

# How Government Buys ... Goods and Services

## About this Guide

This Guide aims to provide Tasmanian businesses with an overview of Tasmanian Government purchasing practices for goods and services. It includes tips on marketing your business, increasing your future competitiveness and accessing Government tender information.

The purchasing procedures and policies outlined in this Guide apply to Tasmanian Government agencies. However, other entities may choose to voluntarily comply with them.

## Purchasing Principles

Tasmanian Government purchasing is conducted by encouraging fair and open competition between suppliers, with the objective of achieving best value for money. Government buyers must behave ethically. Government buyers must also ensure that local businesses that wish to do business with the Government are given the opportunity to do so.

## Purchasing Processes

The following table summarises the procurement procedures that Government agencies must follow when purchasing goods and services:

<b>Purchase value (ex GST)</b>	<b>Purchasing process</b>
<b>Less than \$100 000</b>	⇒ <ul style="list-style-type: none"><li>• methodology at the discretion of the agency; and</li><li>• a Tasmanian business should be approached (where there is local capacity, capability and value for money in local offerings).</li></ul>
<b>\$100 000 or more but less than \$250 000</b>	⇒ <b>Three written quotations (minimum)</b> <ul style="list-style-type: none"><li>• with at least two quotations sought from local businesses (where capability exists).</li></ul>
<b>\$250 000 or more</b>	⇒ <b>Open procurement process</b> <ul style="list-style-type: none"><li>• with at least two tenders sought from local businesses (where capability exists); and</li><li>• advertised on the Tenders website at <a href="http://www.tenders.tas.gov.au">www.tenders.tas.gov.au</a>.</li></ul>

## Finding Business

Tasmanian Government agencies are responsible for their own purchasing either through obtaining quotations or through an open tender process. All open procurement processes are advertised on the Tenders website at [www.tenders.tas.gov.au](http://www.tenders.tas.gov.au) and, if determined appropriate, in the tenders section of newspaper(s) and/or journal(s).

To market your business you will need to identify those agencies that buy the goods or services you produce and target the key buying decision makers in each of those agencies. To help you, a list of agency purchasing contacts is located at [www.purchasing.tas.gov.au](http://www.purchasing.tas.gov.au) > Winning Government Business > Finding Business > Who Buys What > Agency Contacts, and a list of the types of goods and services that they purchase is located at [www.purchasing.tas.gov.au](http://www.purchasing.tas.gov.au) > Winning Government Business > Finding Business > Who Buys What > Who Buys What Directory.

*Remember, when you submit a bid, be sure to pitch competitively and in line with the agency's requirements.*

## Debriefing Interviews

If you have tendered for a contract and were unsuccessful, you are entitled to a debriefing interview from the relevant agency. You are encouraged to take up this offer so that you can find out why your bid was not successful. The purpose of the debriefing interview is to help you to submit more competitive bids in the future.

You should note that discussion at the debriefing interview will be limited to your bid. Comparisons will not be made with the winning bid or any other bid.

## Further Information

The Winning Government Business section of the Purchasing website at [www.purchasing.tas.gov.au](http://www.purchasing.tas.gov.au) has comprehensive information on how Government buys, finding and winning business, and a range of resources including checklists, useful links and frequently asked questions.

Make sure you don't miss out on business opportunities by regularly visiting the Tenders website at [www.tenders.tas.gov.au](http://www.tenders.tas.gov.au) and registering to receive email notifications of new tenders in categories of interest to your business. After registering you will also be able to download tender documents and submit electronic lodgements where available.

July 2020