

## Tendering - Department of Health

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**Summary** This policy is to ensure Department of Health staff undertake procurement activities in accordance with Government policy and conduct a tender process with a structured approach to planning and implementing tendering and associated processes which complement those required by the NSW Government Code of Practice for Procurement, Tendering Guidelines and the NSW Government Procurement Policy.

**Replaces Doc. No.** Tendering Procedures - NSW Department of Health [PD2005\_637]

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### Director-General

This Policy Directive may be varied, withdrawn or replaced at any time. Compliance with this directive is **mandatory** for NSW Health and is a condition of subsidy for public health organisations.

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## TENDERING – DEPARTMENT OF HEALTH

### PURPOSE

The NSW Government Procurement Policy Framework has a fundamental objective to ensure that NSW Government procurement achieves value for money. Efficiency and effectiveness, probity and equity, and effective competition are key principles underpinning the Policy Framework.

This policy is to ensure Department of Health staff undertake procurement activities in accordance with Government policy and conduct a tender process with a structured approach to planning and implementing tendering and associated processes which complement those required by the NSW Government Code of Practice for Procurement, Tendering Guidelines and the NSW Government Procurement Policy.

### MANDATORY REQUIREMENTS

In accordance with State Contracts Control Board General Purchasing Delegation for Goods and Services and PD2009\_021 Procurement and Disposal of Goods and Services, all procurements with an estimated value exceeding \$250,000 (GST inc.) are to be undertaken through a tendering process.

The Department of Health requires that all tenders are registered on its central Tenders Register and issued with a unique tender number prior to issue.

### IMPLEMENTATION

The attached Tendering Procedures detail the process for obtaining a tender number and advertising tenders.

Chapter 3 of the Supply Procedures Manual provides comprehensive information on all aspects of the tendering process and should be referred to prior to undertaking a tender.

### REVISION HISTORY

Version	Approved by	Amendment notes
December 2005 (PD2005_637)	Director-General	Updated Tendering processes for Department of Health
September 2009 (PD2009_054)	Deputy Director-General Health System Support	Updates details of DoH Branch responsible for Tendering and disclosure of contract information.

### ASSOCIATED DOCUMENTS

1. Tendering – Department of Health - Procedures

**Tendering – Department of Health**

**NSW HEALTH**  
PROCEDURES

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## 1 BACKGROUND

### 1.1 About this document

These procedures provide information on the process to obtain tender reference numbers and advertise tenders on the e-tenders website. They only apply to the Department of Health.

### 1.2 Key definitions

**PAS** Procurement Advisory Service. The PAS is part of the Strategic Procurement Unit in Strategic Procurement and Business Development Branch. One of its roles in supporting procurement activities in the Department is the management of the tender register and e-tenders website.

**e-tenders website** [www.tenders.nsw.gov.au/health](http://www.tenders.nsw.gov.au/health) All tenders must be advertised on this website. Respondents also submit their tenders electronically through this website.

**Tender Reference Number** A unique number issued by PAS that identifies a particular tender.

## 2 TENDERING PROCEDURES

1. All tenders are to close on Tuesdays at 10am unless there are sound reasons for another day and time **and** prior arrangements are made with the Procurement Advisory Service (PAS).
2. A tender reference number must be obtained from PAS for all requests to the market for goods and services.

The following details are to be emailed to the generic [Tenders](#) mailbox:

Project title  
Closing date  
Contact officer name, email address and telephone number

The reference number will be advised by return email.

Reference numbers will not be provided unless all details are supplied.

3. All tenders are to be advertised on the NSW Health e-tenders website. PAS will not publish advertisements on the e-tenders website unless a reference number has been obtained and quoted in the tender documentation.
4. Where tenders are also to be advertised in the press, the date of publication on the e-tenders website is to be coordinated with the press advertisement (Mondays only) as far as is practicable.

Policy Directive PD2005\_633 contains further details regarding the advertising of tenders in the press.

5. Business Units preparing information to be published on the e-tenders website are to provide electronic copies of all relevant documents to the PAS at least 48 hours before the specified publication date. An RFT Details form which can be found at <http://dohsweb02/pas/Pages/TemplatesAndChecklists.aspx> is to be used for this purpose.
6. Tender documents must specify that prices quoted by potential suppliers are to be inclusive of GST.
7. Tender responses are to be only received electronically via the e-tenders website unless it can be demonstrated that receiving responses in hardcopy format will result in cost savings to the Department.

Where responses are to be received in hardcopy it is the responsibility of the Business Unit to provide two staff members who will not be evaluating the tenders to participate on the Tender Opening Committee and to arrange a room for the committee to convene.

### 3 DISCLOSURE OF CONTRACT INFORMATION

Premiers Memorandum 2007-01 specifies certain contractual information that is to be publicly disclosed for any procurement over \$150,000.

It is the responsibility of Business Units to provide this information to the PAS for publication on the e-tenders website within sixty (60) days of the awarding of a contract.

Policy Directive PD2009\_ 047 contains detailed information on the disclosure of contract information.

### 4 MISCELLANEOUS

1. Detailed information on the tendering process is contained in Chapter 3 of the Supply Procedures Manual  
<http://www.health.nsw.gov.au/resources/policies/manuals/supply.asp>

2. Business Units preparing information to be published on the e-tenders website are responsible for the accuracy and completeness of that information.

Business Units should be aware that once information has been published on the e-tenders website it is not possible to simply retract the information should errors be subsequently be detected. Errors can only be corrected by publishing formal addenda to the tendering documents.

3. Instructions or tenderer information should include a disclaimer warning potential respondents that they should not wait until the nominated closing time to lodge their responses. Difficulties in uploading responses to the website may be encountered where:
  - a. many users attempt to upload responses at the same time, or
  - b. the upload of large files sizes or volumes is attempted.

Due to probity considerations, responses submitted by email **will not** be permitted.