



Request Documentation

1. The Commonwealth Procurement Rules (CPRs) require additional information to be provided in *request documentation*.

CPRs Paragraph 10.6.a	10.6 <i>Request documentation must</i> include a complete description of: a. the <i>procurement</i> , including the nature, scope and the quantity of the <i>goods</i> and services to be procured or, <u>where the quantity is not known, the estimated quantity</u> , and any requirements to be fulfilled, including any technical <i>specifications</i> , conformity certification, plans, drawings, or instructional materials;
Paragraph 10.6.b	b. any <i>conditions for participation</i> , including any financial guarantees, information and documents that <i>potential suppliers</i> are required to submit;
Paragraph 10.6.c	c. any <i>minimum content and format requirements</i> ;
Paragraph 10.6.d	d. <i>evaluation criteria</i> to be considered in assessing <i>submissions</i> and, <u>if applicable to the evaluation, the relative importance of those criteria</u> ;
Paragraph 10.6.e	e. <u>any dates for the delivery of <i>goods</i> or supply of services, taking into account the complexity of the <i>procurement</i>, and</u>
Paragraph 10.6.f	f. any other terms or conditions relevant to the evaluation of <i>submissions</i> .

What do procurement officials need to do?

Estimated Quantity

2. The expected value of a *procurement* must be estimated before a decision on the *procurement* method is made. When estimating quantity, *relevant entities* may consider the *procurement* need, relevant historical data and market data (including from other entities, and where appropriate, the private sector and specialist advisors).
3. Where assumptions have been made in estimating any quantities, *officials* should consider documenting those in accordance with the requirement to maintain records outlined in paragraph 7.2 of the CPRs.
4. When establishing a panel, the information provided to *potential suppliers* could indicate that the estimated quantity procured through this arrangement is expected to be “at least” a certain amount, and that more precise quantities would be determined

when issuing work orders under the panel. This would also increase if the panel is made available for use by other entities.

Evaluation Criteria

5. *Relevant entities* are not required to rank or weight *evaluation criteria*, and in these circumstances, the *request documentation* does not need to include the relative importance of the *evaluation criteria*.
6. When *relevant entities* rank or weight *evaluation criteria*, this must be described in the *request documentation*. The rank of *evaluation criteria* may be described in order of importance, or, if weightings are used, the specific weighting should be provided.

Dates for delivery of goods or supply of services

7. *Request documentation* must include the date for the delivery of goods or supply of services. *Relevant entities* must take into account the complexity of the *procurement* when determining the delivery date.
8. In the rare circumstances where a delivery date is not known, *relevant entities* may meet this requirement by including the expected delivery date, identifying that it is an expected date and may be subject to change (if the reason for the change is not sensitive, it may be included).

Example 1 - Estimated Quantity

Entity A wants to engage a supplier to draft a report. In estimating the quantity, the relevant entity should include information on the complexity and purpose of the report, the expertise required to draft the report, and the preferred length of the report.

Example 2 - Evaluation Criteria

Entity A has ranked the evaluation criteria to be used in assessing submissions. These rankings are not weighted, but place greater importance on some criteria over others. Entity A must include the relative importance of the evaluation criteria in the request documentation, for example the evaluation criteria are listed in order of importance:

- 1 and 2
- 3, 4, 5 and 6.

This would indicate to the market that criteria 1 and 2 are equal, and are more important than criteria 3-6.

If Entity A were to use weighted rankings, the evaluation criteria should include these weightings, for example:

- Evaluation criteria 1 (30%), 2 (30%), 3 (10%), 4 (10%), 5 (10%) and 6 (10%).

Example 3 - Dates for Delivery of Goods or Supply of Services

Entity A wants to procure widgets; however, is unsure what to include for the delivery date as it may change due to external factors. Entity A expects that the delivery date will be in March 2018, and includes this as the expected delivery date in the request documentation. Entity A advises in the request documentation that this date may change, but should not be later than 30 June 2018.