Summary of Template and Document Changes – August 2023

Goods and Services, and Community Services Templates and Documents

**Publication Date: 14 August 2023**

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Introduction

Effective Date

The changes described below were published on [WA.gov.au](https://www.wa.gov.au/organisation/department-of-finance/procurement-templates-guides-and-resources) on 14 August 2023.

Overview of Template Changes

The Department of Finance rolled out an upgrade to the Tenders WA system over the weekend of 12-13 August 2023. That upgrade implemented improved cybersecurity measures, including a file format whitelist (the **Whitelist**). The implementation of the Whitelist means that the Tenders WA system will only accept files for uploading in formats specified in the Whitelist.

Finance has updated the goods and services, and community services request conditions and request templates to accommodate the Whitelist.

Further Information

Agency personnel can view the Whitelist by logging in to Tenders WA and accessing the Buyers Help Guides. If you have queries about the Whitelist, contact the Procurement Systems Operations team – (08) 6551 2020 or ProcurementSystems@finance.wa.gov.au.

If you have questions about which Whitelist formats are accepted by your agency, contact your agency’s ICT team.

Template and Document Changes

The amended documents and clause numbers are listed below. If you require further detail about the amendments, please email ProcurementAdvice@finance.wa.gov.au.

1. Goods and Services Templates

See below for a list of the updated goods and services templates and a summary of the changes. You can view complete copies of the documents at [WA.gov.au](https://www.wa.gov.au/government/document-collections/goods-and-services-templates).

* 1. Request Conditions and General Conditions of Contract
* *Cover page and document footer* – Date reference updated to ‘August 2023’.
* *Part A, Clause 2.1 (Submission of Offer) –* The text at the bottom of page 11 commencing “If the Respondent submits the Offer electronically” and ending with “NB: Zipped Files Acceptable” has been deleted. These requirements have been moved to the template Request documents.
* *Part B, Clause 1 (Recitals)* – Date reference updated to ‘August 2023’.
	1. Template – Request
* *Document footer* – Date reference updated to ‘Finance Version 14082023’.
* *Part A, Clause 1.2.3 (Electronic Lodgement)* – Major update to clause as set out below:

### 1.2.3 Electronic Lodgement

[**Important note**: The Tenders WA system has been updated to implement a file format whitelist (the **Whitelist**). This means that the system will only accept files for uploading in formats that are on the Whitelist. Agency personnel can view the Whitelist by logging in to Tenders WA and following the links ‘Help’ >‘Help Guides’ >‘Buyers Help Guides’.

If electronic lodgement of Offers is permitted under this Request, review the current Whitelist and ensure all potentially relevant file formats are listed in the table below. If you are unsure whether a listed file format is relevant or accessible by your agency, check with your agency’s ICT team.

If you have queries about the Whitelist and/or require additional formats to be approved and added to the Whitelist contact, Procurement Systems Operations –procurementsystems@finance.wa.gov.au.]

The Respondent may submit their Offer electronically by uploading file(s) in an approved format (**TWA Approved File Format**) at [www.tenders.wa.gov.au](https://www.tenders.wa.gov.au/watenders/index.do?CSRFNONCE=06B1917C6AF4B0D96AB69E462CDBA028).

If uploading Offer file(s) at Tenders WA, the Respondent must ensure that:

1. the lodgement is made in accordance with the [Tenders WA Terms of Use](https://www.tenders.wa.gov.au/watenders/terms-and-conditions.vm?CSRFNONCE=FD7098E53C524FC9D6DA11E3F0AA598B);
2. the Respondent is registered on Tenders WA to submit an offer electronically;
3. the Offer is lodged against the correct Request Number;
4. each file name is no more than 125 characters in length;
5. each file upload request is equal to or less than 100MB per upload request; and
6. each file is uploaded in one of the following TWA Approved File Formats:

[The TWA Approved File Formats in the table below are a subset of the file formats on the Whitelist. Check the current version of the Whitelist (available from Tenders WA) and if other Whitelist formats are relevant to your procurement, add those file formats to the table. Not all formats are accessible by all agencies. If you are unsure, check with your agency’s ICT team.

Ensure that only Whitelist file formats are listed in the advertised Request.]

|  |
| --- |
| TWA Approved File Formats |
| Adobe Reader File # | .pdf | Image File | .jpeg |
| Microsoft Excel File \* | .xls | Image File | .jpg |
| Microsoft Excel File \* | .xlsx | Image File | .png |
| Microsoft Excel File \* | .csv | Media File | .mp4 |
| Microsoft PowerPoint File \* | .ppt | Media File | .mpp |
| Microsoft PowerPoint File \* | .pptx | Rich Text Format File | .rtf |
| Microsoft Publisher File \* | .pub | Text File | .txt |
| Microsoft Word File \* | .doc | [insert] | [insert] |
| Microsoft Word File \* | .docx | [insert] | [insert] |
| Microsoft Word File \* | .docm | [insert] | [insert] |
| TWA Approved File Formats – Compression Formats |
| ZIP File | .zip | Unix File | .z |
| gzip File | .gz | 7-zip File | .7z |
| RAR File | .rar |  |  |

# PDF files must be Adobe compatible. \* Microsoft files must be PC / Windows compatible. [If your agency can accept non-Adobe pdf files and/or Microsoft for Mac files, update or delete this wording.]

Notwithstanding paragraph (f) above, if the Respondent uploads Offer file(s) to Tenders WA:

1. in a file format that is not listed in the table above; or
2. uses one of the compression file formats listed above, and the underlying compressed file(s) is saved in a format not listed in the table above,

the Contract Authority or Customer may exclude the content of that file(s) from their consideration of the Respondent’s Offer at their discretion.

The Tenders WA Terms of Use can be viewed at [www.tenders.wa.gov.au](https://www.tenders.wa.gov.au/watenders/terms-and-conditions.vm?CSRFNONCE=2E58BBC500E2CAF7CE19132ECBCDADF5). Guidelines to assist Respondents with registering on Tenders WA and lodging an Offer electronically can be downloaded at [www.tenders.wa.gov.au](http://www.tenders.wa.gov.au) by following the links ‘Help’ > ‘Help Guides’ > ‘Suppliers Help Guides’.

Queries in relation to Tenders WA, including TWA Approved File Formats, should be directed to the ‘Advice on Using Tenders WA’ contact person listed in Part A, section 1.6 of this Request.

* *Part A, Clause 1.7 (Request Conditions)* – Reference and hyperlink to the *Request Conditions and General Conditions of Contract* updated to refer to the ‘August 2023’ version.
	1. Template – Request (ICT, CUA, Group Buy and Panel Arrangements)
* *Document* footer – Date reference updated to ‘Finance Version 14082023’.
* *Part A, Clause 1.2.3 (Electronic Lodgement)* – This sub-clause has been updated in the same manner as the equivalent clause in the *Template – Request*. See section 1.2 above.
* *Part A, Clause 1.7 (Request Conditions)* – Reference and hyperlink to the *Request Conditions and General Conditions of Contract* updated to refer to the ‘August 2023’ version.
	1. Template – Request - Cleaning
* *Document footer* – Date reference updated to ‘Finance Version 14082023’.
* *Part A, Clause 1.2.3 (Electronic Lodgement)* – This sub-clause has been updated in the same manner as the equivalent clause in the Template – Request. See section 1.2 above.
* Part A, Clause 1.7 (Request Conditions) – Reference and hyperlink to the Request Conditions and General Conditions of Contract updated to refer to the ‘August 2023’ version.
	1. Template – Request for Quote – Cleaning
* *Document footer* – Date reference updated to ‘Finance Version 14082023’.
* *Part A, Clause 1.2.3 (Electronic Lodgement)* – This sub-clause has been updated in the same manner as the equivalent clause in the Template – Request. See section 1.2 above.
* *Part A, Clause 1.7 (Request Conditions)* – Reference and hyperlink to the *Request Conditions and General Conditions of Contract* updated to refer to the ‘August 2023’ version.
1. Written Quote Template Suite (WQTS)

See below for a list of the updated Written Quote Template Suite (WQTS) documents and a summary of the changes. You can view complete copies of the documents at [WA.gov.au](https://www.wa.gov.au/government/document-collections/written-quote-template-suite).

* 1. Guide to Completing the Written Quote Template Suite (WQTS)
* *Cover page* – Date reference updated to ‘August 2023’.
* *Document footer* – Updated to add a version date reference ‘v14082023’.
* *Part A – Statement of Requirement, section 1.2 (Submission of Requirements) –* The explanatory notes have been updated to give the drafter guidance on the new Tenders WA file format Whitelist.
	1. Request Conditions (WQTS)
* *Cover page and document footer* – Date reference updated to ‘August 2023’ and version ‘14082023’ respectively.
* *Document footer* – Date reference updated to ‘Finance Version 14082023’.
* *Clause 2.2 (Electronic Submission)* – What was sub-clause (1), which specified Offer file formats, and sub-clause (2), which required that Offer files are submitted against the correct Request Number, have been deleted. The content has been moved to the *Template – Request for Quote (WQTS)* document. The remaining sub-clauses of Clause 2.2 have been renumbered.
	1. Template – Request for Quote (WQTS)
* *Cover page* – The date reference for the Request Conditions has been updated to refer to ‘August 2023’.
* *Document footer* – Date reference updated to ‘Finance Version v14082023’.
* *Part A, Clause 1.2 (Submission Requirements) –*  Major update to clause as set out below.

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| ***Note:*** *The wording in this sub-clause is an abridged version of the wording in the goods and services Request template. Always consider the listed file formats carefully, and add other Whitelist file formats to the table in the Request for Quote if required.* |

**1.2 Submission Requirements**

The Respondent [must](http://must) submit the Offer by uploading file(s) in an approved format (**TWA Approved File Format**) to [Tenders WA](http://www.tenders.wa.gov.au/).

If uploading Offer file(s) at Tenders WA, the Respondent must ensure that:

(a) the lodgement is made in accordance with the [Tenders WA Terms of Use](https://www.tenders.wa.gov.au/watenders/terms-and-conditions.vm?CSRFNONCE=FD7098E53C524FC9D6DA11E3F0AA598B);

(b) the Respondent is registered on Tenders WA to submit an offer electronically;

(c) the Offer is lodged against the correct Request Number;

(d) each file name is no more than 125 characters in length;

(e) each file upload request is equal to or less than 100MB per upload request; and

(f) each file is uploaded in one of the following TWA Approved File Formats:

[Tenders WA only accepts files for uploading in the formats listed on the Tenders WA Whitelist. Refer to the ‘Guide to Completing the Written Quote Suite (WQTS)’ and the Tenders WA Buyers Help Guides for more information.

**Ensure that only Whitelist file formats are listed in the advertised Request.]**

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| **TWA Approved File Formats** |
| Adobe Reader File # | .pdf | Image File | .jpeg |
| Microsoft Excel File \* | .xls | Image File | .jpg |
| Microsoft Excel File \* | .xlsx | Image File | .png |
| Microsoft Excel File \* | .csv | Media File | .mp4 |
| Microsoft PowerPoint File \* | .ppt | Media File | .mpp |
| Microsoft PowerPoint File \* | .pptx | Rich Text Format File | .rtf |
| Microsoft Publisher File \* | .pub | Text File | .txt |
| Microsoft Word File \* | .doc |  |  |
| Microsoft Word File \* | .docx |  |  |
| Microsoft Word File \* | .docm |  |  |
| **TWA Approved File Formats – Compression Formats** |
| ZIP File | .zip |  |  |

# PDF files must be Adobe compatible. \* Microsoft files must be PC / Windows compatible.

The Tenders WA Terms of Use can be viewed at [www.tenders.wa.gov.au](https://www.tenders.wa.gov.au/watenders/terms-and-conditions.vm?CSRFNONCE=422EC3D6CEBD0BECC42A2051CE0DD8A6). Guidelines to assist Respondents with registering on Tenders WA and lodging an Offer electronically can be downloaded at [www.tenders.wa.gov.au](https://www.tenders.wa.gov.au/watenders/index.do?CSRFNONCE=46BB4144735C507E8C6A074E21654907) by following the links ‘Help’ > ‘Help Guides’ > ‘Suppliers Help Guides’.

Queries in relation to Tenders WA, including TWA Approved File Formats, should be directed to the ‘Advice on using Tenders WA’ contact person listed in section 1.4 of this Request.

1. Community Services Templates

See below for a list of the updated community services templates and a summary of the changes. You can view complete copies of the documents at [WA.gov.au](https://www.wa.gov.au/government/document-collections/community-services-templates).

* 1. Community Services Template – Request for Tender
* *Document footer* – Date reference updated to ‘Version Date: 14-08-23’.
* *Part D, section 4.1(b) (Lodgement Details)* – Major update to this sub-clause as set out below:

[**Important note:** The Tenders WA system has been updated to implement a file format whitelist (the **Whitelist**). This means that the system will only accept files for uploading in formats that are on the Whitelist. Agency personnel can view the Whitelist by logging in to Tenders WA and following the links ‘Help’ >‘Help Guides’ >‘Buyers Help Guides’.

If electronic lodgement of Offers is permitted under this Request, review the current Whitelist and ensure all potentially relevant file formats are listed in the table below. If you are unsure whether a listed file format is relevant or accessible by your agency, check with your agency’s ICT team.

If you have queries about the Whitelist and/or require additional formats to be approved and added to the Whitelist, contact Procurement Systems Operations – procurementsystems@finance.wa.gov.au.]

1. Respondents may lodge their Offer **in electronic form through Tenders WA** by lodging the Offer in an approved file format (**TWA Approved File Format**) at [www.tenders.wa.gov.au](http://www.tenders.wa.gov.au).

If lodging an Offer through Tenders WA, the Respondent must ensure that:

1. the lodgement is made in accordance with the [Tenders WA Terms of Use](https://www.tenders.wa.gov.au/watenders/terms-and-conditions.vm?CSRFNONCE=422EC3D6CEBD0BECC42A2051CE0DD8A6);
2. the Respondent is registered to lodge Offers through Tenders WA;
3. the Offer is lodged against the correct Request Number;
4. each file name is no more than 125 characters in length;
5. the size of the Offer is equal to or less than 100 megabytes; and
6. each file is uploaded in one of the following TWA Approved File Formats,

[The TWA Approved File Formats in the table below are a subset of the file formats on the Whitelist. Check the current version of the Whitelist (available from Tenders WA) and if other Whitelist formats are relevant to your procurement, add those file formats to the table. Not all formats are accessible by all agencies. If you are unsure, check with your agency’s ICT team.

Ensure that only Whitelist file formats are listed in the advertised Request.]

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| TWA Approved File Formats |
| Adobe Reader File # | .pdf | Image File | .jpeg |
| Microsoft Excel File \* | .xls | Image File | .jpg |
| Microsoft Excel File \* | .xlsx | Image File | .png |
| Microsoft Excel File \* | .csv | Media File | .mp4 |
| Microsoft PowerPoint File \* | .ppt | Media File | .mpp |
| Microsoft PowerPoint File \* | .pptx | Rich Text Format File | .rtf |
| Microsoft Publisher File \* | .pub | Text File | .txt |
| Microsoft Word File \* | .doc | [insert] | [insert] |
| Microsoft Word File \* | .docx | [insert] | [insert] |
| Microsoft Word File \* | .docm | [insert] | [insert] |
| TWA Approved File Formats – Compression Formats |
| ZIP File | .zip | Unix File | .z |
| gzip File | .gz | 7-zip File | .7z |
| RAR File | .rar |  |  |

# PDF files must be Adobe compatible. \* Microsoft files must be PC / Windows compatible. [If your agency can accept non-Adobe pdf files and/or Microsoft for Mac files, update or delete this wording.]

Notwithstanding paragraph (vi) above, if the Respondent uploads Offer file(s) to Tenders WA:

1. in a file format that is not listed in the table above; or
2. uses one of the compression file formats listed above, and the underlying compressed file(s) is saved in a format not listed in the table above,

the State Party may exclude the content of that file(s) from their consideration of the Respondent’s Offer at their discretion.

The Tenders WA Terms of Use can be viewed at [www.tenders.wa.gov.au](https://www.tenders.wa.gov.au/watenders/terms-and-conditions.vm?CSRFNONCE=7B2E6BE1F2952818D29C7DBA7015FE10). Guidelines to assist Respondents with registering on Tenders WA and lodging an Offer electronically can be downloaded at [www.tenders.wa.gov.au](https://www.tenders.wa.gov.au/watenders/index.do?CSRFNONCE=CB30F36D43FB4D9DBD683B1942FFD1E6) by following the links ‘Help’ > ‘Help Guides’ > ‘Suppliers Help Guides’.

Queries in relation to Tenders WA, including TWA Approved File Formats, should be directed to the ‘Advice on Submitting Offers’ contact person listed in Part B, section 2.2.4, of this Request.

* 1. Community Services Template – Request for Preferred Service Provider
* *Document footer* – Date reference updated to ‘Version Date: 14-08-23’.
* *Part B, section 2.1.4 (Advice on Submitting Offers)* – Sub-clause added for consistency with other community services Request templates.
* *Part D, section 4.1(b) (Lodgement Details)* – This sub-clause has been updated in the same manner as the equivalent clause in the community services *Request for Tender* template. See section 3.1 above.
	1. Community Services Template – Request for Expression of Interest
* *Document footer* – Date reference updated to ‘Version Date: 14-08-23’.
* *Part A, section 1.3.2(b) (Lodgement format) –*  Major update to clause as set out below.

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| ***Note:*** *The wording in this sub-clause is an abridged version of the wording in the community services Request for Tender template. Always consider the listed file formats carefully, and add other Whitelist file formats to the table in the Request for EOI if required.* |

[**Important note**: The Tenders WA system has been updated to implement a file format whitelist (the **Whitelist**). This means that the system will only accept files for uploading in formats that are on the Whitelist. Agency personnel can view the Whitelist by logging in to Tenders WA and following the links ‘Help’ >‘Help Guides’ >‘Buyers Help Guides’.

If electronic lodgement of Offers is permitted under this Request, review the current Whitelist and ensure all potentially relevant file formats are listed in the table below. If you are unsure whether a listed file format is relevant or accessible by your agency, check with your agency’s ICT team.

If you have queries about the Whitelist and/or require additional formats to be approved and added to the Whitelist, contact Procurement Systems Operations –*procurementsystems@finance.wa.gov.au*.]

1. Respondents may lodge an EOI i**n Electronic Form Through Tenders WA** by lodging it in an approved format (**TWA Approved File Format**) at [www.tenders.wa.gov.au](http://www.tenders.wa.gov.au).

If lodging an EOI through Tenders WA, the Respondent must ensure that:

1. the lodgement is made in accordance with the [Tenders WA Terms of Use](https://www.tenders.wa.gov.au/watenders/terms-and-conditions.vm?CSRFNONCE=7B2E6BE1F2952818D29C7DBA7015FE10);
2. the Respondent is registered on Tenders WA;
3. the EOI is lodged against the correct Request Number;
4. the EOI file name is no more than 125 characters in length;
5. the file EOI file size is equal to or less than 100 megabytes; and
6. each file is uploaded in one of the following TWA Approved File Formats,

[The TWA Approved File Formats in the table below are a subset of the file formats on the Whitelist. Check the current version of the Whitelist (available from Tenders WA) and if other Whitelist formats are relevant to your procurement, add those file formats to the table. Not all formats are accessible by all agencies. If you are unsure, check with your agency’s ICT team.

**Ensure that only Whitelist file formats are listed in the advertised EOI**.]

|  |
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| TWA Approved File Formats |
| Adobe Reader File # | .pdf | Image File | .jpeg |
| Microsoft Excel File \* | .xls | Image File | .jpg |
| Microsoft Excel File \* | .xlsx | Image File | .png |
| Microsoft Excel File \* | .csv | Media File | .mp4 |
| Microsoft PowerPoint File \* | .ppt | Media File | .mpp |
| Microsoft PowerPoint File \* | .pptx | Rich Text Format File | .rtf |
| Microsoft Publisher File \* | .pub | Text File | .txt |
| Microsoft Word File \* | .doc | [insert] | [insert] |
| Microsoft Word File \* | .docx | [insert] | [insert] |
| Microsoft Word File \* | .docm | [insert] | [insert] |
| TWA Approved File Formats – Compression Formats |
| ZIP File | .zip | [insert] | [insert] |

# PDF files must be Adobe compatible. \* Microsoft files must be PC / Windows compatible. [If your agency can accept non-Adobe pdf files and/or Microsoft for Mac files, update or delete this wording.]

The Tenders WA Terms of Use can be viewed at [www.tenders.wa.gov.au](https://www.tenders.wa.gov.au/watenders/terms-and-conditions.vm?CSRFNONCE=7B2E6BE1F2952818D29C7DBA7015FE10). Guidelines to assist Respondents with registering on Tenders WA and lodging an Offer electronically can be downloaded at [www.tenders.wa.gov.au](https://www.tenders.wa.gov.au/watenders/index.do?CSRFNONCE=CB30F36D43FB4D9DBD683B1942FFD1E6) by following the links ‘Help’ > ‘Help Guides’ > ‘Suppliers Help Guides’.

Queries in relation to Tenders WA, including TWA Approved File Formats, should be directed to ProcurementSystems@finance.wa.gov.au.

**IMPORTANT NOTE**

'Electronic lodgement' refers to the process for file attachment available at [www.tenders.wa.gov.au](http://www.tenders.wa.gov.au). Electronic lodgement is not lodgement by e-mail. The electronic lodgement process can take significant time and the Respondent should allow for this and make its own assessment of the time required for full transmission of its EOI.

EOIs can only be lodged electronically if the size of the EOI is equal to or less than 100 megabytes.

**END OF SUMMARY OF CHANGES**