

s22(1)(a)(ii)

From: s 22(1)(a)(ii)
Sent: Wednesday, 17 July 2024 2:22 PM
To: s 22(1)(a)(ii)
Cc: s 47E(d) ; s 22(1)(a)(ii)
Subject: Approval to Approach the Market for Australia-Inda CECA Negotiation Round, August 2024 [SEC=UNOFFICIAL]
Attachments: CECA - Eighth Negotiating Round - Venue Procurement Evaluation Template - ATM 2.docx; Draft - Request for quote for venue space 19 Aug - 22 Aug

Dear s 22(1)(a)(ii)

I seek your approval to approach the market for the procurement as set out below.

IF APPROVED after noting the declaration below, TYPE “APPROVED” in your email reply and insert your signature block.

Declaration by financial Delegate
 In approving this proposal, I confirm that this approach to market is consistent with required policies and process, including the *Public Governance Performance and Accountability Act 2013*, DFAT’s Financial Framework and DFAT’s Procurement Policy.

I am satisfied that the method of procurement is commensurate with the scope, scale and risk of the procurement and will ensure value for money.

There are sufficient available funds.

I understand that I am not exercising a financial delegation at this time and that a subsequent spending approval will be submitted to me for consideration.

Title	Australia-Inda CECA Negotiation Round, August 2024		
Procurement Method	Limited Tender	Estimated Value (GST inclusive)	Meeting Room Facilities: \$40,000 Catering: \$35,000 AV costs: \$35,000 Accommodation: \$35,000 Other:
Number of Suppliers to be Approached	3	Reason for Approaching the Shortlisted Suppliers	
Anticipated Agreement Commencement Date	19-08-2024	Initial Agreement Period (e.g. estimated start date - end date)	19-08-2024 – 22-08-2024

Extension Period & Estimated Extension Options	N	Cost Centre/GL Code	s 47E(d)
Funding Source	Departmental		
Risk – overall assessment	Low	Goods and services will be procured from well known, legitimate sources	

Requirement

DFAT has a requirement for venue hire, accommodation, catering and audio-visual technology to facilitate the first round of Comprehensive Economic Cooperation Agreement negotiations with an Indian delegation in Sydney between 12 Aug 2024 to 22 Aug 2024.

Overarching Approval

This procurement consists of separate goods and services, i.e. the venue fire, catering and audio-visual technology. An overarching approval for this procurement is therefore appropriate as:

- The approval relates to a common group of purchases as all procurements are related to the facilitation of the round;
- The timeframe and maximum funding are defined (please see dates and estimated cost above).

While the total estimated value of this approach to market is \$145,000, the estimated cost of each good/service being procured is under \$80,000. Hence, the Limited Tender is an appropriate procurement method for each of the items .

Procurement Method

The proposed approach to market will be Limited Tender to the suppliers.

- The Intercontinental, Sydney
- Capella, Sydney
- Four Seasons, Sydney

The reason why these suppliers were identified was that they are well known establishments with the capacity to provide the services needed. The method used to identify these suppliers was through consultation with colleagues in who have previously organised a round, NSW STO, together with a web search and preliminary discussions with suppliers to assess their ability to host a round of this size/availability.

Value for Money Consideration

Submissions will be evaluated using the following criteria:

1. Extent to which the Potential Supplier's Response meets DFAT's requirements;
2. Extent to which the Potential Supplier demonstrates its capability and capacity to provide the requirement
3. Whole of life costs to be incurred by DFAT.

ATM/RFQ and Agreement/Contract Templates Proposed

The approach to market will be through an email to the potential suppliers above. As it is industry practice to use the supplier's terms and conditions, the Commonwealth Approach to Market Terms will not be provided to potential suppliers.

Risks

This procurement has been assessed as being low risk.

Extension Period & Estimated Extension Options	N	Cost Centre/GL Code	s 47E(d)
Funding Source	Departmental		
Risk – overall assessment	Low	Goods and services will be procured from well known, legitimate sources	

Requirement

DFAT has a requirement for venue hire, accommodation, catering and audio-visual technology to facilitate the first round of Comprehensive Economic Cooperation Agreement negotiations with an Indian delegation in Sydney between 12 Aug 2024 to 22 Aug 2024.

Overarching Approval

This procurement consists of separate goods and services, i.e. the venue fire, catering and audio-visual technology. An overarching approval for this procurement is therefore appropriate as:

- The approval relates to a common group of purchases as all procurements are related to the facilitation of the round;
- The timeframe and maximum funding are defined (please see dates and estimated cost above).

While the total estimated value of this approach to market is \$145,000, the estimated cost of each good/service being procured is under \$80,000. Hence, the Limited Tender is an appropriate procurement method for each of the items .

Procurement Method

The proposed approach to market will be Limited Tender to the suppliers.

- The Intercontinental, Sydney
- Capella, Sydney
- Four Seasons, Sydney

The reason why these suppliers were identified was that they are well known establishments with the capacity to provide the services needed. The method used to identify these suppliers was through consultation with colleagues in who have previously organised a round, NSW STO, together with a web search and preliminary discussions with suppliers to assess their ability to host a round of this size/availability.

Value for Money Consideration

Submissions will be evaluated using the following criteria:

1. Extent to which the Potential Supplier's Response meets DFAT's requirements;
2. Extent to which the Potential Supplier demonstrates its capability and capacity to provide the requirement
3. Whole of life costs to be incurred by DFAT.

ATM/RFQ and Agreement/Contract Templates Proposed

The approach to market will be through an email to the potential suppliers above. As it is industry practice to use the supplier's terms and conditions, the Commonwealth Approach to Market Terms will not be provided to potential suppliers.

Risks

This procurement has been assessed as being low risk.

The following risks have been identified and the proposed mitigation method is:

Risk	Mitigation
The venue is not fit for purpose	We will seek venue maps/pictures of the function areas to allow us to ascertain if they are fit for purpose. We will engage through email and phone calls to make sure clarity is achieved in relation to all aspects of the engagement. We have also engaged a colleague with significant experience in venue organisation and will utilise their acumen to minimise risk the venue is not fit for purpose. Additionally, two suppliers have previously been engaged as venues for trade negotiation rounds of similar size, and FCO will reach out to DFAT staff who have dealt with the venues where possible.
Negotiation is cancelled	Delegates will receive a 'save the date' and India and Australia have agreed to the dates listed for the negotiations.

Attachments

- proposed request for quote (RFQ) is attached for your approval
- proposed evaluation methodology in a draft pre-filled simple evaluation template.

s 22(1)(a)(ii) | Policy Lead and Coordinator (India CECA; UAE CEPA)

Free Trade Agreements Coordination Section | FSD

Department of Foreign Affairs and Trade

s 22(1)(a)(ii)

This email and any attachments may contain confidential information or legal advice over which legal professional privilege can be claimed. Such privilege is not waived and you should ensure that, in your handling of the advice, you avoid waiving privilege. Please consult the author of the advice if unsure about appropriate handling.



Thursday, 15 August 2024

Department of Foreign Affairs and Trade

s 22(1)(a)(ii)

DFAT / FSD / RSB

Event Name: Department of Foreign Affairs and Trade - Negotiations

Event Start Date: 19/08/2024

Transaction Type	Charge Type	Date Due	Amount
Charge	s 47G(1)(a) and (b)	16/08/2024	\$54,950.00
Balance Due including 10% GST			\$54,950.00

s 47G(1)(a) and (b)

s 47E(d)

Thursday, 15 August 2024

Department of Foreign Affairs and Trade

s 22(1)(a)(ii)

DFAT / FSD / RSB

Event Name: Department of Foreign Affairs and Trade - Negotiations

Event Start Date: 19/08/2024

Transaction Type	Charge Type	Date Due	Amount
Charge	Ancillary Charges Accommodation s 47G(1)(a) and (b)	16/08/2024	\$19,665.00
Balance Due including 10% GST			\$19,665.00

s 47G(1)(a) and (b)

Thursday, 15 August 2024

Department of Foreign Affairs and Trade

s 22(1)(a)(ii)

DFAT / FSD / RSB

Event Name: Department of Foreign Affairs and Trade - Negotiations

Event Start Date: 19/08/2024

Transaction Type	Charge Type	Date Due	Amount
Charge	s 47G(1)(a) and (b)	16/08/2024	\$13,270.40
Balance Due including 10% GST			\$13,270.40

s 47G(1)(a) and (b)