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| Treasurer's Instruction No | 1124 |
| Title | Confidentiality: goods and services |
| Effective date | 1 January 2009 |
| Objective and Background | Provides instructions on the procedures to be adopted to comply with the Government's Policy on Confidentiality. |
| Version Number | 2 |
| 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, and Instruction 1401.**

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

- (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) **All 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.**

For suitable wording, see the Conditions of Tender, Crown Solicitor's pro-forma RFT: Goods and Services, specifically clause 5.

- (5) **If a formal tender or quotation process is not undertaken (eg 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.**