

# **NSW Department of Finance & Services**

## **TENDERING MANUAL**

### **Edition 3: Version 1 series**

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Endorsed by: Legal & Governance Division

Maintained by: Policy Support Services, NSW Procurement

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## **Tendering Manual**

### **Purpose**

The aim of the Tendering Manual is to provide consistent tendering procedures for procurement of construction and maintenance, goods and services procurements, and property purchases or disposals, and to provide effective project management related to tendering.

The Manual deals with generic policies, rules and processes that apply to all tendering activities. It is intended that detailed work instructions in other procedure manuals still apply, but they shall be realigned, if necessary, to ensure conformity with the Tendering Manual.

Where conflict arises between the requirements of Tendering Manual, and other DSTA manuals and business unit work instructions, the Tendering Manual is to take precedence.

The Manual is to be read in conjunction with the NSW Government Code of Practice for Procurement, and the NSW Government Tendering Guidelines, which take precedence.

### **Audience**

The procedures in this Manual are essential reading for officers and external project managers who are involved in any way in tendering processes, particularly in tender planning, RFT documentation, tendering, tender evaluation, and approval and award processes.

It is important that officers ensure any external project managers under their supervision are provided with the Internet address of this Manual (see address below). When the Department is acting as an agent in procurement for a Client relevant matters applicable from this Manual should be drawn to the Client's notice.

### **Availability**

Edition 1 of the manual was released in December 1998 in printed format. An electronic version, Edition 2, was released in February 2002. The Manual is updated regularly and the current version is Edition 2, Version 5.

The Manual is available to all staff of the NSW Department of Finance & Services on the Intranet, and is available to authorised users on the Internet at the following address:

<http://www.nswprocurement.com.au/Procurement-System-for-Construction/Reference-material/Procurement-Guideline-Documents/Tendering-Manual.aspx>

### **The Structure of the Manual and Search Facility**

The Tendering Manual is published in Word and PDF formats and is structured in such a way that the order of the chapters reflects the sequence of the key steps involved in the procurement process.

To search for a specific topic, the Manual's Contents Page should be studied to identify the relevant chapter. Within chapters a search can be made in Word by

using the regular Word search facility, and in PDF by either using the "bookmarks" facility, which takes the user to the section of their choice, or by using the "binoculars", located in the PDF toolbar, to search for keywords.

### **Change Control**

Only NSW Procurement may authorise changes to this manual.

Changes will be made on an ongoing basis and tracked in the section [Revision History](#). Major changes to the manual will be announced through a Procurement Procedures Circular.

The date and version number, which appear in the footer of each chapter, indicate the date the chapter was last updated and identify the latest version for that chapter.

### **Further Information**

For clarification of any item in this manual please contact NSW Procurement.

All suggestions for improvements or changes to this manual should be forwarded to the NSW Procurement. Please use the [Change Request](#) form contained in this Manual.