

GC Quick Check for Government Suppliers

Use this one-page check before you bid and before you sign a government contract. It highlights the key legal and commercial issues your general counsel will want confirmed.

Are we ready to supply?

- Entity details (ABN/ACN, name, address) are current and consistent across all portals and documents
- Required licences, registrations and insurances (public liability, professional indemnity, product liability, workers' compensation) are in place and current
- We understand and can comply with the relevant government Supplier Code of Conduct
- We have up-to-date policies for WHS, privacy, information security, anti-bribery/corruption and conflicts of interest

Do we understand the procurement?

- We know which procurement framework applies (Commonwealth Procurement Rules or relevant State/Territory policy)
- We have identified the evaluation criteria, weighting and mandatory requirements
- We understand the procurement method (open, limited, panel) and any conditions of participation
- We are using official channels for questions and clarifications and keeping written records

Have we managed probity and conflicts?

- All bid team members have declared actual, potential or perceived conflicts of interest
- We have a documented plan to manage conflicts and avoid probity concerns
- We have clear instructions not to contact agency staff outside approved channels
- We have controls in place to prevent collusion or anti-competitive conduct

Is our bid complete and accurate?

- All response schedules and forms are fully completed, signed and dated where required
- Pricing is complete, internally approved and consistent with the scope and specified pricing structure
- Our solution clearly addresses each element of the statement of requirements
- Assumptions, dependencies and exclusions are clearly stated and consistent with proposed contract terms

Have we reviewed the draft contract?

- Parties, term, extensions, deliverables, KPIs and change control process are clear and workable
- Liability caps, indemnities and insurance requirements are understood and acceptable to our risk appetite
- IP ownership, data security, privacy and confidentiality clauses are understood and manageable
- Pricing schedule, payment terms, milestones and acceptance criteria are clear and align with our bid
- Termination rights (default and convenience) and dispute resolution processes are understood

Are we ready to manage the contract?

- A contract owner, governance structure and contract register entry are in place
- Key dates, milestones, renewals and review points are diarised in our systems
- We understand the communication and reporting plan with the agency, including meeting cadence
- We understand ongoing compliance obligations including the Supplier Code of Conduct, reporting requirements and audit rights
- Our subcontractors and key suppliers are bound to equivalent WHS, privacy, security and conduct obligations

Disclaimer

This checklist provides general information only and does not constitute legal advice. It does not take into account your specific circumstances or the requirements of any particular procurement or contract. You should obtain independent legal advice tailored to your situation before relying on this material or entering into any government contract.