

Step 6: Managing amendments to the specification

Any amendments made to the specification during the advertising period should not disadvantage potential tenderers.

Step 1: Identify the Need

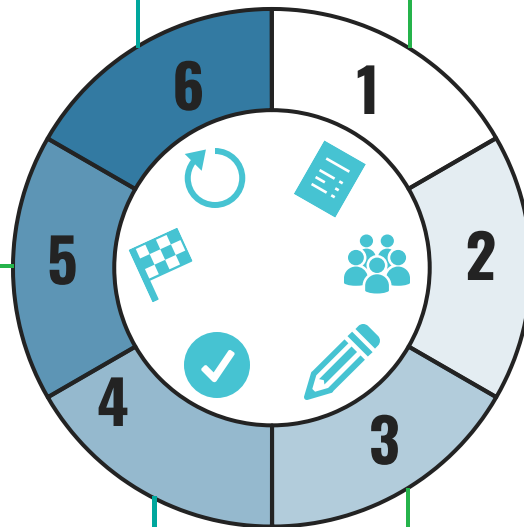
Define the public authority requirement(s). Consider the functional, performance and technical requirements.

Step 5: Issue the Specification

Include the specification as part of the 'Invitation to Supply'

Step 2: Collaboration and Information Gathering

Close and continuous liaison between the end-users, technical officers, project officer, procurement officers and the specification writer.



Step 4: Approving the Specification

The public authority determines how a specification is approved. Commonly included in the Acquisition Plan

Step 3: Write the Specification

What - what the supplier is required to do
When - when the supplier is required to do it
Why - why the supplier is required to do it.