

Treasurer's Instruction No	1116
Title	Procurement Review Committees: goods and services
Effective date	15 October 2010
Objective and Background	Provides instruction and guidance on the establishment and operation of Procurement Review Committees.
Version Number	7
Last Reviewed Date	August 2010

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 other Instructions relating to goods and services which are contained in the 1100 series of the Treasurer's Instructions.**

Further information on goods and services procurement, including a definition of "goods and services", can be located at www.purchasing.tas.gov.au> Buying for Government.

For information on building and construction and roads and bridges procurement, refer to the 1200 series of the Treasurer's Instructions.

- (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 located at www.purchasing.tas.gov.au>Buying for Government>Purchasing Framework>Purchasing Policies.

- (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 any advice being**

provided to suppliers on the outcome of the procurement process and before negotiations are entered into with the preferred supplier and/or the contract is 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 *Free Trade Agreements Guideline* (where applicable) have been adhered to.

The *Free Trade Agreements Guideline* can be located at www.purchasing.tas.gov.au>Buying for Government>Resources>Publications.