

Treasurer's Instruction No	1106
Title	Goods and Services procurement valued at more than \$10 000 but less than \$100 000 (excluding GST)
Effective date	1 January 2009
Objective and Background	Provides instruction on the procurement process agencies must follow for goods and/or services valued at more than \$10 000 but less than \$100 000 (excluding GST).
Version Number	6
Last Reviewed Date	November 2008

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.

A process checklist that will assist agencies in meeting the mandatory requirements of this Instruction is located at www.purchasing.tas.gov.au> Buying for Government>Resources>Checklists> Quotation Process Checklist.

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

- (2) Agencies must seek at least three written quotations for the purchase of goods and services valued at more than \$10 000 but less than \$100 000 (excluding GST), unless an exemption has been granted under Instruction 1114. Where local capability exists, at least one quotation must be sought from a local business.**

Agencies should maintain records of all suppliers approached and their responses including documented advice from suppliers who have declined to submit a quote.

If after seeking at least three written quotations, less than three submissions are received, agencies are not obliged to seek further quotations.

Agencies may contact the Industry Capability Network Tasmania (ICNTAS) for free assistance in identifying local capability. Further information on the ICNTAS can be located at www.purchasing.tas.gov.au> Buying for

- (3) **Agencies must ensure that persons submitting quotations are dealt with fairly and equitably during the quotation process.**
- (4) **The Request for Quotation (RFQ) documentation must provide all the information necessary to enable potential suppliers to prepare appropriate submissions in response.**

Specific mandatory requirements in relation to Quotation documentation are contained in Instruction 1109.

- (5) **Each procurement is to be allocated a specific closing time, date and place of lodgement, which is to be clearly stated in all documents.**
- (6) **Fair and impartial procedures must be in place in relation to receiving and opening all quotations.**
- (7) **Quotations must be fairly and equitably evaluated in a manner that is consistent with the Government's procurement principles. The final decision must be able to withstand public scrutiny.**

The Government's procurement principles are contained in Instruction 1101.

- (8) **All suppliers submitting a quotation must be advised of the outcome of the quotation process and provided with details of the successful offer including the name of the supplier and the price accepted.**
- (9) **Unsuccessful suppliers must, on request, be debriefed.**

Any debrief should examine areas of non-compliance with a view to developing the supplier's ability to successfully quote for future requirements.

CONFIDENTIALITY IN THE PROCUREMENT PROCESS AND IN RELATION TO CONTRACTS

Agencies should refer to Instructions 1124 and 1401.