



## Procurement Delivery - Specification

The aim at this procurement step is to produce tender documents that clearly specifies what is required and how potential service providers are to respond. The standard key elements of tender documents include the conditions of tendering, tender forms and schedules, general conditions of contract, special conditions of contract and requirement specifications. Click [here](#) for description of the construction procurement process steps.

Key deliverables include completed and approved tender documents, completed and approved tender evaluation plan and pre-tender estimate. These will allow authority to be given to invite tenders.

The NSW Government [Procurement System for Construction](#) contains the following instruments developed to support agencies at this procurement step:

### Standard form contract documents

- [GC21 contracts](#)
- [Minor Works contracts](#)
- [Mini Minor Works contracts](#)
- [Consultancy Services](#)
- [Project Management Services](#)

### Procurement Framework Instruments

NSW Government agencies are required to use the following Procurement Framework instruments.

- [GC21 General Conditions of Contract](#)
- NSW Government [Code of Practice for Procurement](#)
- NSW Government [Tendering Guidelines](#)
- Guidelines for the engagement and use of Consultants (refer to [Premier's Circular 2004-17](#))
- [Economic Development Guidelines \(link to NSWP\)](#) (for meeting objectives on local and regional enterprises)
- Eligible financial institutions - Issue of performance bonds or unconditional undertakings obtained for government contracts or private finance projects (refer to [Treasury Circular 08-01](#))
- Government Waste Reduction and Purchasing Policy (refer to [Premier's Memo 2003-05](#))
- Government Energy Management Policy (refer to [Premier's Memo 98-35](#))
- Use of Probity Auditors by Public Sector Agencies (refer to [Premier's Memo PM98-12](#))
- [Treasury Appraisal/Monitoring for Construction Projects](#)



### Contact details

For further information please contact:

NSW Procurement Client Support Centre

Telephone: 1800 NSW BUY (1800 679 289)

Email: [nswbuy@commerce.nsw.gov.au](mailto:nswbuy@commerce.nsw.gov.au)