

**From:** s 22  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** RE: 23(3) Approval Visit Number Plate [SEC=OFFICIAL]  
**Date:** Tuesday, 21 May 2024 8:42:48 AM  
**Attachments:** [image001.jpg](#)

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**OFFICIAL**

Good morning s 22,

Thank you for this, I note your advice and recommendations.

I approve the procurement of the number plates as outlined below and the commitment of relevant money up to \$25,000 incl GST under s23.3 of the PGPA Act.

I note and agree to the risk rating and that it will continue to be reviewed throughout, and agree the procurement presents value for money based on your advice below.

Based on the above, please take this email as my agreement to offer a contract for Funky Car Skins with a maximum value of up to \$25,000 incl GST for the period of 21 May 2024 to 30 September 2024.

Kind regards

s 22  
[REDACTED]

s 22  
[REDACTED]

Service Delivery and Business Improvement  
Comcar and Programs Branch | Department of Finance

T: s 22  
[REDACTED]

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**From:** s 22 [REDACTED]@finance.gov.au>

**Sent:** Monday, May 20, 2024 3:19 PM

**To:** s 22 [REDACTED]@finance.gov.au>

**Cc:** s 22 [REDACTED]@finance.gov.au>; s 22 [REDACTED]

s 22 [REDACTED]@finance.gov.au>; s 22 [REDACTED]@finance.gov.au> s 22 [REDACTED]

s 22 [REDACTED]@finance.gov.au>

**Subject:** 23(3) Approval Visit Number Plate [SEC=OFFICIAL]

**OFFICIAL**

Dear s 22 [REDACTED]

Please provide your approval to the below recommendations:

- a. approve the procurement of visit number plates, as outlined below.
- b. approve the commitment of up to \$25,000 (GST incl.) under s23.3 of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act), covering the period 21/05/2024 to 30/09/2024,
- c. agree the non-financial risk rating for this procurement is assessed as very low.
- d. agree this procurement represents value for money, consistent with the provisions of the

PGPA Act and Commonwealth Procurement Rules (CPRs)

- e. subject to approval of recommendations a-d, agree to offer a contract to Funky car Skins as the preferred Service Provider with a maximum value of up to \$25,000 (GST incl.) for the period of 21/05/2024 to 30/09/2024 for the provision of supply of visit number plates under s23.1 of the PGPA Act.

Decisions to commit relevant money and to enter into arrangements are subject to the requirements of the PGPA Act. This procurement represents a proper use of relevant money, in accordance with the purposes of the PGPA Act. 'Proper' is defined as efficient, effective, economical and ethical. If you approve these recommendations, this email will represent the written record of your approval of:

- a. the commitment of relevant money; and
- b. the entering into an arrangement in this matter,

for the purposes of section 23 of the PGPA Act and rule 18 of the PGPA Rule.

### **Background**

The Commonwealth, as represented by the Department of Finance (the Department), sought to procure an experienced Service Provider for the purpose of visit number plates. As part of the procurement approval, a pretender estimate of up to \$25,000 (GST incl.) was proposed for the required services. This estimate was based on a reasonable understanding of similar works previously undertaken and the estimated hours/days that the Service Provider would need to complete the required works.

- As per the CPRs, limited tendering (to one or more suppliers) is permitted when the pretender estimate is less than \$80,000 (GST inclusive), provided that value for money and risk are still considered, assessed and documented.
- Noting this, the Department approached Funky Car Skins, via an informal Request for Quotation (RFQ) process, to submit a quote for the required services. Funky Car Skins have appropriate skills, qualifications, and experience to provide the services required and market research has demonstrated that Funky Car Skins are well-suited to providing these services.

### **Value for Money**

An evaluation was undertaken in accordance with standard Commonwealth evaluation procedures and requirements. The evaluation consisted, broadly, of three stages:

- a. The extent to which the response met the scope and requirements of the Department.
- b. Any risks inherent in the response, including the degree of compliance with the proposed scope and any actual or perceived conflict of interest.
- c. The tendered price and total costs to be incurred by the Department.

Funky Car Skins are well qualified and experienced, and have previously demonstrated strong expertise, skills and experience in this area. Funky Car Skins demonstrated suitable capability and capacity to deliver the department's objectives via defined deliverables and milestones, within an appropriate timeframe, with a well-qualified and experienced team. The proposed total price is commensurate to the services required and within the available budget. Overall, Funky Car Skins demonstrated the ability to deliver the right solution at the lowest price with least risk – i.e. value for money.

### **Funding Commitment**

The expected total value of this procurement is \$25,000 (GST incl.) and includes all services and any possible expenses. Funds will be sourced from administered via cost centre s 22 general ledger code s 22. The contract period proposed for these services is from (on or around) 21/05/2024 until 30/09/2024, with an option to extend for a further 8 weeks, if required. Noting this, the Department is proposing to engage Funky Car Skins for a value of up to \$25,000 (GST incl.), noting that this is within your spending delegation. This spending delegation approval will continue until 30/09/2024.

**Probity, Fraud and Risk**

This procurement is deemed to be very low risk. No post-control risk mitigation, fraud or probity issues are identified at this stage. These issues will continue to be monitored.

**Reporting**

The proposed services are equal or greater than \$10,000 (GST incl.). Accordingly, the contract will be reported on AusTender in accordance with mandatory reporting obligations. The title for this procurement to be reported on AusTender will be "Guest of Government Visit Number Plates". In approving this commitment, you agree that this title is appropriate for public reporting.

If you have any questions, please do not hesitate to contact me.

Kind regards

s 22



s 22

COMCAR and Programs Branch

Ministerial and Parliamentary Services Division | Business Enabling Services

Department of Finance

s 22

✉ One Canberra Avenue FORREST ACT 2603



# QUOTE

Comcar

**Date**  
17 May 2024

**Expiry**  
31 May 2024

**Quote Number**  
s 22

**ABN**  
22 617 184 246

Funky Car Skins  
11 Isa St  
FYSHWICK ACT 2609  
AUSTRALIA

Description	Quantity	Unit Price	GST	Amount AUD
ComCar visit plates s 47G Perspex plates with oval holes Plates: s 47G	s 47G		10%	22,000.00
A deposit is required for the production of the plates.				
Material costs:				
s 47G perspex plates s 47G				
Printable clear vinyl s 47G				
Etched vinyl s 47G				
White vinyl s 47G				
Deposit of s 47G				
			Subtotal	22,000.00
			TOTAL GST 10%	2,200.00
			<b>TOTAL AUD</b>	<b>24,200.00</b>

## Terms

### Terms & conditions

A deposit is required for the production of the plates.

### Material costs:

s 47G perspex plates s 47G

Printable clear vinyl s 47G

Etched vinyl s 47G

White vinyl s 47G

Deposit of s 47G