

Treasurer's Instruction No	1124
Title	Confidentiality: goods and services
Effective date	22 December 2006
Objective and Background	Provides instructions on the procedures to be adopted to comply with the Government's Policy on Confidentiality
Version Number	1
Last Reviewed Date	December 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 1123 and Instruction 1401.**

Refer to Instructions 1201 to 1229 for information about procurement for building and construction, including roads and bridges.

- (2) **Information provided by a supplier submitting a tender or quotation response is to be treated as confidential until the preferred supplier is selected and a contract is awarded.**

This restriction does not apply to information that is already publicly available.

- (3) **After the awarding of a contract, information provided during the procurement process by each unsuccessful supplier, is to continue to be treated as confidential.**

- (4) **For all procurements commenced on or after 15 February 2007, Request for Quotation and Request for Tender documents must contain, in the conditions of tender/quotation, information on the Government's policy position on confidentiality .**

The commencement of a procurement is the date that a Request for Tender/Quotation, Expression of Interest or Request for Proposal is issued.

For appropriate wording, see the Conditions of Tender, Crown Solicitor's pro-forma RFT (Goods and Services).

- (5) **For all procurements commenced on or after 15 February 2007, if a formal tender or quotation process is not undertaken (e.g: a supplier is engaged by way of an exemption), then during negotiations with the preferred supplier, the supplier must be advised, in writing, of the Government's policy position on confidentiality .**