



## Multi-stage procurement

1. The Commonwealth Procurement Rules (CPRs) allow for and define *multi-stage procurement*.

CPRs Paragraph 7.15	The initial <i>approach to market</i> for a <i>multi-stage procurement</i> <b>must</b> include, for every stage, the criteria that will be used to select <i>potential suppliers</i> , and if applicable, any limitation on the number of <i>potential suppliers</i> that will be invited to make <i>submissions</i> .
CPRs Paragraph 9.8	<i>Open tender</i> involves publishing an <i>open approach to market</i> and inviting <i>submissions</i> . <u>This includes <i>multi-stage procurements</i>, provided the first stage is an <i>open approach to market</i>.</u>
CPRs Appendix B: Definitions	<b>Multi-stage procurement</b> – involves an initial <i>approach to market</i> followed by one or more subsequent <i>approaches to market</i> (for example, inviting expressions of interest followed by a request for tender).

### What do procurement officials need to do?

#### Open Tender

##### Initial (or First) Stage

2. The initial stage of a *multi-stage procurement* is intended to notify *potential suppliers* of a *procurement* opportunity, and invite *submissions*.
3. The initial *open approach to market* (ATM) must include the criteria that will be used for selecting *potential suppliers* and, if applicable, any limitation on the number that will be invited to make *submissions*.
  - a. If there is uncertainty about the criteria that will apply to subsequent stages, for example, when conducting very complex *procurements*, the initial open ATM must advise that the criteria for those stages is not yet known, but will be provided to *potential suppliers* at the time they are invited to make *submissions* in second and/or later stages.
4. If only a limited number of *potential suppliers* will be invited to make submissions in the next stage(s), the initial ATM must include this information. For example:
  - a specific number of *potential suppliers*; or
  - where a specific number is not known, include a statement that only a limited number will be invited and the justification to support this limitation.

Second (and Further) Stages

5. Following receipt of *submissions*, the *relevant entity* may invite *potential suppliers* to participate in the next stage of the *multi-stage procurement* process, for example, through a request for tender.
6. The *relevant entity* must invite *potential suppliers* to submit a tender in accordance with the initial ATM. That is:
  - a. invite all *potential suppliers* that met the criteria in the initial ATM; or
  - b. if limiting the number of *potential suppliers*, invite those that met the criteria in accordance with the limitation specified in the initial ATM.
7. The above process also applies to any subsequent stages.

<b>Types of Open Tender</b>	
<b>Single stage</b>	<b>Multi-stage</b>
Single open approach to market <ul style="list-style-type: none"> <li>• Publish an approach to market such as a request for tender inviting all suppliers to submit tenders.</li> <li>• All suppliers who meet the stated conditions for participation must be considered in the assessment of tenders.</li> </ul>	Initial open approach to market <ul style="list-style-type: none"> <li>• Publish an approach to market such as a request for expressions of interest.</li> <li>• List the criteria and, if applicable, any limitations to be used in selecting for the next stage(s).</li> </ul>
	Subsequent approach(es) to market <ul style="list-style-type: none"> <li>• Invite submissions from potential suppliers who lodged a response in accordance with the previous approach(es) to market.</li> </ul>

**Limited Tender**

8. If conducting a *multi-stage procurement* via a *limited tender* the same information must be provided.