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Inconsistency in Physical Works & Professional Services CPP Manual

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Purpose

There is an inconsistency and a typographical error in the guidelines in the *Competitive Pricing Procedures Manual: Volume 1, Physical Works & Professional Services* (CPP Manual).

This circular advises users of the CPP manual of these and the action Transfund intends to take to correct them.

Guidelines to section 2.11 'Conformity with RFT'

The guidelines to section 2.11 'Conformity with RFT' (refer CPP manual page 2-16) discuss the requirement to only enter into a contract that is consistent with the request for tender (RFT).

In the third paragraph it sets out an exception. Under some circumstances a tendering authority may reduce the size of a contract before it is let. Below this third paragraph three 'conditions' that must be met are listed. The first condition is that:

(1) The contract is with the tenderer who submitted the lowest priced conforming tender.

Inconsistency

This condition is wrongly stated. It should require that the contract be with the tenderer who 'won' the tender evaluation process.

The current (wrong) wording is inconsistent (for example) with a situation where tenders were evaluated using the weighted attribute evaluation method and a tender other than the lowest priced tender won the evaluation. The CPP manual mandatory section 2.7.3 defines the 'winner' as the '… tender that scores the highest overall index.'

Typographical error

The third paragraph in the guidelines to section 2.11 also contains a typographical error. The reference to section 2.10.1 should be a reference to section 2.11.1.

Transfund action required

The CPP manual will be amended to correct these problems.

We will correct the typographical error and change the wording of the first condition to read:

(1) The contract is with the tenderer who 'won' the tender evaluation process.

Your action

Until the amended manual page is published we ask that all manual holders immediately mark their manuals to show these changes.

Enquiries

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