

Treasurer's Instruction No	1218
Title	Procurement Review Committees: building and construction/roads and bridges
Effective date	1 January 2011
Objective and Background	Provides instruction and guidance on the establishment and operation of Procurement Review Committees in relation to building and construction/roads and bridges projects.
Version Number	5
Last Reviewed Date	December 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 building and construction and roads and bridges and is to be read in conjunction with other Instructions relating to such procurements which are contained in the 1200 series of the Treasurer's Instructions.**

Further information on building and construction procurement, 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 at www.purchasing.tas.gov.au>Buying for Government.

For information in relation to procurement of goods and non-construction related services, refer to the 1100 series of the Treasurer's Instructions.

- (2) **All government agencies must establish a Procurement Review Committee.**

It is recommended that a Procurement 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 committee quorum should consist of the Chairperson and at least two members.

- (3) **The Procurement Review Committee must review all agency evaluations for procurements valued at \$50 000 or more (excluding GST) including open 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 to ensure a fair and equitable process has been followed. The Committee must consider the following –

- (a) compliance with procurement requirements set out in the Treasurer's Instructions;
- (b) compliance with procurement guidelines contained in the Procurement Practice Manuals and other guidance material;
- (c) conformity with all documents including site reports, geotechnical reports and addenda;
- (d) value for money that the offer represents including whether the appropriate weighting has been given to the cost component;
- (e) conformity with prequalification requirements contained in Instruction 1215;
- (f) whether a fair and equitable process has been followed;
- (g) whether the principles and mandatory processes outlined in the *Free Trade Agreements Guideline* (where applicable) have been adhered to; and
- (h) any other matter the Committee considers appropriate.

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