

**2007-08 Annual Procurement Plan**  
**Agency Name: Australian Public Service Commission**

**Strategic Procurement Outlook**

The Australian Public Service Commission is a central agency within the Prime Minister and Cabinet Portfolio.

The Commission's national office is located in Canberra with offices in each State with the exception of Tasmania and the Northern Territory. The planned average staffing level for 2007-08 is 206.

The Commission's mission is to support a high-performing Australian Public Service.

The Commission also has statutory responsibilities under the Public Service Act 1999. In order to fulfil its statutory responsibilities and deliver on the Government's outcome, the Commission works closely with APS agencies in providing ongoing services and strategic priorities including:

- APS policy and employment services
- Development programmes
- Better practice and evaluation

Further information on the Commission's corporate directions is available at <http://www.apsc.gov.au/about/corporateplan.htm>

The Commission's activities are funded through government appropriation and revenue generated through the delivery to APS employees of leadership, learning and development activities and employment-related services. Procurement activity is devolved, with each group within the Commission managing their specific requirements.

The annual procurement plan represents services that will support the Commission in its obligations to meet its statutory responsibilities and core business.

The procurements described in this forecast are expected to be solicited in this financial year, based on the best information available at the time of publication. This Annual Procurement Plan lists all proposed open tender opportunities for the Department. Other procurements of a lesser value will be conducted by individual Commission offices.

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**Planned Procurement** <sup>(1) (2)</sup>

Reference	Description	Estimated date of approach to the market
	<b>Property and office services</b>	
1	Panel arrangement for the provision of stationery supplies and office consumables	September 2007
2	Provision of cleaning services - Canberra office	December 2007
3	Provision of office repairs and maintenance – all offices	March 2008
	<b>Learning and development</b>	
4	Public Sector Management Program Assessment	December 2007
5	Delivery of Career Development Assessment Centres	March 2008
	<b>Other services</b>	
6	Catering for Woden Training Facility	August 2007
7	Internal Audit Services	June 2008

**Notes**

1. Request documentation for all open approaches to the market will be available electronically through AusTender ([www.tenders.gov.au](http://www.tenders.gov.au)) when the approach to the market takes place.
2. All planned procurements are subject to revision or cancellation. Final decisions will not be made until each procurement has been initiated. The data is for planning purposes only; it does not represent a pre solicitation or constitute an invitation for bid or request for proposal; nor is it a commitment by the Commission to purchase the described supplies and services.