
INFORMATION BULLETIN

Subject	NEW SPECIFICATION COVERS AND CHECK LISTS	Reference	B-4-05
		Date	7 November 2005

Specification and Drawing Covers

New specification and drawing covers in the latest corporate colours and branding have been printed and stocks are held at the Government Printer. All tender documents containing over 100 pages, including documents prepared by consultants, will now be reproduced by the Government Printer who will then deliver them to CAPS. Tender documents containing over 100 pages must be accompanied by an RFT Printing Request Form located on the Plan Room intranet site at; <http://uluru.nt.gov.au/dtw/bams/planroom/RFT%20-%20Electronic%20Request%20Form.dot> Tender documents of less than 100 pages will continue to be printed by CAPS in Darwin and the regions. In the regions documents containing over 100 pages may continue to be printed in house, however, Technical Records is at present negotiating with the Government Printer to provide a service to print these in the regions and to deliver them to CAPS.

Forward the prepared tender documentation to Technical Records through the APRO system in the required format. Technical Records will complete a Document Assembly Check to ensure that the documents are in order before recording the documents in the Technical Records system and forwarding them on for reproduction to CAPS or the Government Printer.

RFT Documentation Check

A comprehensive RFT Documentation Check List is available on the Specifications intranet site at <http://dpinet.nt.gov.au/divisions/infrastructure/procurement/techspecs/specs.html> This check list is provided to assist Project Officers or Consultants to complete project specifications ready for reproduction and tendering purposes. The completed check list may also give the Delegated Officer assurance that the project specification is in fact complete when signing off on APRO.

Although the list is lengthy, containing some 60 items, it has been compiled from feedback from procurement areas dealing with the checking of documents prior to their going to tender. The list is in dot point form and further detailed information should be accessed from the Manual Input Forms (Check Lists) prepared by CAPS and available on the CAPS intranet site.

The Check Lists should be referred to throughout the preparation of the documents as it is not sufficient to just check off the items at the end of documentation as this could result in the whole document having to be reworked. Place a copy of the completed RFT Documentation Check List on the project file.

For further information contact the Manager Specification Services, Peter Radtke, 1st Floor Energy House, telephone 8924 7377 or email peter.radtke@nt.gov.au

Peter Radtke
Manager Specification Services

7 November 2005