing.tas.gov.au within ten working days of the contract being awarded.

Further information on reporting awarded contracts information can be found in the Buying for Government section of www.purchasing.tas.gov.au, under Purchasing Framework (Disclosure of Information).

- (5) For every goods and services procurement that is awarded with a total value of \$50 000 or over (excluding GST), the following details must be displayed on the Tenders section of www.purchasing.tas.gov.au under 'Contracts Awarded':

- (a) the procurement title;
- (b) the identifying number;
- (c) whether the contract was awarded as a result of an exemption or selective tender process;
- (d) whether the contract is a recurrent contract;

Any contract which is more likely than not to be re-tendered once its term and any options to extend have expired, is a recurrent contract.

- (e) the date the contract was awarded;

The date that the contract is awarded is the date that the actual written contract is signed by both parties (or the date that counterparts are exchanged).

- (f) commencement date of the contract;
- (g) total period of the contract;
- (h) the period of any options to extend the contract;
- (i) each successful supplier's name and business address;
- (j) the total value of the contract;
- (k) the value of any option to extend the contract;

An option is to be valued in accordance with the terms of the contract. Where the value of the option cannot be exactly calculated, an estimate will suffice.

- (l) total number of bids received;

A bid is any offer from a business lodged in response to a request for tender, request for quotation, expression of interest, request for proposal or request for information.

- (m) number of Tasmanian bids received;

A Tasmanian bid is any offer from a Tasmanian business lodged in response to a request for tender, request for quotation, expression of interest, request for proposal or request for information. A Tasmanian business is a business operating in Tasmania that has a permanent office or presence in Tasmania and which employs Tasmanian workers.

- (n) the name and address of the procuring agency;
- (o) a description of the goods or services procured; and
- (p) the procurement method used;

For procurement valued at \$50 000 or more but less than \$100 000 where a quotation process has been undertaken pursuant to Instruction 1106, the following additional information must be included:

- (q) the name and the State or Territory of the businesses that were invited to submit a quotation.
- (6) In order to display the above information on the Tenders section of www.purchasing.tas.gov.au the following details of the awarded procurement will also be required for recording purposes, but will not be published.
- (a) details of any exemption granted including the reason the exemption was granted under the Instruction 1114, and the date the exemption was granted;
 - (b) enquiry officer – name and details; and
 - (c) whether the agency contacted/consulted with Industry Capability Network Tasmania (ICNTAS) in relation to the procurement.