

Treasurer's Instruction No	1205
Title	Pre-tender Procedures for Major Works Tenders: building and construction
Effective date	16 June 2009
Objective and Background	Provides instructions on the pre-tender processes that agencies must follow for all building and construction major works.
Version Number	4
Last Reviewed Date	June 2009

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 (not 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) Prior to advertising a tender, the following processes must be undertaken:**
- (a) ensure that the current Request for Tender (building and construction version) is being used;**
 - (b) ensure that a minimum of 2½ weeks (18 days) advertising time is given for projects valued at less than \$1 million and 3½ weeks (25 days) for projects valued at \$1 million and over; and**
 - (c) where a project is valued over \$5 million, approval must be sought from the Parliamentary Standing Committee on Public Works and a copy of the approval placed on the tender file.**

In relation to (2)(c) above, if the Parliamentary Standing Committee on Public Works approves the advertising of a project prior to approval of the project, the advertisement should clearly state that the project is subject to the approval of the Parliamentary Standing Committee on Public Works.

In addition to the above, Agencies should consider –

- ensuring that the agency has possession of the site, that all relevant Local Government planning and State and Federal legislative requirements have been satisfied;
- ensuring that where the site is not owned by the Crown, the building owner's consent has been sought;
- establishing if the project site is in the Tasmanian Heritage Register and if so, ensure that the requirements of the *Historic Cultural Heritage Act 1995* are met;
- checking the accuracy and completeness of tender documents prior to advertising; and
- ensuring that sufficient complete sets of tender documentation (specification, drawings, Bills of Quantities etc) are available for distribution, if not distributing documents electronically.

Additional information regarding the Parliamentary Standing Committee approval process can be located at www.purchasing.tas.gov.au>Buying for Government>Resources>Publications.