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TENDER BOARD.

*The Treasury,  
Perth, 18th March, 1903.*

**H**IS Excellency the Administrator in Executive Council has been pleased to approve of the following Regulations for the purchase and custody of Stores, and for the administration of the Tender Board.

L. S. ELIOT,  
Under Treasurer.

Regulations for the Purchase and Custody of Stores for the Government of Western Australia, and for the Administration of the Tender Board hereby appointed.

Tender Board.

1. There shall be a Tender Board, consisting of the following Officers:—

Commissioner of Railways,  
Engineer-in-Chief,  
Under Secretary for Public Works,  
Secretary Crown Law Department,  
Principal Medical Officer,  
Government Printer,  
Officer of Railways, nominated by the Commissioner of Railways,

and any persons specially appointed thereto by the Governor in Council.

2. The members of the Tender Board shall, at their first meeting, and after at the commencement of every financial year, elect from among their number a Chairman and Deputy Chairman, who shall hold office until the end of the financial year in which they are elected. If any vacancies in such offices occur during the currency of any financial year, they shall be filled by similar proceeding. The Chairman, or in his absence the Deputy Chairman, shall preside at all meetings of the Tender Board; but if both be absent, the Board may at any meeting elect from among the number then present a Chairman, who shall preside at such meeting.

3. The Tender Board shall meet at least once a fortnight, and whenever specially summoned by direction of the Chairman or Deputy Chairman; but no business shall be transacted unless three members be present.

#### Estimates.

4. The permanent head of every department shall, in every year, forward to the Tender Board estimates of the stores which will be purchased by his department during the period to be covered by the Contract, and a statement of actual consumption (Clause 10), and of the stock in hand at some recent date specified. (Form No. 1.)

5. In the case of new items, it shall be set forth whether it is desirable to include same in general annual contracts, or with a specification (Clause 21), and where supply should be delivered.

6. Samples should be sent to the Board when supply is required as per sample, or when it appears desirable to change those already in use.

7. Special information or any specification required to meet the particular demands of any department shall be furnished as required.

8. The Tender Board shall prepare classified schedules of all supplies likely to be required.

9. The schedules shall be prepared with the view of admitting fair competition among manufacturers, merchants, and others in a position to supply.

10. The following dates and periods shall be observed:—

	As to stores generally.	As to forage.
Estimates shall be despatched to Board not later than	31 December ...	30 November.
Actual consumption shall be quoted for year ended	30 June preceding ...	28 February preceding. 29
Estimates shall be for year commencing	1 July following ...	1 March following.
Contract schedules, etc., forwarded by Board to Colonial Treasurer not later than	1 February ...	1 January.
Contracts shall be for period commencing	1 July ...	1 March.

11. The Tender Board shall report to the Treasurer as to the manner in which the said supplies should be procured—whether by annual contract or otherwise—and shall generally advise thereon.

#### Tenders.

12. Such report shall be considered by the Government, and its decision notified to the Tender Board by the Treasurer. Thereupon the Tender Board shall take action, by advertising for tenders or otherwise. As a rule, advertisements calling for supplies should contain general particulars of

the supply, the period of the proposed contract, and the amount of security, and the date and hour of closing tenders. Copies of the specification, form of tender, form of contract, and conditions of contract, samples (if any), etc., shall be exhibited at the office of the Tender Board, and at such places as the Treasurer or the Tender Board shall decide.

13. No tender shall be entertained which —

- (a.) Is received after the advertised time of closing tenders ;
- (b.) Is not securely enclosed in an envelope showing clearly the supply for which it is a tender ;
- (c.) Has not enclosed therewith the specified security.

14. In considering tenders, each item in every schedule may be considered the subject of a separate tender.

15. All tenders for supplies under these Regulations shall be opened and examined by the Tender Board, and numbered consecutively, and initialled by the Chairman of the meeting. They shall be scheduled and forwarded, through the Treasurer, to the Government, with a recommendation as to their acceptance or rejection, and with such explanation as may be necessary. Should the rates named in the tenders be excessive, or should no tenders be received, the Board shall advise the Government as to the best course to be taken to obtain the supplies.

16. Acceptance of tenders and cancellation of contracts shall be notified in the *Government Gazette*.

17. The Tender Board shall have custody of contract documents for stores contracts.

18. An officer appointed by the Under Treasurer shall be present at the opening of tenders, and shall receive all deposits and securities in connection with tenders and contracts, and shall deal with them as the Under Treasurer shall direct. An acknowledgment of all such deposits and securities shall be issued to the Tender Board, as well as to the tenderer or contractor.

19. There shall be an officer of the Public Service appointed as Secretary to the Tender Board, who shall keep the records of the Board and perform such duties as he may be from time to time directed to do by order of the Tender Board.

20. The Secretary to the Tender Board shall keep the following books, viz. :—

1. The minute-book of the Tender Board.
2. The advertisement-book.
3. Register of tenders.
4. Preliminary deposit and cash security book.
5. Register of fixed deposits.
6. Register of complaints against contractors.
7. Register of transport requisitions.
8. Register of transport accounts.
9. Cash-book—transport advance.
10. Register of claims for damages and for short or non-delivery.

21. General conditions of contract shall be adopted by the Tender Board, with the approval of a law officer of the Crown. Special conditions affecting particular supplies may be adopted by the Tender Board, may be printed with the schedules, and are herein referred to as the "specification."

22. The general conditions of contracts governing the supply of stores shall include the following, or to the like effect:—

- (a.) That the goods shall be delivered as may be directed by the officer ordering the supply.
- (b.) That a delivery note containing a reference to the number and date of the order concerned be handed to the Officer authorised to accept delivery, hereinafter called the Receiving Officer.
- (c.) That such delivery note shall contain a correct statement of the stores delivered.
- (d.) That the Receiving Officer shall sign a receipt produced by the contractor for the stores accepted.
- (e.) That the delivery note with corrections as to rejected supplies shall be recorded by the Receiving Officer on behalf of the department concerned.
- (f.) That the contractor when making claim for payment, if so desired by the head of the department concerned, shall produce the order for the supply and the receipt for delivery of the stores in question.
- (g.) That the acceptance of the supplies shall be subject to the approval of the Receiving Officer, or such other officer as shall be named in the conditions or specifications.
- (h.) That if, after the delivery of the supplies has been taken, any deficiency or defect is discovered therein, such stores may be rejected.
- (i.) That, in case of the rejection of any supplies, the contractor shall immediately remove and shall bear the whole cost of replacing the supplies rejected.
- (j.) If any difference or controversy arise between the Receiving Officer and the contractor, the matter shall be referred to the permanent head of the department concerned, whose decision shall be binding upon the Receiving Officer. The contractor shall, if aggrieved, be allowed an appeal to the Tender Board, whose decision shall be final and binding, unless the Treasurer be satisfied that the importance of the difference or controversy warrants the granting of a Board of Arbitration.
- (k.) A Board of Arbitration shall consist of—
  - (1.) A member appointed by the Treasurer,
  - (2.) A member appointed by the Contractor,who shall immediately nominate, in writing, a referee. The decision of the two members, or, in case of a difference, of the referee, shall be final and binding. The cost of the arbitration and award shall be allocated in the discretion of the Board of Arbitration.

23. All contracts shall be made by the Tender Board for such supplies and stores as may be required in Western Australia for the service of the Crown.

4. General contracts shall be binding upon all Departments of the Western Australian Government, and shall be optional with departments of the Imperial and Commonwealth Governments, subject to the terms and conditions expressly provided in such contracts.

25. Special contracts made by the Tender Board shall bind the Departments for whose service they were taken, but they should, where not prejudicial to the departments specially concerned, be available to other departments under reasonable conditions.

26. Subject to the provisions relative to private purchases, where a requirement arises in a department for stores omitted from the contracts available to such department, and from the price lists of manufacturing departments of the Government, a requisition, in the Form 3, shall be sent to the Tender Board, with all the necessary particulars, and the course prescribed for general store requirements shall, as far as possible, be followed.

#### Mode of Obtaining Supplies.

27. Every permanent head shall from time to time submit, for the approval of the Minister, requisitions setting forth the particulars of all supplies required by the several sub-departments or branches of the department under his charge. (Forms Nos. 2 and 3.)

28. Requisitions shall be for such stores only as may be necessary for the proper conduct of the Public Service.

29. In all cases the weight, measurement, or quantity, and a correct description of the stores required, shall be given.

30. The requisition having been approved by the Minister, any officer authorised by the permanent head of the department to order shall (if the articles applied for are in contract) issue orders, numbered consecutively (Form No. 4) upon the contractors for the stores required. No order is to be made in excess of the approved requisition, and every order must state at what place the articles are to be delivered.

31. If the articles ordered be not duly received, notice thereof shall be sent to the permanent head of the department concerned, who may take such action as he may consider necessary.

#### Receipt of Stores.

32. Receiving Officers shall keep a detailed record of all stores received by them.

33. Receiving Officers and Officers in Charge of Stores are enjoined to make themselves conversant with the Conditions of Contract, and to exercise every care that stores accepted by them are correct as to quality and quantity.

34. Receiving Officers and Officers in Charge of Stores shall from time to time apply to the heads of their respective departments for samples which appear to be necessary.

35. Receiving Officers shall refuse to accept stores which appear to them deficient in quantity or defective in quality, reporting the circumstances to the head of the department concerned.

36. If after accepting delivery of any stores, Receiving Officers or Officers in Charge of Stores discover any deficiency or defect therein they may notify the contractor that such stores are rejected, and they shall report the circumstances to the head of the department concerned.

### Transport.

37. The transmission of stores or parcels beyond the limit within which the contractor is liable to deliver shall be undertaken either by an officer of the department concerned or under regulations of the Tender Board by an officer of the Tender Board, as the Minister may determine.

38. Such officer (hereinafter called Transport Officer) shall, on receipt of a transport requisition (Form No. 5), obtain the requisite transport and forward the supplies to their destination, and shall also, as soon as possible, send a way-bill (Form No. 6) for the same to the officer to whom the stores are to be delivered.

39. All transport for bulky stores, other than transport by railway, shall be performed under a written contract. When the weight of the goods is such as to render it advisable, tenders for transport shall be called for by public advertisement, and the tenders received shall be submitted to the Tender Board for consideration. In all other cases the department concerned or the Tender Board, as the case may be, shall make contracts or agreements with individual carriers at the most advantageous rates.

40. In case of the non-arrival of the goods within a reasonable time after the receipt of the way-bill, the officer in charge shall communicate at once to the Transport Officer, and to the head of the department concerned, the circumstances of the case, in order that such steps as may be necessary may be promptly taken.

41. If at any time the weight or quantity of the supplies received be deficient, or exceed that stated in the way-bill, the Receiving Officer shall point out the discrepancy to the carrier, and ascertain whether such discrepancy has arisen from carelessness, dishonesty, or other causes while the goods were in transit. Should the supplies be damaged, he shall also ascertain in what manner the damage occurred.

42. In no such case shall the weight or quantity stated in the way-bill be altered; but the officer shall attach his signature, and shall minute the particulars of the excess, loss, or damage on the face of the bill, and state the approximate value of the excess or loss, as the case may be; and such way-bill shall then be returned to the Transport Officer.

43. The quantities stated in the way-bill shall, in all cases, be entered in the books of the Receiving Officer. The quantities deficient or in excess shall be entered separately.

44. Officers giving receipts for supplies will be held responsible for any discrepancy or loss which may be afterwards discovered.

45. Any officer of the Public Service and any officer of the Police Force may be required to take temporary charge of stores in transit and to forward them to their destination. While such stores are in his custody he must exercise care to protect them from exposure to the weather, from deprecations, and from damage or loss of any kind.

### Custody of Stores.

46. Every officer in charge of stores shall keep a clear and exact account of all stores which may be placed under his charge, and he shall be held responsible for the custody and preservation of such stores. He shall obtain and file receipts for all stores and material issued by him (except provisions).

47. No articles shall be lent, sold, or exchanged, except upon the written authority of the Minister.

48. Every officer in charge of stores shall from time to time inspect his stores, and take stock thereof at least once in every year, or whenever called upon to do so by the Auditor General. If any deficiency be discovered, the matter shall be reported to the Minister for action.

49. Prior to the removal of an officer in charge of stores from any station, he shall balance his accounts, and shall hand over the stock and the samples to his successor. The officer taking charge shall ascertain that the stock on hand agrees with the accounts.

50. Every officer shall be held responsible for the proper application of all stores intrusted to him for use or consumption, and for the proper care and preservation of all articles in use, and, when considered necessary by the permanent head of his department, shall keep a book containing a statement or inventory of all articles and also of all live stock in his charge. At least once a year every officer in charge or sub-charge shall forward to the permanent head of his department a return of the stores in use under his supervision, and shall report as to their state and as to any loss of such stores or any damage thereto which, in his opinion, may have been due to want of care. Officers shall also comply with any departmental instruction for the time being in force for the checking of stores in their custody.

51. Every officer in charge of stores shall keep the following books, viz. :—

1. Receipt Book.
2. Store Ledger.
3. Sub-ledger, in which to enter material issued and stores returned to stock.
4. Record of condemned stores.

#### Private Purchases.

52. (a.) As far as possible, all purchases of stores shall be of the kind specified in Tender Board contracts, or in the price lists of manufacturing departments of the Government.

(b.) Private purchases of stores not so specified, to the amount of £20, may be made by heads of departments. Monthly returns of all such purchases to be made to the Treasurer. (Form No. 8.)

(c.) Private purchases of stores not so specified, to the amount of more than £20 but not more than £100, may be made by heads of departments on the authority of the Tender Board. (Form No. 7.) Monthly returns of all such purchases shall be made to the Treasurer for publication in the *Gazette*. (Form No. 9.)

(d.) Private purchases of stores not so specified may be recommended to the Governor in Council through the Treasurer. (Form No. 7.) Monthly returns of all such purchases so approved shall be made to the Treasurer for publication in the *Gazette*. (Form No. 10.)

(e.) Heads of departments are expressly required to guard against evasion of this regulation, whether by dividing expenditure among several vouchers or requisitions, or otherwise.

(f.) Private purchases shall only be made as a matter of urgency, or when the requirement for the balance of the then financial year is small.

### Committees.

53. The Tender Board may, with the approval of the Treasurer, appoint Committees consisting of members of the Public Service—

- (a.) To draw up draft schedules of stores ;
- (b.) To report as to adoption of standard dimensions and qualities of stores ;
- (c.) To suggest the substance of conditions of contract ;
- (d.) To advise generally, or in detail, upon any question within the jurisdiction of the Tender Board.

Such Committees shall report to the Tender Board.

54. Committees for local tenders may be appointed for country and goldfields districts. Such Committees shall report to the Tender Board—

- (a.) As to calling tenders locally for supply of provisions, forage, fuel, water, and other stores ;
- (b.) As to schedules, conditions, and method of local advertisement ;
- (c.) As to the limits of the district ;
- (d.) Generally, as required.

55. In every country or goldfields town where offices of three or more departments are stationed, such Committee is hereby appointed, to consist of the senior or chief officer of the several departments. The senior officer of such Committee shall act as Chairman.

56. The Chairman, shall, when necessary, convene meetings of the Committee for the consideration of tenders, and, in dealing with them, the course prescribed by the foregoing regulations shall, as far as practicable, be observed. When thus dealt with, all the tenders shall be sent to the Tender Board for the decision of the Treasurer and for notification of the accepted tender (if any) in the *Gazette*.

### Calling for Tenders outside Western Australia.

57. The Tender Board may, if it appear to the advantage of the Service, call for tenders for certain stores in countries other than Western Australia, and may appoint the places where such tenders may be received, and the persons who shall open them, and the manner of communicating the contents to the Tender Board: Provided that tenders upon the same specification, etc., shall be called in Western Australia, and that the opening of such tenders in Western Australia, and in all other places appointed, shall be synchronous.

### Unserviceable Stores.

58. At every stocktaking the officer in charge of stores shall make a return showing what stores (if any) in his custody he considers to be unserviceable, and shall apply to the permanent head of his department for the appointment of a Board of Survey to deal with them.

59. No articles shall be dealt with as unserviceable until they shall have been inspected and condemned by a Board of Survey, appointed under the authority of the Minister.

60. Boards of Survey shall carefully examine the stores condemned and shall report to the permanent head of the department concerned, for the information of the Minister, if they can be utilised in any department of the Public Service.

61. Lists, descriptions, and all necessary particulars of goods finally declared unserviceable shall be furnished to the Tender Board, which shall arrange for sale of such goods by public tender. Conditions of sale, method of making delivery and acquittance, amount of security to be lodged with tenders, etc., shall be prepared by the Tender Board, in conjunction with department concerned. Tenders shall be called for by advertisement in the *Gazette*, and in newspapers in Western Australia and elsewhere, as the Treasurer or Tender Board may direct. The tenders shall be opened by the Tender Board, numbered, scheduled, and forwarded, with recommendations, through the Treasurer, for the decision of the Government.

#### Duties of the Inspector of Officers in charge of Stores.

62. The Treasurer may appoint members of the Public Service to act as Inspectors of Officers in charge of Stores, who shall inspect the books and accounts of officers whose duty it is to receive stores and material, and also all stores and material in stock and under the control of such officers, and shall take stock thereof, and shall investigate and examine all contracts, accounts, invoices, requisitions, books, way-bills of parcels, and vouchers in anywise relating to or concerning the same, and shall ascertain whether the stores and material received by such officers have been duly accounted for, and also whether the stores and material in stock are, in quality and description, in accordance with the contract for the supply.

63. The Inspectors shall forthwith, after such investigation and examination, in regard to each officer in charge, report the result thereof to the Tender Board.

#### Miscellaneous.

64. If the permanent head of any department shall consider it advisable, under exceptional circumstances, to obtain supplies from a contractor of a quality inferior to that provided for in the contract, he shall report the circumstances to the Tender Board; and the Board, if it thinks fit, may recommend to the Treasurer the acceptance of the supplies at such reduced prices as may be deemed sufficient, and as may be agreed upon with the contractor. If the Treasurer approve, the Board shall notify the permanent head and the contractor accordingly, and the supplies may thereupon be obtained at the approved prices.

65. All requisitions authorising orders and delivery notes accompanying supplies shall be filed by the department concerned for the information of examining and inspecting officers.

66. The Inspectors shall report to the Tender Board if any stores in stock are inferior to sample.

67. In these Regulations—

“Minister” shall, in the case of Railways, include the Commissioner of Railways; and

“Permanent Head” shall mean—

Under Treasurer,

Under Secretary for Lands,

Under Secretary for Works,

Secretary Law Department,

Under Secretary for Mines,

Under Secretary, Colonial Secretary's Department, or

Commissioner of Railways,

as the context may require.

FORM No. 1.

WESTERN AUSTRALIA.

ESTIMATE OF STORES WHICH WILL BE PURCHASED BY THE DEPARTMENT OF....., DURING.....

Description of Article.	Consumption during year ended .....	Stock on hand.	Estimate.	Remarks.

To the Tender Board.

Head of the Department.

(FORM No. 2.)

REQUISITION FOR ARTICLES INCLUDED IN THE ANNUAL CONTRACTS REQUIRED FOR DEPARTMENT OF

No. , 190 .

Quantity applied for (in figures).	Contract Number.	Schedule Number.	Article.	Rate, as per Contract.			Amount.			
				@ per	s.	d.	£	s.	d.	

Approval of }  
Minister. }

Head of Department.

/ /190 . / /190 .

(FORM No. 3.)

REQUISITION FOR ARTICLES NOT INCLUDED IN THE GENERAL CONTRACTS REQUIRED FOR THE DEPARTMENT OF

No. , 190 .

Quantity required.	Articles (give full description, etc.).	If to Sample or Specification, state so.	State when delivery is required.	State where delivery is to be made.	Probable Cost.		
					£	s.	d.

To the Chairman of the Tender Board,

Head of Department,

Perth.

Date,

, 190 .

(FORM No. 4.)

Requisition Nos.\*.....

WESTERN AUSTRALIA.

ORDER No.

M

, 190

Please supply the undermentioned Articles in accordance with Contract No.  
for the Department

Delivery to be made on the , at

Quantity.	Schedule Number.	Article.	Remarks.

OFFICER AUTHORISED TO ORDER.

\* To be inserted by Officer ordering supply.

(FORM No. 5.)

No.

WESTERN AUSTRALIA.

190

REQUISITION FOR THE UNDERMENTIONED TRANSPORT FOR THE DEPARTMENT OF

Description and number of Parcels or Goods for which conveyance is required.	Weight.			To whom consigned.
	Cwt.	qrs.	lbs.	

To the Transport Office,  
Department of

(Signature of the Officer requiring the Transport.)  
(Signature of the Head of the Department.)

(FORM No. 6.)

WAY-BILL.

Department No. \_\_\_\_\_  
 Contractors 190 .  
 PLEASE RECEIVE from the Department, per \_\_\_\_\_, in  
 good condition, to be delivered as addressed, free of cost :—

No. of Packages and Description.	Weight.			Address.
	Cwt.	qrs.	lbs.	
				<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;">                     To be returned receipted to the Transport Officer.                 </div>

Received the above-mentioned Goods in good order and condition.

190 .

Signature.  
 Transport Officer.

*Please Note :*

1. If the goods described in this Way-Bill be not received within reasonable time, the Consignee, after making due local inquiry, should at once communicate the circumstance to the Transport Officer, in order that any necessary action may be promptly taken.
2. Should the goods be sent by train or boat, it will be the duty of the Consignee (in the absence of special arrangements by the Transport Officer for their transit) to arrange for their delivery from the station or wharf, and to forward the account to the Transport Officer.
3. Where convenient, please insert the weights in the column for that purpose, or check the weights if already inserted.

(FORM No. 7.)

WESTERN AUSTRALIA.

DEPARTMENT.

STORES REQUIRED TO BE PURCHASED PRIVATELY.

Authority of the \_\_\_\_\_ is desired to make the undermentioned purchases without advertising for tenders.

Average consumption.	Stock in hand.	Description of Article.	Quantity required.	Cost.	From whom to be obtained.

Head of Department.

(FORM No. 8.)

WESTERN AUSTRALIA.

DEPARTMENT OF

RETURN OF ARTICLES (COSTING NOT MORE THAN £20) PURCHASED PRIVATELY BY  
DURING THE MONTH ENDED 190 .

Quantity or Number.	From whom obtained.	Description.	Rate.	Cost.		
				£	s.	d.

Date

Head of Department.

(FORM No. 9.)

WESTERN AUSTRALIA.

DEPARTMENT OF

RETURN OF ARTICLES (COSTING £20 BUT NOT MORE THAN £100) PURCHASED PRIVATELY  
BY AUTHORITY OF THE TENDER BOARD DURING THE MONTH ENDED , 190 .

Quantity or Number.	From whom obtained.	Description.	Rate.	Cost.		
				£	s.	d.

Date

Head of Department.

(FORM No. 10.)

WESTERN AUSTRALIA.

DEPARTMENT OF

RETURN OF ARTICLES PURCHASED PRIVATELY BY AUTHORITY OF THE GOVERNOR IN COUNCIL.  
MONTH ENDED , 190 .

Quantity or Number.	From whom obtained.	Description.	Rate.	Cost.		
				£	s.	d.

Date

Head of Department.

Approved by His Excellency the Administrator in Executive Council,  
the 18th March, 1903.

ARTHUR H. WILLIAMS,

Clerk of the Executive Council.

