PURCHASING AND TENDER POLICY

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1. OBJECTIVE

- To provide compliance with the Local Government Act, 1995 and the Local Government Act (Functions and General) Regulations, 1996 (as amended in March 2007).
- To ensure openness, transparency, fairness and equity through the purchasing process to all potential suppliers
- To ensure consistency and best practice for all purchasing activities that integrate within all the Shire of Wandering operational areas.
- To provide a local price preference of up to 15% (excluding GST) for local suppliers of goods and services.
- To undertake purchasing processes that ensures value for money for the Shire of Wandering by delivering the most advantageous outcome possible.

2. WHY DO WE NEED A PURCHASING POLICY?

The Shire of Wandering is committed to setting up efficient, effective, economical and sustainable procedures in all purchasing activities. This policy:

- provides the Shire of Wandering with a more effective way of purchasing goods and services.
- ensures that purchasing transactions are carried out in a fair and equitable manner.
- strengthens integrity and confidence in the purchasing system.
- ensures that the Shire of Wandering receives value for money in its purchasing.
- ensures that the Shire of Wandering considers the environmental impact of the procurement process across the life cycle of goods and services.
- ensures the Shire of Wandering is compliant with all regulatory obligations.
- promotes effective governance and definition of roles and responsibilities.
- upholds respect from the public and industry for the Shire of Wandering purchasing practices that withstands probity.

3. ETHICS & INTEGRITY

All officers and employees of the Shire of Wandering shall observe the highest standards of ethics and integrity in undertaking purchasing activity and act in an honest and professional manner that supports the standing of the local government and the Shires Code of Conduct.

Levels of expenditure restrictions imposed upon individual staff with sub-delegated purchasing authority are to be at the discretion of the Chief Executive Officer.

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

- full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;
- all purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the local government policies and the Shire's code of conduct;
- purchasing is to be undertaken on a competitive basis in which all potential suppliers are treated impartially, honestly and consistently;
- all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies and audit requirements;
- any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
- any information provided to the Shire of Wandering by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

4. VALUE FOR MONEY

Value for money is an overarching principle governing purchasing that allows the best possible outcome to be achieved for the Shire of Wandering. It is important to note that compliance with the specification is more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, sustainability, life cycle costing, and service benchmarks.

An assessment of the best value for money outcome for any purchasing should consider:

- all relevant whole-of-life costs and benefits whole of life cycle costs (for goods) and whole of contract life costs (for services) including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal.
- the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality;
- financial viability and capacity to supply without risk of default. (Competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history); and
- a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable. Where a higher priced conforming offer is recommended, there should be clear and demonstrable benefits over and above the lowest total priced, conforming offer.

5. SUSTAINABLE PROCUREMENT

Sustainable Procurement is defined as the procurement of goods and services that have less environmental and social impacts than competing products and services.

The Shire of Wandering is committed to sustainable procurement and where appropriate shall endeavour to design quotations and tenders to provide an advantage to goods, services and/or processes that minimise environmental and negative social impacts. Sustainable considerations must be balanced against value for money outcomes in accordance with the Shire of Wandering's sustainability objectives.

Practically, sustainable procurement means the Shire of Wandering shall endeavour at all times to identify and procure products and services that:

- have been determined as necessary;
- demonstrate environmental best practice in energy efficiency and/or consumption which can be demonstrated through suitable rating systems and eco-labelling.
- demonstrate environmental best practice in water efficiency.
- are environmentally sound in manufacture, use, and disposal with a specific preference for products made using the minimum amount of raw materials from a sustainable resource, that are free of toxic or polluting materials and that consume minimal energy during the production stage;
- products that can be refurbished, reused, recycled or reclaimed shall be given priority, and those that are designed for ease of recycling, re-manufacture or otherwise to minimise waste.
- for motor vehicles – select vehicles featuring the highest fuel efficiency available, based on vehicle type and within the designated price range;
- for new buildings and refurbishments – where available use renewable energy and technologies.

6. BUY LOCAL INITIATIVE

The Council is committed to backing local businesses to create jobs and stimulate the local economy to deliver growth.

- request for quotation should be offered to local business in the first instance, ensuring that the Policy requirements are adhered to and value for money is achieved.
- Buy Local suggests businesses within the Shire of Wandering in the first instance, Regional (excluding Perth) within 100km's of Wandering in the next instance and then the open market from there on.

7. PURCHASING THRESHOLDS

Where the value of procurement (excluding GST) for the value of the contract over the full contract period (including options to extend) is, or is expected to be:-

Amount of Purchase	Model Policy
Up to $1,000 ex GST	No quotations are required prior to purchase IF expenditure is approved in the Council Budget; verbal or written quotes may be sought to ensure the approved Council Budget is spent according to value for money principals applied. The verbal quotation form 051 must be used for verbal quotations. *All purchases must be authorised according to delegated authority.*
$1,001 – $5,000 ex GST	Seek two (2) written quotes. – Two (2) written quotes to be attached to the requisition. *All purchases must be authorised according to delegated authority.*
$5,001 - $40,000 ex GST	Seek three (3) written quotations containing price and specification of goods and services (with procurement decision based on all value for money considerations). All quotes must be attached to the requisition. Or Seek three (3) quotations directly from a prequalified panel of suppliers which include WALGA preferred supply contracts. *All purchases must be authorised according to delegated authority.*
$40,000 – $99,999	Seek three (3) written quotations containing price and specification of goods and services (with procurement decision based on all value for money considerations). *All purchases within this range must be countersigned by the CEO*
$100,000 and above	Conduct a public tender process in accordance with this policy and the WALGA Procurement Handbook. The procurement decision is to be based on value for money considerations in accordance with the definition stated within this Policy. Or Seek quotations directly from a Tender exempt and pre-qualified panel of suppliers which include WALGA preferred Supply Contracts. It is recommended that wherever possible, the Local Government source multiple competitive quotations (at least three (3) preferred suppliers) using a formal Request for Quotation process either through equotes or directly in writing. Legislative compliance requirements must be adhered to .

Exemptions

Exemption – Live Shows, Artistic Performances, Digital Movies:
For the procurement of live shows, artistic performances and digital movies a requisition is required to be raised, however, only one quotation needs to be obtained due to there being only one supplier.

Exemption – Staff Corporate Uniforms:
The staff corporate uniform is exempt from seeking quotations.

Exemption – All Freight:
All freight is exempt from seeking quotations but where possible attain the best price for the best required freight service.

Exemption – Travel/Airfares:
The procurement of airfares for travel purposes is exempt from seeking quotations but the Shire must be equitable in procuring this service from all local travel suppliers if and when the pricing is comparable.

Exemption – Staff Housing (Leasing of Property):
Leasing property for the purpose of providing staff housing is exempt from seeking quotations but the Shire must be equitable in procuring this service from all local suppliers if and when the pricing is comparable, taking into consideration what housing is required to accommodate staff needs and what is available on the rental market at that time.

Exemptions for Local Purchases –
The below list of individualised purchases from local suppliers are exempt from quotations but purchases need to be alternated between those local suppliers in respect to each individualised purchase. Comparing price, quality and service factors must be taken into account; should purchase items be of the same quality and service, then the lowest priced local supplier should be engaged for the purchase:

1. Newspaper, Books and Periodical Deliveries

Newspaper, books and periodical deliveries purchased locally for in-house provision and for the Shire of Wandering Library are exempt from seeking quotations.

2. Catering of Food

Catering of food from local suppliers for in-house meetings (not external meetings or events) are exempt from seeking quotations.

3. Catering of Alcoholic and Non-Alcoholic Drinks

Catering of alcoholic and non-alcoholic drinks including milk and water from local suppliers for in-house provision and for the Shires events/functions are exempt from seeking quotations.

Tenders - Where it is considered beneficial, tenders may be called in lieu of seeking quotations for purchases under the $100,000 threshold (excluding GST). This decision should be made after considering the benefits of this approach in comparison with the costs, risks, timeliness and compliance requirements and also whether the purchasing requirement can be met through pre-qualified State Government suppliers or WALGA Preferred Supply Contracts. If a decision is made to seek public tenders for Contracts of less than $100,000, a Request for Tender process that entails all the procedures for tendering outlined in this Policy and the WALGA Procurement Handbook must be followed in full.

When making a decision about whether to conduct a public Tender or utilise a Tender exempt arrangement, the Local Government should compare the cost and benefits of both processes. The compliance requirements, time constraints, costs and risks associated with a public Tender should be evaluated against the value delivered by such a process. This should then be compared with the cost and benefits of using a Tender exempt arrangement which include direct access to pre-

qualified suppliers, full regulatory compliance, risk mitigation, administrative efficiencies and cost savings.

8. PURCHASING PROCEDURES

Tender or Request for Quotation through Tender Exempt Panels ($100,000 Excl GST or over in value)

For the procurement of goods, services or works where the value exceeds $100,000 Excl; GST, Legislative compliance requirements must be adhered to; the Shire of Wandering must either undertake:

1. A public Tender process; or
2. A Request for Quotation process from a Tender exempt panel of pre-qualified State Government suppliers or WALGA Preferred Supply Contracts (which are specifically designed around Local Government requirements) or State Government Common Use Arrangements (where Local Government access is permitted).

Using a Tender Exempt Panel of Pre-Qualified State Government or WALGA Preferred Suppliers

When accessing Tender exempt pre-qualified State Government suppliers, or a WALGA Preferred Supply Contract, the Local Government must utilise a Request for Quotation process through eQuotes or in writing direct with the Preferred Suppliers.

In undertaking a Request for Quotation, the Local Government does not need to request that pre-qualified suppliers provide the type of information that is normally provided in a public Tender. The fact that WALGA has already undertaken a public procurement process and has pre-qualified each Preferred Supplier, means that this information has already been obtained and validated.

Additionally, the Local Government does not need to use its own contractual terms and conditions given that WALGA has already developed best practice contractual terms and conditions which have been accepted by every Preferred Supplier. These contractual terms and conditions ensure that the interests of the Local Government are fully protected.

Keeping the scope of the Request for Quotation focused on the Specification and the Selection Criteria that will be utilised by the Local Government to assess different quotations, will ensure that only the required information is sought from Preferred Suppliers and the response process is streamlined.

Responses from Preferred Suppliers should be in writing and contain the price and a sufficient amount of information that addresses the Specification and Selection Criteria provided by the Local Government.

eQuotes

eQuotes is a secure, web-based procurement tool that streamlines and simplifies the Request for Quotation process with WALGA Preferred Suppliers, in addition to facilitating purchasing compliance, probity and control over all aspects of purchasing.All WALGA Preferred Supply Contracts are available on eQuotes and all necessary contract information is preloaded to enable informed procurement choices, including contract details, insurances, pricing (where applicable) etc. Local Governments can also upgrade eQuotes to include their local suppliers.

Request for Quotation Process

In the event that a Local Government elects to call a Request for Quotation, the following process should be followed:

- The Request for Quotation documentation must include:
  - Written Specification that communicates the requirement (s) in a clear, concise and logical fashion;
  - Selection criteria to be applied;
  - Price schedule ;
  - Validity period of offer.
- Invitations to quote must be issued simultaneously to ensure that all parties receive an equal opportunity to respond. This can be done through eQuotes or directly to suppliers.
- New information that is likely to change the requirements must be offered to all prospective suppliers at the same time.
- Written responses must be assessed for compliance, then against the selection criteria, and then value for money. All evaluations must be documented.
- Respondents must be advised in writing as soon as possible after the final determination is made and approved.

For this procurement range, selection **must** be based on value for money (in accordance with the definition stated within this Policy) and which quotation would be most advantageous to the Local Government.

The evaluation process should include an assessment of qualitative factors such as quality, stock availability, and accreditation, time for completion or delivery, warranty conditions, technology, maintenance requirements, organisation's capability, previous relevant experience, environmental and social impacts, corporate social responsibility and any other relevant factors as part of the assessment of the supplier's response.

The Local Government can utilise the flexible nature of WALGA Preferred Supply Contracts to leverage optimal value for money through the competitive nature of the quotation process and based on their purchasing intent (eg volume or value of items to be purchased, period of contract etc).

The responsible Officer is expected to demonstrate due diligence when conducting a Request for Quotation process and must comply with any record keeping and audit requirements. Record keeping requirements must be maintained in accordance with record keeping policies.

Verbal Requests for Quotations –$0 to $1000,(Excl GST)

For the procurement of goods or services where the value is $0 to $999 (Excl GST) no quotations are required prior to purchase **if expenditure is approved in the Council Budget;** verbal or written quotes may be sought to ensure the approved Council Budget is spent with value for money. The F022 Verbal Quotation Form may be used for verbal quotes.
The responsible Officer is expected to demonstrate due diligence seeking quotes and to comply with any record keeping and audit requirements.

Request for Quotation $1,000 - $5,000 (Excl GST)

For the procurement of goods and services where the value is $1,000 to $4,999 Excl GST, two (2) **written** quotes are to be sought and these quotes are to be attached to the Requisition together with the completed Check List form and signed by the Authorising Officer. The Procurement Officer will attach all relevant documents received from the Authorising Officer to the Shire's duplicate copy of the Purchase Order. This process is to provide a detailed specification that communicates the requirements(s) in a clear, concise and logical fashion.

Request for Quotation $5,000 - $40,000 (Excl GST)

For the procurement of goods or services where the value is $5,000 - $39,999 Excl GST, at least three (3) **written** quotations be sought from the market, or from pre-qualified Local Government panel of suppliers, or WALGA Preferred Supply Contracts. The sought three (3) written quotations, the completed Check List form, all signed by the Authorising Officer, are to be attached to the Requisition; the Procurement Officer will attach all relevant documents received from the Authorising Officer to the Shire's duplicate copy of the Purchase Order.

In the event that a Local Government elects to call a Request for Quotation, the following process should be followed:

- Provide a simple Request for Quotation document that outlines the key elements of the process and requires written quotations.
- Provide an appropriately detailed written Specification that communicates the requirements(s) in a clear, concise and logical fashion.
- Invitations to quote must be issued simultaneously to ensure that all parties receive an equal opportunity to respond. This can be done through eQuotes or directly to suppliers.
- New information, that is likely to change the requirements, must be offered to all prospective suppliers at the same time.
    - Written responses must be assessed for compliance, against the selection criteria, and against value for money. All evaluations must be documented.
    - Respondents must be advised in writing as soon as possible after the final determination is made and approved.

    Requests for Quotation to a panel of pre-qualified Local Government suppliers, or a WALGA Preferred Supply Contract, should be undertaken through eQuotes or in writing directly with the Preferred Suppliers. Responses from Preferred Suppliers should be in writing and contain the price and a sufficient amount of information that addresses the Specification and Selection Criteria provided by the Local Government.

    The responsible Officer is expected to demonstrate due diligence seeking quotes and to comply with any record keeping and audit requirements.

Request for Quotation ($40,000 or over to $99,999 in value Excl GST)

For the procurement of goods or services where the value is or exceeds $40,000 but is less than $99,999 (Excl GST), at least three (3) **written** quotations must be sought from the market or from pre-qualified Local Government suppliers or WALGA Preferred Supply Contracts.

All purchases in this range must be countersigned by the Purchasing Officer's Manager/Departmental Head. The sought (3) **written** quotations to be attached to the Requisition; the Check List form completed and signed by the Authorising Officer, are attached to the Requisition. The Procurement Officer will attach all relevant documents received, to the Shire's duplicate copy of the Purchase Order. In the event that a Local Government elects to call a Request for Quotation, the following process should be followed:

- Provide a Request for Quotation that includes as a minimum:
    - Written Specification that communicates the requirement(s) in a clear, concise and logical fashion;
    - Selection Criteria to be applied;
    - Price Schedule;
    - Conditions of responding; and
    - Validity period of offer.

- Invitations to quote must be issued simultaneously, to ensure that all parties receive an equal opportunity to respond. This can be done through eQuotes or directly to suppliers.
- New information that is likely to change the requirements must be offered to all prospective suppliers at the same time.
- Written responses must be assessed for compliance, then against the Selection Criteria, and then value for money. All evaluations must be documented.
- Respondents must be advised in writing as soon as possible after the final determination is made and approved.

Requests for Quotation to pre-qualified Local Government suppliers, or WALGA Preferred Supply Contracts, should be undertaken through eQuotes or in writing directly with the Preferred Suppliers. Responses from Preferred Suppliers should be in writing and contain the price and a sufficient amount of information that addresses the Specification and Selection Criteria provided by the Local Government.

For this procurement range, selection of supplier should be based on value for money (in accordance with the definition stated within this Policy) and the response which would be most advantageous to the Local Government.

The evaluation of quotations should consider qualitative factors such as quality, stock availability, accreditation, time for completion or delivery, warranty conditions, technology, maintenance requirements, organisation's capability, previous relevant experience, environmental and social impacts, corporate social responsibility and any other relevant factors as part of the assessment of the quote.

The Local Government can utilise the flexible nature of WALGA Preferred Supply Contracts to leverage optimal value for money through the competitive nature of the quotation process and based on their purchasing intent (eg volume or value of items to be purchased, period of Contract etc). Additionally, when using a WALGA Preferred Supply Contract the Local Government may negotiate with the highest rated supplier from the evaluation process. This does not rule out the other suppliers until successful conclusion of negotiations via award of Contract.

The responsible Officer is expected to demonstrate due diligence seeking quotes and to comply with any record keeping and audit requirements. Record keeping requirements must be maintained in accordance with record keeping policies.

Public Tender

In the event that a Local Government elects to call a public Tender:

- Before Tenders are publicly invited, the Local Government must record the decision to invite Tenders (which is to be recorded in the Tender Register) and must determine in writing the criteria for deciding which tender should be accepted.
- The Evaluation Panel must be established prior to the advertising of the Tender and include a mix of skills and experience relevant to the nature of the purchase. For Tenders with a total estimated value (ex GST) of between $40,000 and $99,999, the Evaluation Panel must contain a minimum of two (2) members. For Tenders with a total estimated value (ex GST) of $100,000 and above, the Evaluation Panel must contain a minimum of three (3) members.
- A Tender Notice must be advertised in a State wide publication e.g. "The West Australian" newspaper (Local Government Tenders section), preferably on a Wednesday or Saturday.
- The Tender must remain open for at least 14 days after the date the Tender is advertised. Care must be taken to ensure that 14 **full** days are provided as a minimum.

- The Tender Notice must include:
  - A brief description of the goods or services required;
  - Information as to where and how Tenders may be submitted;
  - The date and time after which Tenders cannot be submitted; and
  - A contact person to supply more detailed information if required. Detailed information must include:
    - Such information as the Local Government decides should be disclosed to those interested in submitting a Tender response;
    - Detailed specifications of the goods or services required;
    - The criteria for deciding which Tender response should be accepted;
    - Whether or not Tender responses can be submitted by facsimile or other electronic means, and if so, how Tenders may so be submitted.
- Tenders must not be made available (counter, mail, internet, referral, or other means) without a robust process to ensure the recording of details of all parties who acquire the documentation. If clarifications, addendums or further communication are required prior to the close of Tenders, all potential Tenderers must have equal access to this information in order for the Local Government not to compromise its duty to be fair.
- If, after the Tender has been publicly advertised, any changes, variations or adjustments to the Tender document and/or the Conditions of Tender are required, the Local Government may vary the initial information by taking reasonable steps to give each person, who sought copies of the Tender documents, notice of the variation.
- A Tender response that is not received in full in the required format by the advertised Tender Deadline must be rejected.
- No tenders are to be removed from the Tender Box or opened (read or evaluated) prior to the Tender Deadline.
- Tenders are to be opened in the presence of the Chief Executive Officer's delegated nominee and preferably at least one other Local Government Officer. The details of all Tender responses received and opened must be recorded in the Tenders Register. Tender responses are to be opened in accordance with the advertised time and place. There is no obligation to disclose or record tendered prices at the Tender opening, and price information should be regarded as *commercial-in-confidence* to the Local Government. Members of the public are entitled to be present.
- The Tenderer's offer form, price schedule and other appropriate pages from each Tender shall be date stamped and initialled by at least two (2) Local Government Officers present at the opening of Tender responses.
- Where the Local Government has invited Tender responses and no compliant submissions have been received; direct purchases can be arranged on the basis of the following:
  - A sufficient number of quotations are obtained;
  - The process follows the guidelines for seeking quotations;
  - The specification for goods and/or services remains unchanged; and
  - Purchasing is arranged within six (6) months of the closing date of the lapsed Tender;
- Tender responses that have not been rejected must be assessed by the Local Government by means of a written evaluation against the pre-determined criteria. The Evaluation Panel must assess each Tender response that has not been rejected to determine which response is most advantageous.
- If after the Tender has been publicly advertised and a successful Tenderer has been chosen, and before the Local Government and Tenderer have entered into a contract, a minor variation may be made by Local Government. A minor variation may **not** alter the nature of the goods and/or services procured, nor may it materially alter the specification or structure provided for by the initial Tender.
- Each Tenderer shall be notified of the outcome of the Tender following Council resolution or appropriate delegated authority. Notification must include:

- The name of the successful Tenderer.
- The total value of consideration of the winning offer.

- The details and total value of consideration for the winning offer must be entered into the Tenders Register at the conclusion of the Tender process.

For this procurement range, selection of Tenderer **must** be based on value for money (in accordance with the definition stated within this Policy) and which Tender response would be most advantageous to the Local Government.

To comply with the requirements of Regulation 18(4) of the *Local Government (Functions and General) Regulations 1996*, the Tender evaluation process must provide a written assessment of the extent that each Tender evaluation process must provide a written assessment of the extent that each Tender response satisfies the criteria which was set prior to advertising the Tender. This should include an assessment of qualitative factors such as quality, stock availability, accreditation, time for completion or delivery, warranty conditions, technology, maintenance requirements, organisation's capability, previous relevant experience, environmental and social impacts, corporate social responsibility and any other relevant factors as part of the assessment of the Tender response. The responsible Officer is expected to demonstrate due diligence when conducting a public Tender and must comply with any record keeping and audit requirements.

9. TENDER AND QUOTATION EXEMPTIONS

In the following instances, public tenders or quotation procedures are not required (regardless of the value of expenditure):

(a) An emergency situation as defined by the Local Government Act 1995;
(b) The purchase is under a contract of WALGA (Preferred Supplier Arrangements), Department of Treasury and Finance (permitted Common Use Arrangements), Regional Local Government, or another Local Government;
(c) The purchase is under auction which has been authorised by Council;
(d) The contract is for petrol, oil, or other liquid or gas used for internal combustion engines; or
(e) Any of the other exclusions under Regulation 11 of the Local Government (Functions and General) Regulations 1996 apply.

10. REGULATORY COMPLIANCE REQUIREMENTS

Sole Source of Supply (Monopoly Suppliers)

The procurement of goods and/or services available from only one private sector source of supply, (i.e. manufacturer, supplier or agency) is permitted without the need to call competitive quotations, provided that there must genuinely be only one source of supply. Every endeavour to find alternative sources must be made. Written confirmation of this must be kept on file for later audit.
Note: The application of provision "sole source of supply" should only occur in limited cases and procurement experience indicates that generally more than one supplier is able to provide the requirements.

Anti-Avoidance

The Shire of Wandering shall not enter into two or more contracts of a similar nature for the purpose of splitting the value of the contracts to take the value of consideration below the level of $100,000, thereby avoiding the need to publicly tender.

Tender Criteria

1. The Shire of Wandering shall, before tenders are publicly invited, determine in writing the criteria for deciding which tender should be accepted.

2. An evaluation panel shall be established prior to the advertising of a tender and include a mix of skills and experience relevant to the nature of the purchase.
3. For Requests with a total estimated (Excl GST) price of:
4. Between $40,000 and $99,999 (Excl GST), the panel must contain a minimum of two (2) members; and
5. $100,000 and above (Excl GST), the panel must contain a minimum of three (3) members.
6. The relevant Manager is to make a recommendation to the Chief Executive Officer for appointment of people to the evaluation panel to assess tenders $100,000 and above (Excl GST).

Advertising Tenders

Tenders are to be advertised in a state wide publication e.g. "The West Australian" newspaper, Local Government Tenders' section, preferably on a Wednesday or Saturday.

The tender must remain open for at least fourteen (14) days after the date the tender is advertised. Care must be taken to ensure that fourteen (14) **full** days are provided as a minimum.

The notice must include:

(a) a brief description of the goods or services required;
(b) information as to where and how tenders may be submitted;
(c) the date and time after which tenders cannot be submitted;
(d) particulars identifying a person from who more detailed information as to tendering may be obtained;
(e) detailed information shall include:
    (i) such information as the Shire of Wandering decides should be disclosed to those interested in submitting a tender;
    (ii) detailed specifications of the goods or services required;
    (iii) the criteria for deciding which tender should be accepted;
    (iv) whether or not the Shire of Wandering has decided to submit a tender; and
    (v) whether or not tenders can be submitted by facsimile or other electronic means, and if so, how tenders may so be submitted.

Issuing Tender Documentation

Tenders will not be made available (counter, mail, internet, referral, or other means) without a robust process to ensure the recording of details of all parties who acquire the documentation. This is essential if clarifications, addendums or further communication is required prior to the close of tenders; all potential tenderers must have equal access to this information in order for the Local Government not to compromise its duty to be fair.

Tender Deadline

A tender that is not received in full in the required format by the advertised Tender Deadline shall be rejected.

Opening of Tenders

No tenders are to be removed from the tender box, or opened (read or evaluated) prior to the Tender Deadline.

Tenders are to be opened in the presence of a minimum of three (3) Shire Officers. The details of all tenders received and opened shall be recorded in the Tenders Register.

Tenders are to be opened in accordance with the advertised time and place. There is no obligation to disclose or record tendered prices at the tender opening, and price information should be regarded as *commercial-in-confidence* to the Shire of Wandering. Members of the public are

entitled to be present.

The Tenderer's Offer form, Price Schedule and other appropriate pages from each tender shall be date stamped and initialled by at least two (2) Shire of Wandering Officers present at the opening of tenders.

No Tenders Received Where:
the Shire of Wandering has invited tenders, however no compliant submissions have been received; direct purchases can be arranged on the basis of the following:

(a) a sufficient number of quotations are obtained;
(b) the process follows the guidelines for seeking quotations between $40,000 & $99,999 (Excl GST) listed above;
(c) the specification for goods and/or services remains unchanged;
(d) purchasing is arranged within six (6) months of the closing date of the lapsed tender.

Tender Evaluation
Tenders that have not been rejected shall be assessed by the Shire of Wandering by means of a written evaluation against the pre-determined criteria. The tender evaluation panel shall assess each tender that has not been rejected to determine which tender is most advantageous.

Addendum to Tender
If, after the tender has been publicly advertised, any changes, variations or adjustments to the tender document and/or the conditions of tender are required, the Shire of Wandering may vary the initial information by taking reasonable steps to give each person who has sought copies of the tender documents notice of the variation.

Minor Variation
If, after the tender has been publicly advertised and a successful tenderer has been chosen but before the Shire of Wandering and tenderer have entered into a Contract, a minor variation may be made by the Shire of Wandering. A minor variation will not alter the nature of the goods and/or services procured, nor will it materially alter the specification or structure provided for by the initial tender.

Notification of Outcome
Each tenderer shall be notified of the outcome of the tender following Council resolution. Notification shall include:

(a) The name of the successful tenderer;
(b) The total value of consideration of the winning offer.

The details and total value of consideration for the winning offer must also be entered into the Tenders' Register at the conclusion of the tender process.

11. RECORDS MANAGEMENT

Records of all Tenders and Requests for Quotation must be retained in compliance with the State Records Act 2000 (WA) and the Shire of Wandering's internal Records Management Policy.

All records associated with the Tender or Request for Quotation process must be recorded and retained.

1. Tender Process and Requirements
   For a tender process, the following records must be recorded and retained:
   - Tender documentation;
   - Internal documentation;

- Evaluation documentation;
- Enquiry and response documentation;
- Approval documentation;
- Notification and award documentation.

2. Request for Quotation Process and Requirements (Direct Purchasing) for a Request for Quotation Process and Requirements (Direct Purchasing the following records must be recorded and retained:
   - Quotation documentation;
   - Internal documentation;
   - Approval documentation;
   - Order forms and requisitions.

12. PURCHASING FROM WA DISABILITY ENTERPRISES

Pursuant to State Government policy, Local Governments are encouraged to consider the option of purchasing goods and services from registered WA Disability Enterprises. This is contingent on the provision of fair value and quality.

Application

Local Governments are encouraged to invite relevant WA Disability Enterprises to respond to a Request for Quotation or Tender for goods or services. Determining the purchasing process to be followed is based on the actual or expected value of each purchase by the Local Government as outlined above in Section 5 (Purchasing Thresholds and Processes) of this Policy. There are seven (7) Disability Enterprises registered in Western Australia. A complete list of approved organisations is available from the following website: www.wade.org.au

SHIRE OF WANDERING

VERBAL & WRITTEN QUOTATION FORM

Procurement Description

Description of purchase/service

Job #, GL _____

Quotation and Evaluation

Selection Criteria ***(Note – at this level, it may be sufficient to just quote 'value for money')***

....

....

The following suppliers were asked to quote as per Council policy

Date	*Company/Contact Name/Contact Number*	*Amount Quoted*
		$
		$
		$

The recommended quote is from _____ *For an amount of $* _____

Justification: _____

Signed: _____ *Date / /*

Contract Award

Purchase Order Issued. (Goods/minor services only) ***or*** *Purchase Order Number:* _____

Letter of Appointment (Services) Acknowledged by Contractor & filed) or *Yes* ☐

Letter of Engagement (Consultancy) (Acknowledged by Consultant & filed). *Yes* ☐

Is the Contractor a local business? Yes/No

Other _____

Signed _____ *Date / /*

Approving Officer

PURCHASING AND TENDER POLICY

Policy Number:	CP023
Previous Policy Number:	N/A
Resolution Numbers:	
Last Reviewed:	
Next Reviewed:	August 2016
Responsible Officer:	Manager Finance & Administration

[Signature]
Signed

GRAEME KERR
[Print Name]
Shire President

This Policy takes effect from the date of adoption by Council and shall remain valid until it is amended or deleted.