



## WoAG Travel Advice 2018/25

**Subject: Vehicle Rental Services – AusTender Reporting**

**Issue date: 18 December 2018**

### Chief Financial Officers and Travel Managers

This WoAG Travel Advice provides guidance on AusTender reporting requirements for the new Vehicle Rental Services Arrangement (Vehicle Rental Arrangement).

On 29 June 2018, the Department of Finance released WoAG Travel Advice 2018/12 announcing that the Department of Finance signed a Deed to appoint Hertz Australia (Hertz) as the sole provider of Vehicle Rental Services to the Australian Government. All entities will have transitioned to the new Vehicle Rental Arrangements by the end of the transition in period, 31 December 2018.

In accordance with requirements of Clause 7.16 of the Commonwealth Procurement Rules (CPRs), Non-corporate Commonwealth Entities and participating Corporate Commonwealth Entities are required to report their estimated expenditure under the Vehicle Rental Arrangement for the period 1 July 2018 to 30 June 2021 (inclusive) for updating on [AusTender](#). This should be completed **by cob Friday, 14 January 2019**.

### Action Required:

**Where the value of your entity's estimated expenditure through the Vehicle Rental Arrangement meets or exceeds the relevant reporting threshold of \$10,000 (refer Clause 7.17 of the CPRs):**

- Report the value of the estimated expenditure for the period 1 July 2018 to 30 June 2021 (inclusive) against Standing Offer Notice **SON3527487**.
- The value to be reported in your entity's Contract Notice (CN) should include the total estimated GST inclusive expenditure.

### Hints and Tips:

- Entities must include Standing Offer Number **SON3527487** in the CN. This process will link relevant entity expenditure / reporting with the overarching Deed.
- Entities participating in the Vehicle Rental Arrangement must not report or establish separate Standing Offer Arrangements on AusTender for services obtained from Hertz.
- Review your Contract Notice at least annually and update as necessary.

### Where can I get more information or assistance?

For further information on this Advice, please contact the WoAG Travel team.

For further information on entity reporting obligations, please refer to the [Commonwealth Procurement Rules](#), [Buying for the Australian Government Guide](#), the AusTender Help Desk on 1300 651 698 or [tenders@finance.gov.au](mailto:tenders@finance.gov.au)