

A stylized map of the African continent is rendered in white, set against a dark blue background. The map is composed of a grid of horizontal and vertical lines, creating a textured, digital appearance. The map is positioned on the right side of the slide, partially overlapping the main title area.

# Procurement Policy and Tendering Processes

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Contracting Services Branch

## OVERVIEW

- Role of Contracting Services Branch – What we do?
- Legislative Requirements for Procurement
- Tender Document Composition
- Key Points to Remember
- Contact Information



## CONTRACTING SERVICES BRANCH – WHAT WE DO?

- CVB's mandate is to ensure that procurements across DFAT are undertaken in accordance with DFAT's Procurement Policy requirements. These policies are design to give effect to the PGPA Act and Commonwealth Procurement Rules (CPRs).
- Our responsibilities in regards to the upcoming Australian Aid Program procurements for the Philippines are to ensure that the procurement process is robust, transparent and permits innovative solutions that reflect the scale, scope and risk of the desired outcome.

## CONTRACTING SERVICES BRANCH – WHAT WE DO?

- As the procurement lead we will lead the creation of appropriate Tendering documents in collaboration with the various Program areas. During this process the necessary mix of expertise and skills will be assembled to ensure an informed assessment of Tenders.
- Our role at evaluation will be that of the secretariat for the Evaluation Committee and comprise the role of Chair and Secretary. Prior to and following Tender release we will be the single point of contact for any questions or requests.



## Legislative and policy environment

*Governs APS actions*

### **Legislation e.g.**

*The Constitution*  
*Public Service Act 1999*  
*Crimes Act 1914*  
*Auditor-General Act 1997*  
Appropriation Acts

### **Policies e.g.**

Open Competition  
Mandatory Reporting  
Public Works

### **International obligations**

including with Chile,  
New Zealand, Singapore,  
and the United States

### **Resource management framework**

Governs resource management, including proposals to spend relevant money, in relevant entities

*Public Governance, Performance and Accountability Act 2013*  
*Public Governance, Performance and Accountability Rule 2014*  
Financial Reporting Rule

### **Procurement framework**

Governs duties related to the procurement of goods and services

Commonwealth Procurement Rules  
Finance's Procurement Policy Website  
Finance Guidance  
Other Procurement Guidance

### **Accountable Authority Instructions/ internal procedures/ operational guidelines**

Provide the detailed operational guidance to an entity's officials on financial management, including procurement

## LEGISLATIVE REQUIREMENTS FOR PROCUREMENT

PGPA Act compliance and Commonwealth Procurement Rules requirements:

- Value for Money
- Encourage competition and non-discriminatory processes
- Propose use of resources (efficient, effective, economical and ethical)
- Decisions are accountable and transparent (probity)
- Appropriately manage identified risks
- Process is commensurate with value, complexity and risk level



# TENDER DOCUMENT COMPOSITION

RFT documentation is comprised of three (3) parts:

PART 1 = Activity Specific Tender Conditions, includes (areas to note):

Tender Schedule 1 – Technical Proposal:

- Evaluation Criteria.
- Organisation Charts (Annex 1).

Tender Schedule 2 – Financial Proposal:

- General Requirements for Pricing.
- Compliance with ARF.
- Price Tables.

Tender Schedule 3 – Financial Viability.

Tender Schedule 4 – Tender Statements.

# TENDER DOCUMENT COMPOSITION

PART 2 = Standard Conditions of Tender; and

PART 3 = Draft Contract.



## KEY POINTS TO REMEMBER

- Submit your clarification questions prior to the cut off date for enquiries (refer to RFT PART 1 – Tender Particulars).
- Provide responses prior the Tender Closing time, for PATHWAYS: 2:00pm (AEST) local time Canberra, Wednesday 28 September 2016.
- Lodge your response Electronically via AusTender ([www.tenders.gov.au](http://www.tenders.gov.au))
- Ensure you complete all Tender Schedule and sign the appropriate declarations forming part of Tender Schedule 4.

## CONTACT INFORMATION

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