
AFDA Express Version 2 Index

Procurement

2019

INDEX

This index lists the records, activities, classes and related key terms in the Procurement function of AFDA Express in single alphabetical sequence.

Indexed references should only be used as a guide to the Authority. The main access tool should be the function and class scope notes.

A

accommodation, short stay (ie hotel/motel), *see* goods and services
accommodation, rental, leasing of, *see* PROPERTY MANAGEMENT
acquisition, goods and services (including moveable assets such as equipment, stores and vehicles),
 by leasing, *see* leasing
 by purchase, transfer or requisition, 62544
 by tender, *see* tendering
 disputes with vendors, *see* disputes
 payments relating to, *see* FINANCIAL MANAGEMENT
 unsuccessful or not proceeded with, 62543*
 warranties and guarantees, *see* guarantees and warranties
acquisition, land and buildings (ie immovable assets), *see* PROPERTY MANAGEMENT
advice (excluding legal advice), procurement, 62544
advice, legal, *see* LEGAL SERVICES
agreements and contracts, procurement, 62544**
agreements and contracts under seal (including deeds), procurement, *see* CONTRACTS UNDER
 SEAL/DEEDS
application development, ICT solutions and equipment, acquisition, *see* acquisition
application development, ICT solutions and equipment, design, construction, evaluation and
 maintenance, *see* TECHNOLOGY AND INFORMATION MANAGEMENT
assessing, *see* evaluating
asset register, *see* FINANCIAL MANAGEMENT
audit (internal or external),
 procurement, final report, 62544
 procurement, planning and conduct, 62544
 financial, *see* FINANCIAL MANAGEMENT
authorisation and delegations, procurement, 62544

B

breaches (of standards/rules/statutory requirements), procurement, that do not proceed to litigation,
 62544
breaches (of standards/rules/statutory requirements), procurement, that proceed to litigation, *see* LEGAL
 SERVICES
buildings and land, *see* land and buildings
business cases, supporting purchases, *see* acquisition
business cases, supporting leases, *see* leasing
business cases, supporting tenders, *see* tendering
business plans, procurement, *see* planning and plans

business systems, procurement of, *see* goods and services

C

chartering of vehicles, *see* leasing
Chief Executive Instructions, procurement related, 62544
committees, procurement, 62544
communications technology solutions and equipment, *see* goods and services
complaints (not resulting in litigation), procurement, 62544
complaints (resulting in litigation), procurement, *see* LEGAL SERVICES
compliance, Fringe Benefits Tax, *see* FINANCIAL MANAGEMENT
compliance, procurement, 62544
compliance, procurement, breaches of, *see* breaches
compliance audits, procurement, *see* audit
conflict of interest declaration, procurement related, *see* PERSONNEL
construction, custom-built goods and services (including moveable assets such as equipment, stores and vehicles) other than ICT solutions and equipment, *see* goods and services
construction, ICT solutions and equipment, *see* application development
construction, immovable assets (including buildings and fitting-out), *see* PROPERTY MANAGEMENT
consultants, procurement of, 62544
consultants, management of, 62544
contract registers, 62544
contract management, procurement, 62544
contracting-out, procurement, 62544
contractors, procurement of, *see* goods and services
contractors, management of, 62544
contracts, procurement, *see* agreements and contracts
contracts under seal, procurement *see* CONTRACTS UNDER SEAL/DEEDS
cost benefit analyses, supporting acquisition, *see* acquisition
cost benefit analyses, supporting leases, *see* leasing
cost benefit analyses, supporting tenders, *see* tendering
custom built, design specifications, *see* design specifications
custom built, goods and services (including moveable assets such as equipment, stores and vehicles) other than ICT solutions and equipment, *see* goods and services
custom built, ICT solutions and equipment, *see* application development
custom built, immovable assets (including buildings and fitting-out), *see* PROPERTY MANAGEMENT

D

declarations of conflicts of interest, procurement related, *see* PERSONNEL
deeds (including deeds of indemnity and deeds of release), *see* CONTRACTS UNDER SEAL/DEEDS
delegations and authorisation, procurement, 62544
design specifications, establishing intellectual property for, *see* LEGAL SERVICES
design specifications, goods and services (including moveable assets such as equipment, stores and vehicles) other than ICT solutions and equipment, 62544
design specifications, ICT solutions and equipment, *see* TECHNOLOGY AND INFORMATION MANAGEMENT
design specifications, land and buildings (ie immovable assets), *see* PROPERTY MANAGEMENT
directives, procurement, *see* procedures
discontinued tenders, *see* tendering
disposal, goods and services (including moveable assets such as equipment, stores and vehicles) other than ICT solutions and equipment, *see* ASSET MANAGEMENT
disposal, ICT solutions and equipment, *see* TECHNOLOGY AND INFORMATION MANAGEMENT
disposal, land and buildings (ie immovable assets), *see* PROPERTY MANAGEMENT
disposal by tender, goods and services (including moveable assets such as equipment, stores and vehicles) including ICT solutions and equipment, *see* tendering

disposal by tender, land and buildings (ie immoveable assets), see PROPERTY MANAGEMENT
disputes (not resulting in litigation), procurement, 62544
disputes (resulting in litigation), procurement, see LEGAL SERVICES
due diligence checks, acquisition other than by tender, see acquisition
due diligence checks, tendering related, see tendering

E

enquiries, procurement, 62544
equipment, see goods and services
evaluating and assessing, goods and services (including moveable assets such as equipment, stores and vehicles) other than ICT solutions and equipment, 62544
evaluating and assessing, ICT solutions and equipment, see TECHNOLOGY AND INFORMATION MANAGEMENT
evaluating and assessing, land and buildings (ie immoveable assets), see PROPERTY MANAGEMENT
expressions of interest, procurement, see tendering
external audit, procurement, see audit

F

financial audits, procurement, see FINANCIAL MANAGEMENT
financial transactions, procurement (including acquisition and leasing), see FINANCIAL MANAGEMENT
fit-outs, see PROPERTY MANAGEMENT
fixed assets (such as land and buildings), see land and buildings
Fringe Benefits Tax,
 compliance, see FINANCIAL MANGEMENT
 financial transactions, see FINANCIAL MANAGEMENT
 individual employee salary packaging arrangements, see PERSONNEL
 reports, vehicle leasing, 62544

G

goods and services (including moveable assets such as equipment, stores and vehicles),
 acquisition of, see acquisition
 design specifications, see design specifications
 disposal of, see disposal
 disputes over procurement of, see disputes
 evaluating and assessing, see evaluating
 leasing of (where the agency is the lessee), see leasing
 leasing-out (where the agency is the lessor), see leasing-out
 managing provision of, 62544
 maintaining, repairing or modifying, see maintenance
 procurement agreements and contracts, see agreements and contracts
 supplying, see supplying
 warranties and guarantees, see guarantees and warranties
guarantees and warranties other than for moveable assets and immoveable assets (eg services),
 managing claims, 62544
guarantees and warranties relating to immoveable assets (eg buildings), see PROPERTY
 MANAGEMENT
guarantees and warranties relating to moveable assets, managing claims, see ASSET MANAGEMENT

H

handbooks, procurement see procedures
hardware, see goods and services

I

immoveable assets (such as land and buildings), see land and buildings

information communications and technology (ICT) solutions and equipment, see goods and services
intellectual property, acquisition of, see acquisition
intellectual property of agency designed equipment and plant, establishing, see LEGAL SERVICES
internal audit, procurement, see audit
investigations, supporting procurement, see acquisition
invoices, procurement, see FINANCIAL MANAGEMENT

L

land and buildings (ie immovable assets),
 acquisition of, see acquisition
 construction of buildings, see PROPERTY MANAGEMENT
 disposal of, see PROPERTY MANAGEMENT
 fit-outs, see PROPERTY MANAGEMENT
 leasing of, see PROPERTY MANAGEMENT
 leasing-out, see PROPERTY MANAGEMENT
 maintenance, see PROPERTY MANAGEMENT
 tendering, see tendering
leases, signed (where the agency is the lessee), see leasing
leases, signed (where the agency is the lessor), see leasing-out
leasing (where the agency is the lessee), accommodation, see accommodation
leasing (where the agency is the lessee), goods and services (including moveable assets such as
 equipment and vehicles),
 administration and management of, 62544/62543*
 disposal of, see disposal
 Fringe Benefits Tax compliance, see FINANCIAL MANAGEMENT
 maintenance of, see maintenance
 negotiations, 62544/62543*
 payments for, see FINANCIAL MANAGEMENT
 signed leases, 62544
 unsuccessful or not proceeded with, 62543*
leasing (where the agency is the lessee), land and buildings (ie immovable assets), see PROPERTY
 MANAGEMENT
leasing-out (where the agency is the lessor), ICT solutions and technology (including ICT facilities,
 services and assets), see TECHNOLOGY AND INFORMATION MANAGEMENT
leasing-out (where the agency is the lessor), moveable assets, including equipment and vehicles (other
 than ICT solutions and technology), see ASSET MANAGEMENT
leasing-out (where the agency is the lessor), immovable assets (eg land and buildings), see
 PROPERTY MANAGEMENT.
legal advice, procurement see LEGAL SERVICES
liaison, procurement, 62544
litigation, procurement related, see LEGAL SERVICES

M

maintenance, goods and services (including moveable assets such as equipment, stores and vehicles)
 other than ICT solutions and equipment, see ASSET MANAGEMENT
maintenance, ICT solutions and equipment, see TECHNOLOGY AND INFORMATION MANAGEMENT
maintenance, land and buildings (ie immovable assets), see PROPERTY MANAGEMENT
managing contracted services and performance of work, 62544
mandatory standards, breaches of, see breaches
manuals, procurement, see procedures
meetings, procurement, 62544/62543*
memoranda of understanding, procurement, see agreements and contracts
modifications, see maintenance
monitoring and evaluating, procurement, 62544

motor vehicles, *see* goods and services
moveable assets (such as equipment, stores and vehicles) , *see* goods and services

N

negotiations, agreements, *see* agreements and contracts
negotiations, leasing, *see* leasing
negotiations, purchases, *see* acquisition
negotiations, tendering, *see* tendering
non-moveable assets (such as land and buildings), *see* land and buildings

O

orders, purchase, *see* acquisition
outsourcing providers, procurement of, *see* goods and services

P

payments, supporting procurement, *see* FINANCIAL MANAGEMENT
performance of work, managing, 62544
planning and plans, procurement, section or business unit, 62543*
planning and plans, procurement, agency-wide, 62544
plant, *see* land and buildings
policy, procurement, final versions, 62544
policy, procurement, development and establishment, 62544
policy, procurement, submissions to government-wide policy, 62544
premises, *see* land and buildings
procedures, procurement, final versions, 62544
procedures, procurement, development and establishment, 62543*
procurement agreements and contracts, *see* agreements and contracts
procurement audit, 62544
procurement committees, 62544
procurement complaints, received, *see* complaints
procurement disputes, *see* disputes
procurement enquiries, 62544
procurement leasing, *see* leasing
procurement of goods and services (including moveable assets such as equipment, stores and vehicles),
see acquisition
procurement of land and buildings (ie immovable assets), *see* PROPERTY MANAGEMENT
procurement plans, *see* planning and plans
procurement policies, *see* policy
procurement procedures, *see* procedures
procurement reporting, *see* reporting
procurement reviews, *see* reviewing
procurement risk management, *see* risk management
procurement risk register, 62544
procurement standards, compliance with, 62544
procurement statutory requirements, compliance with, 62544
procurement tendering, *see* tendering
provision of contracted goods and services, *see* contract management
purchase, goods and services (including moveable assets such as equipment, stores and vehicles), *see*
acquisition
purchase, land and buildings (ie immovable assets), *see* PROPERTY MANAGEMENT
purchase agreements, 62544**
purchase invoices, supporting procurement, *see* FINANCIAL MANAGEMENT
purchase orders, *see* acquisition

Q

quotes, see acquisition

R

real estate, see land and buildings

re-evaluating existing goods and services, see evaluating

registers of assets, see FINANCIAL MANAGEMENT

registers of contracts, procurement, 62544

registers of risks, procurement, 62544

registers of tenders, procurement, 62544

rental, see leasing

repairs, see maintenance

reporting, procurement, final versions of reports, 62544

reporting, procurement, developing/drafting, 62543*

request for proposals, procurement, see acquisition

request for quotes, procurement, see acquisition

request for tenders, procurement, see tendering

requisition, goods and services (including moveable assets such as equipment, stores and vehicles),
62544

research and analysis, supporting procurement, 62544

reviewing and reviews, procurement, final versions, 62544

reviewing and reviews, procurement, development and establishment, 62543*

risk management, procurement, 62544

risk register, procurement, 62544

S

salary packaging arrangements, individual employees, vehicle leasing, see PERSONNEL

services, see goods and services

short term rental vehicles, see leasing

software, see goods and services

specifications, design, see design specifications

specifications, lease, see leasing

specifications, purchase, see acquisition

specifications, tender, see tendering

standards (mandatory or optional), procurement, breaches of, see breaches

standards (mandatory or optional), procurement, compliance with, 62544

statement of requirements, procurement, see acquisition

statutory requirements, procurement, breaches of, see breaches

statutory requirements, procurement, compliance with, 62544

stores, see goods and services

supplying, goods and services (including moveable assets such as equipment, stores and vehicles)
other than ICT solutions and equipment, see ASSET MANAGEMENT

supplying, ICT solutions and equipment, see TECHNOLOGY AND INFORMATION MANAGEMENT

T

technology solutions and equipment, see goods and services

telecommunications equipment, see goods and services

tender documentation, see tendering

tender register, procurement, 62544

tender specifications, see tendering

tendering, procurement of goods and services (including moveable assets such as equipment, stores
and vehicles),

assessing tender responses received (including due diligence checks), 62544

development and issue of tender documentation, 62544

disputes relating to a specific tender, *see* disputes
evaluation of goods and services, *see* evaluating
making offers, negotiating and signing contracts and agreements, 62544
payments made in relation to, *see* FINANCIAL MANAGEMENT
post-tender feedback, 62544
unsuccessful or not proceeded with, 62543*
tendering, procurement of land and buildings (ie immoveable assets) including construction,
maintenance and fitting-out of buildings, *see* PROPERTY MANAGEMENT
transferred, goods and services (including moveable assets such as equipment, stores and vehicles),
62544

V

vehicle leasing, individual employee salary packaging arrangements, *see* PERSONNEL
vehicle leasing reports, Fringe Benefits Tax, 62544
vehicles, *see* good and services
vendors, goods and services (including moveable assets such as equipment, stores and vehicles),
agreements and contracts with, *see* agreements and contracts
disputes with, *see* disputes
liaison, 62544
management of contracts with, 62544
vendors, land and buildings (ie immoveable assets), *see* PROPERTY MANAGEMENT

W

warranties and guarantees, *see* guarantees and warranties
whole-of-government policy guidelines for procurement, breaches of, *see* breaches
whole-of-government policy guidelines for procurement, compliance with, 62544
whole-of-government procurement contracts and arrangements, evaluating against, *see* evaluating

* Default class 62544 can also be used to sentence where class 62543 is indicated.

** For contracts under seal or deeds, use CONTRACTS UNDER SEAL/DEEDS.