



**Australian Government**

**Department of Foreign Affairs and Trade**

## **Annual Procurement Plan 2009-10**

**Agency Name: Department of Foreign Affairs and Trade**

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### **Strategic Procurement Outlook**

The overarching objective of Australia's foreign and trade policy is to advance Australia's national interest – the security and prosperity of Australians – by contributing to improvements in international security, national and economic and trade performance and global cooperation.

The department seeks to realise the following key outcomes:

1. The advancement of Australia's international strategic, security and economic interests through bilateral, regional and multilateral engagement on Australian Government foreign and trade policy priorities.
2. The protection and welfare of Australians abroad and access to secure international travel documentation through timely and responsive travel advice and consular and passport services in Australia and overseas.
3. Public understanding in Australia and overseas of Australia's foreign and trade policy and a positive image of Australia internationally.

The department's work is carried out by staff in Canberra, in State and Territory offices and in our network of overseas posts. More information on the department is available at [www.dfat.gov.au](http://www.dfat.gov.au). The department's procurement policy provides for the efficient, effective and ethical delivery of the Government's purchasing and procurement programs. Contractual arrangements entered into by the department are conducted in accordance with the principles of value for money and non-discrimination, and are in compliance with the various policies and legislation that regulate procurement, including the Commonwealth Procurement Guidelines (CPGs).

## Planned Procurement

Item Reference	Description	Estimated date of approach to market	Status/Comments
<b><i>Information &amp; Communications Technology Services</i></b>			
1.01	Voice operations facilities management	Jul – Aug 2009	
1.02	Technical services support for departmental websites	Jul – Sep 2009	
1.03	Consultancy services to review departmental websites	Jul – Sep 2009	
1.04	Upgrade and enhancement of the department's financial management information system (FMIS)	Jul – Dec 2009	
1.05	Implementation of Peoplesoft human resource management information system (HRMIS) at overseas posts	Jul – Dec 2009	
1.06	Cabling facilities management	Jul - Dec 2009	
1.07	Logistics services and facilities management	Aug – Nov 2009	
1.08	Software and development services for the provision of the passport mainframe server (PICS)	Sep 2009	
1.09	Centralised fleet management of desktops and printers	Oct – Dec 2009	
1.10	Panel of providers for the development/support and maintenance of Passport IT systems and equipment	Dec 2009	
1.11	Software and development services for the provision of facial recognition technology	May-Jun 2010	
1.12	Upgrade and enhance existing financial modelling tool	Jul – Jun 2010	

**Security Related Services**

2.01	Panel of security related service providers	Jul – Sep 2009	
2.02	Panel of security related products and equipment suppliers	Sep – Mar 2010	
2.03	Contract and tender management of security product and service providers	Jan – Mar 2010	

**Australian Property Related Services**

3.01	Office accommodation review of the RG Casey building, Canberra	Jul – Sep 2009	
3.02	Canberra Mail Room and international/domestic airfreight services	Jul – Sep 2009	
3.03	Indoor plant supplies for the RG Casey building, Canberra	Jul – Sep 2009	
3.04	Cleaning of RG Casey building, Canberra	Jul – Dec 2009	
3.05	Tenant equipment maintenance services in the RG Casey building, Canberra	Jul – Sep 2009	
3.06	Fit-out services for the Passport production centre, Canberra	Aug 2009	
3.07	Fit-out services for the Perth Passport Office	Sep 2009	
3.08	Accommodation support services for the RG Casey building, Canberra	Sep – Dec 2009	
3.09	Panel of office furniture providers	Sep – Dec 2009	

**Overseas Property Related Services**

4.01	Audit services associated with operational and financial activities including energy management and compliance for properties overseas	Jul – Jun 2010	
4.02	Base building/refurbishment and fitout design consultancy services - various overseas locations	Jul – Jun 2010	
4.03	Base building/refurbishment and fitout quantity surveying services - various overseas locations	Jul – Jun 2010	
4.04	Base building/refurbishment and fitout project management services - various overseas locations	Jul – Jun 2010	
4.05	Base building/refurbishment and fitout on-site project management services - various overseas locations	Jul – Jun 2010	
4.06	Base building/refurbishment and fitout supply and installation of commercial office furniture - various overseas locations	Jul – Jun 2010	
4.07	Base building/refurbishment and fitout engineering services - various overseas locations	Jul – Jun 2010	
4.08	Miscellaneous construction advisory services - various overseas locations	Jul – Jun 2010	
4.09	Real estate consultancy services for acquisition and disposal of owned premises and consulting services related to leasing	Jul – Jun 2010	
4.10	Legal and probity services associated with overseas property portfolio management	Jul – Jun 2010	
4.11	Miscellaneous property/asset management advisory services – various overseas locations	Jul – Jun 2010	
4.12	Security enhancement building works - various overseas locations	Jul – Jun 2010	
4.13	Security fit out building works for new chanceries and refurbishments - various overseas locations	Jul – Jun 2010	

**Other Professional Services**

5.01	Child care services in the RG Casey building Canberra	Jul 2009	
5.02	Core banking services for the department in Australia	Jul – Sep 2009	
5.03	Market research for consular services	Jul – Dec 2009	
5.04	Mystery shopper services for Australian Passport Office	Aug 2009	
5.05	Panel of stationery, paper, toner and office requisites providers	Sep 2009	
5.06	Update and enhance existing property operations and procedures manuals	Sep – Dec 2009	
5.07	Delivery of the Australian fine music touring program	Sep – Dec 2009	
5.08	Services for secure delivery of Australian Passports to overseas posts	Jan 2010	
5.09	Secretariat services to Australia's APEC Business Advisory Council (ABAC) Members	Jan – Mar 2010	
5.10	Panel of contracted personnel providers	Mar 2010	
5.11	Salary sacrifice services	May 2010	

NB: Request documentation for all open procurements will be available electronically from [www.dfat.gov.au /tenders](http://www.dfat.gov.au/tenders). The approach to market will be advertised through AusTender.

The planned procurements are subject to alteration or cancellation at the department's sole discretion. The data is for planning purposes only and does not represent a pre-solicitation or constitute an invitation for bid or request for proposal, nor is it a commitment by the department to purchase any supplies and services.