



Multi-stage procurement

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

CPRs Paragraph 7.13	The initial <i>approach to market</i> for a <i>multi-stage procurement</i> must 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	Multi-stage procurement – 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.

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

Limited Tender

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