

Pullman Brisbane King George Square
 Corner Ann & Roma Streets
 Brisbane 4000, AUSTRALIA QLD
 Phone: +61732299111
 Hotel ABN No : 81 122 720 772

Date: Friday, September 20, 2024
Event Name: Office of the Registrar of Indigenous Corporations
INVOICE Number: s47G(1)(a)

To: s22(1)
 Office of the Registrar of Indigenous Corporations
 Level 19, 215 Adelaide Street Brisbane, QLD 4000

INVOICE

All prices are displayed in AUD

Tuesday, 12 November 2024						
QTY	NAME	ITEM PRICE Excl GST	Total Price Excl GST	GST Amount	Item Price Incl GST	Total Price Incl GST
50	Full Day Delegate Package s47G(1)(a)	s47G(1)(a)				
1	AUDIO VISUAL – Total for Duration of Event					
1	Norfolk					
Wednesday, 13 November 2024						
QTY	NAME	ITEM PRICE Excl GST	Total Price Excl GST	GST Amount	Item Price Incl GST	Total Price Incl GST
50	Full Day Delegate Package s47G(1)(a)	s47G(1)(a)				
1	Norfolk					
1	King George Room					
SUMMARY ALL CHARGES						
		EX. TAX TOTAL	TAX AMOUNT	INC. TAX TOTAL		
	Subtotal	\$13,953.84	\$1395.38	\$15,349.22		
	OUTSTANDING BALANCE			\$15,349.22		
				DEPOSIT DUE \$15,349.22		
				DUE DATE 27/10/2024		

Please transfer the above amount to the Hotel's bank account:
 Trading As: Pullman & Mercure Brisbane King George Square
 s47G(1)(a)

Deposit Schedule – please quote Ref B-01001634

DEPOSIT NAME	DUE DATE	AMOUNT
Confirmation Deposit – DUE WITH SIGNED CONTRACT	27/10/2024	\$15,349.22

BILLING AND PAYMENT

The following are the Hotel's billing options for your event: **PLEASE SELECT PAYMENT METHOD FROM OPTIONS BELOW**

Payment

Should payment of the account fail to be received in full within 30 days after the conclusion of the Event, any collection costs resulting from this non-payment will be passed onto the Organiser. These costs include any legal fees, collection agency fees or administration costs associated with non-payment of outstanding monies.

Payments as listed to be made by Electronic Funds Transfer (EFT)

PLEASE NOTE - A valid credit card with sufficient funds with must still be supplied to guarantee the booking.

Should the scheduled deposits not be received by the above due dates, these may be deducted from the credit card provided without notice.

s47G(1)(a)

SECURITY DEPOSIT ONLY to be paid by credit card
Remaining payments via EFT
Any additional charges must be paid on event day departure

ALL PAYMENTS to be paid by credit card
All payments as listed will be deducted from the provided credit card on the scheduled due dates.
Any additional charges must be paid on event day departure

Surcharge: Credit card transactions incur a 1.4% credit card transaction fee on the total amount payable

First 12 DIGITS of Credit Card Number *	----- XXXX Your Event Executive will call the card holder to obtain the last 4 digits of the card
Expiry Date	
Name on Card	
Card Holder's Contact Telephone Number	
Card Holders Signature	
Deposit only	\$
Amount	\$



Value for Money Assessment

ORIC Staff Recall – November 2024

This proposal is used to support the approval of **Departmental funding** commitment of relevant money for goods or services under the PGPA Act and is to be attached to the Finance One Procure to Pay (P2P) contract record prior to submitting it to the Delegate in P2P for approval.

Background

ORIC will be holding a 2 day staff recall in Brisbane 12-13 November 2024. Pullman Mercure Brisbane King George Square will be the venue for the recall

- Room hire for 2 days
- Catering for 50 staff
- AV hire for 2 days

Contract Term

Contract Term	Date
Initial start date:	28/10/2024
Initial end date:	13/11/24
Extension option:	Nil

Contract Value

The Delegate will be approving the **\$15,349.22** in accordance with Section 23.3 of the PGPA Act.

A separate approval is required for each extension option/variation that is undertaken and when value for money is reassessed.

The initial value of this procurement is \$15,349.22 (GST inclusive).

Financial year	Current - GL	Next financial year 1*	Next financial year 2*	Other
Proposed expenditure	\$15,349.22	\$ 0	\$ 0	\$ 0

* FY values for each financial year are to be entered into separate line items in the 'Contract Schedule' section when entering the contract into Procure to Pay.



Funding Source	Cost Centre	Natural Account	Project Code
Departmental	02B	12423	370

➔ Visit the [Corporate Services Finance page](#) - under the **Managing Accounts** heading click on 'Chart of Accounts' and 'Cost centre listing' to obtain cost centre, natural account, and project codes. Confirm the codes are correct through your [Departmental Finance Business Partner](#).

Estimated whole-of-life value

Taking into consideration whole-of-life costs (extension options, additional features (within the original scope), maintenance etc.) the total whole-of-life value of the procurement is estimated at \$15,349.22 (GST Inclusive).

! The Delegate is not approving this amount. This gives the Delegate an indication of the whole-of-life cost. A separate approval is required for each extension option/variation that is undertaken and when value for money is reassessed.

Indigenous Procurement Policy

It is a requirement under the Indigenous Procurement Policy Mandatory Set-Aside (IPP MSA) that Departments look first to Indigenous business for all procurements:

- Delivered in Remote Areas regardless of value (check the [RIPP Map](#)); and/or
- With an estimated whole-of-life cost between \$80,000 and \$200,000 (GST inclusive).

Note: whole-of-life cost = the initial value and any extension option/s.

If the Indigenous business can deliver the goods or services on a value for money basis you must give the work to the Indigenous business.

Application of the Indigenous Procurement Policy

- This procurement **is** within the IPP MSA; therefore the IPP **does** apply to this procurement. The following action was taken to comply: **enter details**.
- This procurement **is not** within the IPP MSA; therefore the IPP **does not** apply to this procurement.
- A mandatory panel arrangement or Whole of Australian Government arrangement is being used; therefore the IPP **does not** apply to this procurement.

Consultancy Services

Non-Corporate Commonwealth Entities (NCCes) are required to identify on AusTender whether contracts are for the procurement of consultancy services. Guidance to assist in distinguishing between a consultancy and a non-consultancy contract is provided under Appendices 2-4 of [Resource Management Guide 423](#) – Procurement Publishing and Reporting Obligations.

- The [Management Advisory Services \(MAS\)](#) panel is **mandatory** for NCCes when procuring consultancy services.
- Refer to [NIAA Financial Delegations – Note 2](#) (page 15) for further COO and/or CEO approval process regarding Consultancies.

In accordance with the [Department of Finance consultancy definition](#) and [RMG423](#), the proposed arrangement is:



The services involve the development of an intellectual output that assists with agency decision making.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
The intellectual output will reflect the independent views of the service provider.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
The intellectual output is the sole or majority element of the contract in terms of relative value and importance.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

If you answered **NO** to **ANY** of the above go to PART A.
If you answered **YES** to **ALL** of the above go to PART B.

PART A – Not a consultancy

Select one of the following:

- Purchase of goods.
- Services are performed under supervision of the entity. The entity specifies how the work is to be undertaken and has control over the final form of any resulting output.
- Professional or expert services delivered without a high level of supervision and direction from the entity, however, the output produced will not necessarily represent the independent views of the service provider – i.e. the entity controls the form of the output.
- Services performed are the day-to-day duties of the entity. The skills required to perform the services would normally be maintained within the entity.
- The independent intellectual output is not the sole majority element of the contract in terms of relative value or importance.

PART B – Is a consultancy

Select one of the following:

- This consultancy **will be** procured from the mandatory MAS panel.
 - This consultancy is **in scope** of the MAS panel but **will not be procured** from the MAS panel.
 - ! This is a non-compliance with section 4.12 of the Commonwealth Procurement Rules. Provide an explanation as to why the MAS panel will not be used: **enter explanation.**
 - This consultancy **is not within** the scope of the MAS panel – select reason why:
 - Services available under other WoAG arrangements such as legal services.
 - Services that are unique to information and communication technology, and property consultancy services.
 - Environmental management and assessments.
 - The engagement of an ‘eminent person’ or prominent individual appointed by an Agency to provide particular services.
 - Specialist consultancy services that are unique to Agencies that are not provided through the Service Categories.
- Supporting Justification (if required):

Consultancy Reason (select one reason only):

- Need for independent research or assessment.
- Need for specialised or professional skills.
- Skills currently unavailable within the agency.



Recruitment and labour hire services

Recruitment or labour hire services **must** be procured from the whole of government People Panel. For more information visit the [People Panel website](#).

Not Applicable

Or complete the table below:

PART A - The services are in scope of The People Panel
<input type="checkbox"/> This recruitment, search or labour hire services were procured from The People Panel.
<input type="checkbox"/> This services are in scope of one of the following, but were not procured from The People panel: Phase 1: Recruitment and Search Services (SON3897769); or Phase 2: Labour hire services (SON3965020), <p>! This is a non-compliance with section 4.12 of the Commonwealth Procurement Rules. Provide an explanation as to how the non-compliance occurred:</p>
PART B - The services are not in scope of The People Panel
<input type="checkbox"/> Services available under other WoAG arrangements such as consultancy services, legal services and property services.
<input type="checkbox"/> Procurement of services other than recruitment of APS personnel required by a Commonwealth entity for ongoing or non-ongoing positions; search activities relating to board positions; or Labour hire.
<input type="checkbox"/> Provision of labour hire workers for roles listed as out of scope in the Job Mapping Matrix. Note: ICT contractor services are out of scope.
<input type="checkbox"/> Global search services
<input type="checkbox"/> Delivery of training
<input type="checkbox"/> The engagement of an eminent person, a prominent individual appointed by an Entity to provide particular services.

Procurement method

Open Tender

- Request for Tender via AusTender
- Standing Offer Panel: enter panel SON and name.

Limited Tender

Involves approaching one or more potential suppliers to make submissions when the process is not subject to the requirements for an Open tender or panel arrangement.

- Valued under \$80,000 (GST inclusive)
- Valued at or above \$80,000 (Including GST) and meets a Condition for Limited Tender under paragraph [10.3](#) of the CPRs, or an exemption from Division 2 under [Appendix A](#) of the CPRs. Enter the limited tender condition or exemption and supporting justification.



How was value for money achieved?

The information provided in this section of the assessment must be sufficient to demonstrate to the delegate that the proposed arrangement represents the proper use of the relevant money (i.e. the efficient, effective, economical and ethical) and must be commensurate with the scale and scope of the proposal:

Detail	
How did you approach the market? <i>I.e. Open Tender, Limited Tender.</i>	Suitable venues were approached via email to ascertain their availability and suitability to hold our 2 day recall
How many suppliers, who did you approach, what is their country of tax residency and why were these providers chosen? <i>Note - for all procurement activities \$200,000 (GST inclusive) or more potential suppliers are required to provide their country of tax residency in their quote.</i>	5
Who is the preferred Supplier name and ABN?	Pullman Brisbane King George Square ABN 81 122 720 772
Outline the key strengths in the preferred supplier's submission that demonstrated their capacity to deliver the services.	The Pullman had a suitable room/rooms available on the set days and were centrally located, and close to transport and accommodation
How have you determined that the proposed cost is commensurate with the services e.g. fees are consistent with established market rates OR bids were received through a competitive market process?	Suitability, availability, safety and value for money were the focus when selecting the venue. Pullman rates are standard market rates for Brisbane CBD
What will be the overall benefit to the business area and the department when the goods or services are delivered?	The location allows for staff to stay at the hotel or be within walking distance of the venue each day

Risk rating

A risk assessment must be completed for all procurements, regardless of value or method of payment.

The highest level of risk rating arising from any treated risk associated with this procurement has been assessed as: **Low**

Probity obligations

Probity is the evidence of ethical behaviour, and can be defined as complete and confirmed integrity, uprightness and honest in a particular process.

All staff involved in the procurement process must make themselves aware of their probity obligations, including:

- proper use and management of public resources
- not making improper use of your position
- avoid placing yourself in a position where there is the potential for claims of bias
- treating all tenderers equitably
- managing conflicts of interest appropriately
- treating confidential information appropriately during and after a procurement process
- retaining appropriate records.



Probity obligations

I have read the information on the [probity in procurement](#) webpage and acknowledge the probity obligations.

Other Requirements

Requirement	Yes / No / Not applicable	If Yes, provide details:
<p>Does the procurement involve a contingent liability?</p> <p><i>If your contract contains an indemnity, guarantee, warranty, Letter of Comfort or liability cap you will need to complete a Contingent Liability Application which can be done online via the Financial Management Compliance System (FMCS) and will workflow to the Delegate for approval. Delegate approval must be obtained prior to entering into an arrangement (which includes paying a deposit). Once approved by the Delegate you will receive an email approval which needs to be kept on file with the contract as well as uploaded into P2P or if paying by credit card in Expense8. (Source: Contingent liability - NIAA Intranet (pmc.gov.au))</i></p>	No	
Has the contract identified any specific contract or output confidential information?	No	
Is there a need for Supplier's specified personnel to complete a Deed of Confidentiality?	No	
Have any actual, potential or perceived ¹ conflicts of interest been declared by staff or the supplier in relation to this contract?	No	
<p>Will the procurement activity or services provided in the resulting contract involve direct or indirect contact with children or young people?</p> <p>If 'yes' – please contact the Procurement team for assistance.</p>	No	

AusTender Information

	Detail
Is this contract to be reported on AusTender?	Yes
Refer to Resource Management Guide (RMG) 423 – Part 3: Contract and Reporting for reporting obligations.	
If no – provide additional information	enter the reasoning why the arrangement will not be reported on AusTender
If yes – provide AusTender UNSPSC	90110000

¹ **Actual:** a situation which occurs when a person's private interests conflict with their public duties.

Potential: a situation in which a personal interest could, in the future, lead to a conflict of interest.

Perceived: a situation that could appear to a third party to present a conflict of interest, even if the actual conflict has not yet, or cannot, be established.



<p>Commonly used examples:</p> <ul style="list-style-type: none"> - 80100000 (Management Advisory Services) - 80101504 (Strategic Planning Consultation Services) - 80101505 (Corporate Objectives or Policy Development) - 80111600 (Temporary Personnel Services) - 86000000 (Education and Training Services) 	
<p>If yes – provide AusTender Description</p>	Venue hire
<p>Number of extension options</p> <p><i>(If a contract has extension options, the number of options must be reported on AusTender)</i></p>	Nil
<p>Maximum contract end date</p> <p><i>(Where a contract has extension options the maximum date if all extension options are executed must be reported on AusTender)</i></p>	13/11/2024
<p>Number of invited suppliers</p> <p><i>(Where a contract was procured via limited tender, or standing offer arrangement the number of suppliers approached must be reported on AusTender)</i></p>	5

Next steps

- If the contract value is under \$10,000 (GST inclusive) follow the process in [Procurement less than \\$10,000](#).
- If the contract value is \$10,000 (GST inclusive) or more:
 - Create a Detailed Contract (NCD) from the approved Requisition (NRD) in P2P and submit for Approval for Commitment of Relevant Money from an appropriate [delegate](#).
 - Execute a Contract with the preferred Supplier.
- Your contract will be published on AusTender by the Procurement team (if over \$10,000 GST inclusive and *not exempt from reporting*).

