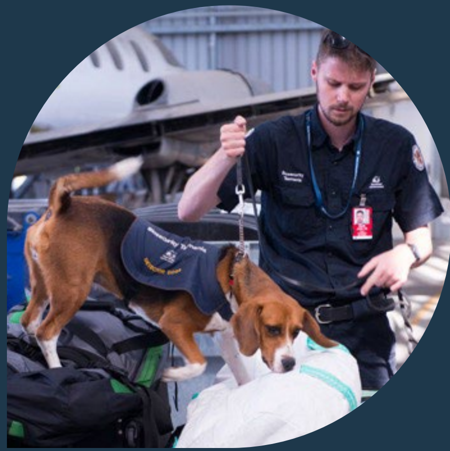

VALUATION SUPPLIER LIST PROGRAM GUIDELINES

JULY 2026

Office of the Valuer-General
Department of Natural Resources and Environment Tasmania

Tasmanian Government

Contents

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1 Guidelines for Applicants

These Program Guidelines outline the following information to interested parties for the Office of the Valuer-General Valuation Supplier List Program:

- The scope of valuation services which may be offered to successful applicants;
- Procurement and service delivery allocation; and
- The application and assessment processes, including eligibility requirements, insurance and professional accreditation; assessment criteria and scoring used to establish the Valuation Supplier List (referred to herein as the VSL).

This document is best read in conjunction with completing the online application form. All eligible applications must be submitted using our online application portal, which is accessible through the following link: https://nre.smartygrants.com.au/ValuationSupplierList

Applications submitted outside this online portal will not be considered. However, if you are experiencing any difficulties using the Smartygrants platform please contact us at vsl@nre.tas.gov.au

A list of useful websites and email contacts is provided at the end of this document.

The Valuation Supplier List is open for an initial term of three years and new applicants may apply throughout the life of the Program, which may continue beyond the initial term for a period to be determined or be terminated at any time.

2 What is the Valuation Supplier List?

The Valuations Supplier List (VSL) is a multi-user list which establishes a contractor prequalification for the procurement of Tasmanian Government valuation services. It is designed to connect valuation suppliers with the Tasmanian Government's valuation contracts.

The VSL aims to:

- improve valuation supplier access to compete for Tasmanian Government valuation contracts;
- streamline the Office of the Valuer-General (OVG)'s ability to connect with the market;
- meet the ad hoc valuation services needs of the Tasmanian Government; and
- integrate the Tasmanian Government Buy Local Policy into valuation procurement.

3 How do I apply for the Valuation Supplier List?

To be considered for the VSL, you need to complete two steps.

3.1 Step One – register your details on the Tasmanian Government E-tender website

Please ensure you have registered your business details on the E-tender website by clicking on the link below or pasting into your web browser. All notices must be published on the *'Tenders'* website in accordance with Treasurer's Instruction PP-2 – Procurement Processes - Market Approaches (TI PP-2), clause 2.8, therefore it is highly recommended you register your business for future tenders to ensure you are alerted to relevant valuation services opportunities.
https://www.tenders.tas.gov.au

3.2 Step Two – submit an online application

Applications to the VSL can be submitted at any time through our online application portal, powered by Smartygrants. You may commence your application by clicking on the link below or by pasting it into your web browser. This application is assessed for eligibility and then against the assessment criteria provided below to ascertain the suitability and capability of eligible parties in providing valuation services.
https://nre.smartygrants.com.au/ValuationSupplierList

To access comprehensive supporting information regarding '*How to win Government Business*', please visit the Winning Government Business website:
https://www.purchasing.tas.gov.au/winning-government-business/

3.3 Who is eligible to apply for the Valuation Supplier List?

Please read the Program Guidelines carefully and contact the OVG if you have any questions. Applications which do not meet the eligibility requirements will not be considered further, however if your eligibility changes please contact the OVG to discuss how to reapply during the life of the program.

Subsequent resubmissions will not be considered until you have spoken with us to confirm your eligibility.

An eligible application is one which includes the following information:

- Confirmation of eligible business entity as defined by item a) below;
- Has or is a qualified valuation professional in accordance with section 4(1) of the *Land Valuers Act 2001;*
- Meets and provides evidence of insurance requirement;
- Has confirmed business solvency; and
- Has provided relevant nominated persons with capacity to sign and enter into agreements, contracts and Deeds on behalf of the business entity applying to the VSL. The specific eligibility requirements for entry to the assessment process of the VSL are provided in more detail below.

a) an eligible legal entity is:

- a registered company holding a current ACN and ABN and registered for GST;

- a registered trust holding a current ABN and registered for GST;
- a legal partnership with an ABN; or
- a sole trader with an ABN.

b) A business employing staff as a 'qualified Valuer' to undertake valuations.

In accordance with Section 4(1) of the Land Valuers Act and for the purposes of this Program, a 'qualified valuer' is someone who has membership of either:

- the Australian Valuers Institute (other than associate or student membership), or
- the Australian Property Institute (other than student or provisional membership) acquired in connection with his or her occupation as a valuer, and, in addition is accredited as a Certified Practising Valuer by the Australian Property Institute.

3.4 Please note - Business Owners

The owner of the eligible legal entity applying to the VSL is not required to be a 'qualified valuer' as defined above (unless intending to undertake property valuation work). However, if you as the owner are not a qualified valuer, you must be able to provide evidence of appropriate professional qualifications and membership of your workforce to be engaged in valuation services work through the Program.

a) Insurance

Businesses need to demonstrate currency of their insurance prior to undertaking any and each valuation project and at the time of lodging an application. Evidence of Certificate of Currency must note both:

- Professional Indemnity Insurance minimum of $2 million; and
- Public Liability Insurance minimum of $10 million.

b) Confirmation of Business Solvency

In accordance with the definition provided under section 95A of the *Corporations Act 2001*, your business will need to provide any ONE of the following documents with your application to demonstrate it is 'solvent':

- a signed statement of solvency from an external auditor or accountant; or
- a signed statement of solvency from your Chief Financial Officer, or
- audited financial records from the current financial year.

c) Nominated Person(s)

You will need to provide the name(s) of the person(s) with authority to enter into a contract with the Department of Natural Resources and Environment. This will depend on your business structure and any Company Constitution/Replaceable Rules.

For more information on who may be able to sign on behalf of your business please refer to the sections 123 and 126 of *the Corporations Act 2001* by clicking on the link provided below and consider seeking professional legal advice:
https://www5.austlii.edu.au/au/legis/cth/num_act/ca2001172/s1.5.7.html

4 Application Assessment

The assessment panel is established from the OVG's Senior Management Team, including Senior Valuers and the Valuer-General. The panel will generally meet monthly to assess applications for inclusion on the VSL. Applications will be assessed to confirm eligibility in accordance with section 3.1 of these Guidelines. All eligible applications will then proceed to assessment by the panel against the criteria provided below to confirm capacity, experience, resourcing and ICT systems suitability to undertake valuation service on behalf of/for the Tasmanian Government.

4.1 When will I be notified of an assessment decision?

Applicants will be notified of their eligibility assessment within **30 days** of submission of a fully compliant application.

Following a successful eligibility check, applications will subsequently move to panel assessment against the assessment criteria provided below in Table 1. The Assessment Panel will meet monthly, with a final decision to be issued within **30 days** from each assessment panel meeting, unless it is determined further information or clarification is required. Any additional information request may delay the final decision outcome, therefore it is important to check your application for completeness before you submit.

The following Assessment Criteria outlined in Table 1 below are scored using the Tasmanian Government Scoring Matrix, which is available via the following link: https://www.purchasing.tas.gov.au/Documents/Evaluation-scoring-matrix-example.DOCX).

Successful applicants will receive a notification advising of next steps, including upcoming potential projects, induction matters such as standards for landowner engagement and valuation methodology. Once successfully added to the VSL, the provision of valuation projects is dependent on the OVG's operational needs.

Unsuccessful applicants should contact the OVG prior to submitting a new application. An application submitted by previously unsuccessful applicants will not be considered until confirmation that a verbal discussion has taken place with an OVG officer to confirm any material issues, risks or eligibility requirements previously identified have been addressed.

Table 1: Application Assessment Criteria

Assessment Criteria	Requirement	Value
1. Demonstrated Capacity	Demonstrated capacity to perform valuation services to government including evidence of relevant project history.	10 points (10%)
2. Demonstrated Experience	Demonstrated expertise in delivering valuation services to government within a designated timeframe. Note: demonstrated understanding of municipal property and valuation	10 points (10%

	characteristics linked to the specific property types and municipal areas you select in the 'Areas of Service Delivery' section will assist to strengthen your application.	
3. System Interoperability Experience and Data Management Systems	Provide evidence of the use of high-quality contemporary software and database systems or the demonstrated capability to quickly develop systems interoperability with government valuation databases as required. Provide quality control methodology regarding the use, storage, cleansing and analysis of complex data source and proven ability to deliver data sources within a designated time frame.	10 points (10%)
4. Areas of service delivery	Nominate which municipal areas your business has the capacity and/or knowledge of, for which you wish to provide valuation services.	10 points (10%)
5. Personnel and Project Experience	Personnel Provide details of key staff including Australian Property Institute accreditation or similar. Project Experience Demonstrate that your organisation has the experience to deliver valuation services. Provide details of two recent valuation projects or services you have delivered in the last five years.	10 points (10%)

4.2 Compulsory Requirement

To meet the application requirements, applicants are expected to provide at least one referee from recent (i.e. less than two years from application date) property valuation project. An application which does not include this information will not be considered for entry to the VSL.

Referees	A referee from a recent property valuation project (less than 2 years old).	Provided Yes/No

4.3 Scoring

All criteria are scored out of a maximum of 10 points each for a total of 50 points, with equal weighting. Applicants must receive a minimum rating of 'Good', i.e. a minimum of six points for each criterion to meet the minimum requirements for entry to the VSL, to support high quality valuation service provision.

Therefore, a minimum overall total score of **30 points** must be achieved by eligible applicants to be offered a place of the VSL.

In accordance with the Tasmanian Government Scoring Matrix, a score of 'good' is one which demonstrates: *Reasonable achievement of the requirements specified in the market* *approach document for that criterion. Some errors, risks, weaknesses or omissions, which can be corrected/overcome with minimum effort.* Please click on the Scoring Matrix link (above) for more information.

4.4 Capacity

The VSL application form requests applicants to nominate specific municipalities, land types and valuation types for which to be considered. There is no limit to the number of each to which you may apply. However, applicants should consider the extent to which they are able to demonstrate expertise and capability to deliver services across those areas and types they have nominated. Applications which provide evidence of experience and knowledge to a selected category will likely score more highly against the assessment criteria than those which have no evidence. If sufficient capacity in one or more nominated categories is not demonstrated, approval may not be granted for those categories, however, other categories may still be approved.

Please note: the OVG may seek further information or seek clarification from you at any time during the assessment process.

4.5 Disclaimer

The OVG reserves absolute discretion to:

- accept an application with or without limitations and/or conditions;
- reject an application;
- pass over the application if it contains substantial departures, or if it contains departures to terms that are stated in the Program as non-negotiable or essential;
- suspend a valuation service provider from admission to the Program;
- revoke a valuation service provider's admission to the Program.

The assessment body will not be held liable for any costs or damages incurred by a valuation supplier in the exercise of the above discretion.

4.6 Review Outcomes

Applicants may seek a review of any assessment decision within **30 days** of the date of the letter of assessment by writing to VSL@ovg.tas.gov.au

5 Valuation Supplier List - Conditions for participation

Suppliers will be required to enter into a contract for service for each individual valuation project undertaken. The contracting process may require a Purchase Order, Request for Quotation, Request for Tender or an Informal Quotation to be submitted depending on the scope and value of the project to be undertaken.

Larger valuation projects over a total contract value of $100,000 may also be disclosed on the Tasmanian Government Tenders' website.

For more information on these conditions of participation, please visit the Tenders' website - https://www.tenders.tas.gov.au/

6 Conditions of Contract:

6.1 No guarantee of work

Inclusion to the VSL does not guarantee:

- continuity of eligibility for the continuation of the Program;
- receipt of opportunities to quote or work; or
- that engagements or work of any kind or quantity will be offered.

6.2 Ownership of the submission

All submissions become the property of the OVG.

6.3 Suspension from the Program

The OVG may suspend a valuation service provider from the Program for a period of up to three years if the Valuer-General considers the valuation service provider has not complied with the Program’s Terms and Conditions or has demonstrated unsatisfactory performance.

6.4 Performance Monitoring

Monitoring performance and ensuring compliance with the Program are the OVG’s responsibility. The OVG may complete and submit a Performance Report at the conclusion or termination of an engagement where the performance of and/or the services provided by the valuation service provider are considered to be unsatisfactory. However, the OVG will work closely with suppliers to clarify standards, expectations and behaviours to ensure the provision of high-quality valuation services and respectful interactions with stakeholders including, where relevant, compliance to biosecurity and landowner engagement principals.

6.4.1 Biosecurity Obligations

For more information regarding biosecurity and landowner engagement please visit https://nre.tas.gov.au/biosecurity-tasmania

6.5 Service Providers Reporting Obligations

A valuation service provider must notify the OVG of any significant change in their financial capacity, capability, personnel, business or company structure, ownership status or contract details by sending a formal email to VSL@nre.tas.gov.au. Failure to do so may result in removal from the Program and ineligibility to future rounds.

6.6 Contracting

Once assessed as ‘successful’ to be included on the VSL, suppliers may be approached to undertake valuation services on behalf of the Tasmanian Government. For each individual project or valuation service offered, a separate agreement or contract will be entered into, based upon the scope and value of the total contract value. Please refer to section 5 - Conditions of Participation - for more information regarding the quotation and contracting options under the VSL.

7 Scope of Valuation Services

All valuations must be undertaken in accordance with the International Valuation Standards 2025.

Valuation services within the scope of the VSL include:

- Market Valuations;
- Market Rental Valuations;
- Compulsory Acquisition Valuations and Compensation Assessments (under the *Land Acquisition Act 1993*);
- Feasibility Assessments;
- Financial Reporting Valuations (Government portfolios);
- Statutory Valuations (under the Valuation of Land Act); and
- Supplementary Valuations (under the Valuation of Land Act)

7.1 Compulsory Acquisition Valuations and Compensation Assessments

This may include undertaking the following valuation services which must be in accordance with the Land Acquisition Act:

- Preparing compensation estimates for an acquisition project prior to the commencement of the formal acquisition;
- Preparing a valuation and assessment of compensation report for an acquisition;
- Reviewing a lodged claim for compensation and making a valuation recommendation to the Valuer-General. This may include critiquing an independent valuation report which supports the lodged claim for compensation; and
- Engaging in meetings, valuer conferences and court proceedings to negotiate a compensation settlement on behalf of the Crown.

8 Confidentiality

The OVG will treat your financial information as commercial-in-confidence and in accordance with the *Personal Information Protection Act 2004* and will only use the information for the purpose of assessing your suitability for inclusion on the VSL and for administering the VSL.

Successful applicants that become a supplier under the VSL must not (without prior approval from the Valuer-General):

- advertise, promote or publicise in any form their admission to the Program, without the written consent of the Valuer-General, or
- make any public statement about the Program.

9 Updating Your Information

The OVG will undertake a review of each supplier within three years from the date their application is approved. This process will ensure that:

- supplier details are updated; and
- any changes to the information provided in an original application package are reviewed to confirm eligibility.

A VSL Registration Review Form will be provided to you to be completed and returned to VSL@nre.tas.gov.au.

10 Changes to Documentation

From time to time, changes may be made to relevant VSL documentation. If this occurs, the OVG will advise successfully registered valuation suppliers by email.

11 Valuation Supplier List - Frequently Asked Questions

QUESTION	ANSWER
How and when will I be notified if my business has been successful in applying for the VSL?	An initial eligibility check is completed and applicants will be advised within 30 days from lodgement of a fully complaint application. The Assessment Panel will meet on a monthly basis to assess eligible applications. Applicants will be notified of the outcome of their application by the Assessment Body within 30 days from each assessment panel meeting by email.
How often will the Program be reviewed?	The VSL will be reviewed every three years by the Office of the OVG.
Why has the VSL been created?	Several factors have changed including a significant increase in the volume of valuation services required. Developing a VSL allows us to meet these new demands efficiently while ensuring we work with highly qualified, trusted suppliers who meet our quality and compliance standards.
Was there an issue with the way external valuation suppliers were selected previously?	Many of our previous suppliers have provided excellent service. The introduction of the VSL is simply a step towards formalising and streamlining our supplier relationships to ensure greater consistency, performance tracking and strategic alignment moving forward.
How will the VSL improve the valuation process?	The VSL will improve the process by creating a more standardised, transparent and efficient system for selection and working with external valuation suppliers. It will also allow us to monitor supplier performance more closely ensuring higher quality and faster delivery of services.
Is the VSL a response to any specific problem or challenge?	The decision to create a VSL is a proactive move to future-proof our operations as the OVG's core business continues to grow. It enables the OVG to ensure consistent quality and reliability of valuation services while managing a larger pool of valuation projects and valuation suppliers.
How will suppliers be chosen for the VSL?	Suppliers will apply through the Office of the Valuer-General Smartygrants platform and their responses will be assessed by senior valuation staff to ascertain their suitability and capability for inclusion on the VSL. The criteria are provided in Section 3 these Program Guidelines. Interested parties should also register on the E-tender website to receive up to date information regarding current valuation services opportunities at https://www.tenders.tas.gov.au/ The selection process will be transparent and competitive, ensuring that the OVG works with the best valuation suppliers in the industry.
How many suppliers will be chosen to be on the VSL?	Suppliers will be selected based on their proven track record, industry experience, adherence to regulatory standards and ability to deliver high quality, timely valuations. There is no limit to the number of suppliers that may be registered on the VSL.
What type of valuation services are sought from VSL suppliers?	The most common valuation services likely to be available through the VSL are: • Market Valuations • Market Rental Valuations • Compulsory Acquisition Valuations (under the *Land Acquisition Act 1993*)

	• Feasibility Assessments • Financial Reporting Valuations (Government Portfolios)
Will the OVG outsource valuation services from the VSL for other Tasmanian Government departments?	Treasurer’s Instruction T1 PF-3 allows the OVG to outsource for other Tasmanian Government departments. The OVG may engage external valuation service providers when the options for sourcing the required services from within the Department of Natural Resources and Environment Tasmania or another department have been fully considered and after being satisfied of the need to use external expertise. The VSL will be the preferred supplier list for outsourcing using the applicable value threshold and process as outlined in section 4 of these Guidelines.
How will interested valuation service providers know when to apply to be included on the VSL?	Section 2.7.1 of Treasurer’s Instruction TI PP-2 provides instruction on the approved market approach methods and the requirements in relation to the publication of notices. A notice inviting interested suppliers to apply for inclusion on the VSL must be issued annually in electronic format. Information will be made available via: • https://www.tenders.tas.gov.au/ • https://nre.tas.gov.au/land-tasmania/office-of-the-valuer-general • major local Tasmanian newspapers

12 List of Important websites relevant to the Valuation Suppliers List

PURPOSE	WEBSITE
For information on how to win Government business and to register your interest in valuation services opportunities	https://www.tenders.tas.gov.au/
To apply for assessment to be considered as a supplier to the VSL	https://nre.smartygrants.com.au/ValuationSupplierList
To view the scoring guide used to score your application against the assessment criteria	https://www.purchasing.tas.gov.au/Documents/Evaluation-scoring-matrix-example.DOCX
For information regarding the services offered by the Valuer-General Tasmania	https://nre.tas.gov.au/land-tasmania/office-of-the-valuer-general
To assist with clarify your business's signing requirements of contracts, agreements and Deeds	https://www5.austlii.edu.au/au/legis/cth/num_act/ca2001172/s1.5.7.html
Biosecurity requirements when visiting primary production land and facilities	https://nre.tas.gov.au/biosecurity-tasmania
Legislation on information used and stored in accordance with the Personal Information Protection Act 2004	https://www.legislation.tas.gov.au/view/whole/html/asmade/act-2004-046

For any questions or queries regarding the VSL Program please email vsl@nre.tas.gov.au

For any questions or assistance regarding the E-Tender's website please email tenders@treasury.tas.gov.au or call (03) 6145 5888

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