

<b>Treasurer's Instruction No</b>	<b>1205</b>
Title	<b>Pre-tender Procedures for Major Works Tenders: building and construction</b>
Effective date	<b>22 December 2006</b>
Objective and Background	<b>Provides instructions on the pre-tender processes that agencies must follow for all building and construction major works.</b>
Version Number	<b>2</b>
Last Reviewed Date	<b>November 2006</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 Instructions 1201 to 1229.**

Further information, 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 in the Buying for Government section of [www.purchasing.tas.gov.au](http://www.purchasing.tas.gov.au).

Refer to Instructions 1101 to 1124 for information in relation to procurement of goods and non-construction related services.

- (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;**
  - (b) **complete Pre-Tender Cost Estimate Summary (Form C) and forward to Treasury prior to advertising;**
  - (c) **ensure that a minimum of 2 ½ weeks (18 days) advertising time is given for projects valued at less than \$1 million and 3 ½ weeks (25 days) for projects valued at \$1 million and over; and**
  - (d) **where a project is valued over \$2 million, approval must be sought from the Parliamentary Standing Committee on Public Works and a copy of the approval placed on the tender file.**

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 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.