

1. Purpose

To provide a comprehensive guide and checklist for the procurement of goods and services for Council's operations.

2. Scope

Greater Hume Shire Council Procurement procedures ensure expenditure of public funds results in the most advantageous outcomes for the community. These outcomes will be achieved when procurement is conducted by staff that appreciate and understand Council's Procurement Policy framework and confidently apply Council's Procurement Procedures.

These procedures must be read in conjunction with Council's Procurement Policy.

Principles

The Greater Hume Shire Council Procurement Policy reflects five fundamental principles in the Local Government Act 1993 governing the making of contracts, namely:

- open and effective competition
- value for money
- enhancement of the capabilities of local business and industry
- environmental protection, and
- ethical behaviour and fair dealing.

Council will use public funds to obtain the best return and performance from those funds.

Value for money

Value for money is determined on a whole-of-life basis, and takes into consideration factors such as:

- the market maturity for the property or service sought
- the performance history of each prospective supplier
- the relative risk of each proposal
- the flexibility to adapt to possible change over the property or service lifecycle
- financial considerations including all relevant direct and indirect benefits and costs over the whole procurement cycle
- the anticipated price that could be obtained, or cost that may be incurred, at the point of disposal
- the evaluation of contract options (for example, contract extension options)
- the suitability of the product/service to be procured
- potential obsolescence of a product/service in the near future.

Additional factors include Council staff making decisions in an accountable and transparent manner.

Conflict of interest

Council staff shall at all times avoid situations in which private interests conflict, or might reasonably be thought to conflict, or have the potential to conflict with their Council duties.

Council staff shall not participate in any action or matter associated with the arrangement of a contract (i.e. evaluation, negotiation, recommendation, or approval) where that person or any member of their immediate family has a significant interest, or holds a position of influence or power in a business where quotations or tenders are being sought.

The onus is on the member of Council staff being alert to and promptly declaring an actual or potential conflict of interest to the Council.

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CORP – Procurement Procedure	1.0.2	21 August 2019	

Council staff must declare to their manager any potential or actual conflict of interest, including any situation where a supplier has an association or relationship with the Council officer. Where an officer has a potential or actual conflict of interest, they are required to complete a declaration statement.

3. Definitions

Insert Content

4. Responsibility

This document applies to all staff with procurement authority within Council.

5. Procedure Instruction

Procurement Authority Levels

The following table is a guide to the various levels of procurement authority within Council. As indicated below, each procurement level has a pre-determined level of expenditure subject to the specific requirements of each Council Officers position.

Where a Council Officer has no procurement authority, they will be automatically allocated procurement level zero.

Procurement Level	Expenditure Value (Incl. GST)	Council Officer
1	\$250,000+	General Manager
2	\$0 - \$249,999.99	General Manager
3	\$0 - \$249,999.99	Director
4	\$0 – \$50,000	Manager
5	\$0 – \$10,000	Supervisor/Coordinator
6	\$0 – \$2,500	Council Officer with delegated authority

Purchase Orders

- All purchases other than by petty cash and purchasing card require a purchase order to be entered into the Authority software purchasing module.
- A purchase order must be entered before supplies are ordered. Do not wait for an invoice to enter a purchase order.
- Requisitioning officers must ensure there is an approved budget before preparing a purchase order.
- Staff without access to the software may use a requisition book, with written requisitions given to the Purchasing Officer for entry into Authority by the following Monday (or next business day in the event of a public holiday).
- Staff entering purchase orders into Authority must complete training.

- Purchase orders must be approved by an Authorised Approval Officer
- A Requisitioning Officer who is also an Authorised Approval Officer may both enter and approve a purchase order within their delegated limit.

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- For purchases above their delegated limit Requisitioning Officer's must seek approval from the Authorised Approval Officer in their department, section or group with the necessary delegated limit.
 - Orders must not be split to bypass procurement limits or methods.
 - The Requisitioning Officer must ensure the supplier quotes the purchase order number on invoices.
 - The quoted price or the best estimate of the price, if quotations not required (exclusive of GST) is to be entered.
 - Where the requisitioning officer is not known and no purchase order exists the invoice will be deemed an unauthorised purchase, payment will be declined and the invoice returned to the supplier referring to Council's policy requiring an approved purchase order to be quoted.
 - All invoices must be formally reviewed by the Requisitioning Officer prior to payment.
 - Purchases made using the Plant and Equipment, Quarries Products or General Contractors must be identified on the purchase order.
 - Purchase orders raised for approved tenders (including Local Government Procurement) must include the tender number.

Insurance

Insurance Categories

When undertaking procurement for Council, Officers must take into consideration the specific insurance requirements applicable to the goods or services being procured. Insurance categories include:

- public liability;
- professional Indemnity;
- workers compensation or personal injury insurance (if a sole trader);
- motor vehicle (including plant & equipment); and
- works.

Please note where the procurement type requires the contractor to possess any of the above insurance types, under no circumstances are any goods to be supplied or services to commence until proof of insurance currency is provided.

Please note individual insurance requirements may vary according to the particular procurement activity being undertaken. For more information on insurance requirements and insurance amounts, please consult with the Risk/WHS Team.

Public Liability

Public liability insurance provides coverage for a contractor against claims such as personal injury and property damage.

Insurance coverage for public liability insurance shall be for a minimum of \$20,000,000.00 unless otherwise agreed by the Director and/or Risk/WHS Team.

Professional Indemnity

Professional Indemnity insurance provides coverage for a contractor against claims from third parties that there has been a breach of a professional duty owed to them as opposed to a breach of a general duty of care.

These claims are generally attributable to alleged negligent acts, errors or omissions by professional or qualified staff. These claims are generally financial in nature and do not involve personal injury or property damage.

Insurance coverage for professional indemnity insurance shall be for a minimum of \$20,000,000.00 unless otherwise agreed by the Director and/or Risk/WHS Team.

Workers Compensation

Workers Compensation provides coverage for a contractor's employee against accidents and injury in the workplace.

Workers Compensation is a mandatory insurance requirement for all employers in NSW.

Personal Accident / Illness Insurance

Contractors who are self-employed, sole traders or owner/ operators that do not have Workers' Compensation Insurance should be covered by Personal Accident/ Illness Insurance. The Contractor shall provide documentary proof of coverage (actual policy and "Certificate of Currency") with a copy being retained for Council's records.

Motor Vehicle

Motor vehicle insurance provides coverage for a contractor's motor vehicles, plant, equipment etc. against accident damage, fire, theft etc.

Insurance coverage for motor vehicle insurance should be suitable to the number of motor vehicles, plant and equipment required to undertake the procurement requirements.

Works

Works insurance provides coverage for civil construction type works and insures Council against loss or damage of whatever kind until the Contractor ceases to be responsible.

For further information on Works insurance, please consult with the Corporate Services Manager.

Local Purchasing

Staff undertaking procurement on Council's behalf must read the Local Preference Purchase Policy in conjunction with the Procurement Procedures.

Procurement Options

Preferred Suppliers

Greater Hume Shire Council utilises a preferred supplier scheme for the purchase of certain goods and services. The purpose of this practice is to streamline purchasing processes, increase transparency of purchasing whilst achieving best value for Council.

Council uses the Vendor Panel purchasing platform.

Vendor Panel

VendorPanel will be used by Council employees when there is no preferred or pre-qualified supplier arrangement in place and where the planned expenditure is below \$250,000 (inclusive of GST). At the heart of this solution, Greater Hume Council is making it easier to engage with local suppliers and the open market, giving small to medium enterprises better access to Council opportunities and increase governance and transparency in our quotation process.

Preferred Supplier lists have also been established for the following procurements:

- Plant and equipment wet hire (with operator)
- Plant and equipment dry hire (without an operator)
- Quarry products
- Trade services

The preferred supplier lists can be used for quotation based or hourly rates based procurement.

When assessing either quotation based or hourly rates based procurement the following factors should be considered:

- price of the goods or services to be provided
- quality of goods or services to be provided
- suitability of the good or service for the particular job
- warranties offered by supplier
- reliability of supplier
- delivery schedules
- payment terms
- capability of the organisation, including experience and track record
- development and promotion of local business and industry
- environmental accreditation / risks
- compliance with relevant OHS requirements.

Expressions of interest for Supplier to register for Vendor Panel must be publicly advertised at least on an annual basis.

The outcome of the Expression of Interest process will be available to staff via the Vendor Panel Portal and will be monitored by the appropriate Director.

Consulting Professionals

Expressions of interest must be sought at least on an annual basis calling for fixed hourly rates on an 'as required basis'. Services sought under this arrangement may include legal, town planning, survey and design, consulting engineering, etc.

In relation to plant and equipment hire and consulting professionals purchasing where possible fixed priced quotations should be sought, however in instances where this is not appropriate the performance of the contractors should be closely monitored by staff to ensure that Council is obtaining 'best value'.

If a 'one-off' purchase of a good or service is to be undertaken and Vendor Panel cannot be used then then quotations should be sought in accordance with Levels of Purchasing.

Compliance with procurement policy is not required for the following purchases:

- provision of utilities (electricity, telephone etc.)
- subscriptions to professional journals, associations etc.
- donations
- annual contributions (eg: LGNSW, RivJO, REROC, RRL, etc.).

Levels of purchasing

Refer detailed table overleaf.

Value category (all values are inclusive of GST)	Procurement Conditions
Goods/Services between \$0 and \$5,000	<p>Council Officers are generally not required to request a quotation subject to the following conditions.</p> <ul style="list-style-type: none"> • The value of the item being procured is considered reasonable and consistent with normal market values for an item of the same or similar nature. • Where the same vendor is used on a regular basis, the Council Officer must perform regular reviews of comparable pricing and values to ensure 'best value for money' principles apply. • The goods or services must not be split into components or a succession of components for the purpose of enabling the procurement to be conducted under the conditions of this category. • All Council procurement policies and procedures are to be adhered to at all times. • In exceptional circumstances, Council Officers in the position of Director and above may approve variations to the conditions and procurement procedures applicable to this category. The rationale for the variation must be documented and authorised prior to purchase.
Goods/services between \$5,001 and \$10,000	<p>May be authorised by those staff who have been provided with the appropriate delegation by the General Manager subject to the following:</p> <ul style="list-style-type: none"> • one written quote required and must be attached to the purchase order. Staff must consider the reasonableness of the quotations received. <p>Where it is not practical to obtain the required number of quotations a 'Quotations Approvals Form – Form 2 must be completed and approved by the relevant director and in the case of a director, the General Manager.</p> <p><u>Recordkeeping</u></p> <p>If Vendor Panel cannot be used all quotations and if appropriate the Quotations Approvals Form – Form 2 must be attached to the purchase order.</p> <p>If using a Schedule of Rates Contract (eg: plant hire or consulting professionals) rather than quotations this should be noted on the purchase order.</p> <p><i>Please note where practicable fixed price quotations should be sought from Plant Hire and Consulting Professionals.</i></p>

Value category (all values are inclusive of GST)	Procurement Conditions
Goods/Services between \$10,001 and \$50,000	<p>May be authorised by those staff who have been provided with the appropriate delegation by the General Manager subject to the following:</p> <ul style="list-style-type: none"> two written quotes required and must be attached to the purchase order. Staff must consider the reasonableness of the quotations received. <p>Where it is not practical to obtain the required number of quotations a 'Quotations Approvals Form – Form2 must be completed and approved by the relevant director and in the case of a director, the General Manager.</p> <p><u>Recordkeeping</u></p> <p>If Vendor Panel cannot be used all quotations and if appropriate the Quotations Approvals Form – Form 2 must be attached to the purchase order.</p> <p>The method of purchase must be noted on the purchase order (i.e. Tender no., VP No., Plant hire schedule of rates etc.)</p> <p>Please note where practicable fixed price quotations should be sought from Plant Hire and Consulting Professionals.</p>
Goods/services between \$50,001 and \$100,000	<p>May be authorised by those staff who have been provided with the appropriate delegation by the General Manager subject to the following:</p> <ul style="list-style-type: none"> three written quotes required and must be attached to the purchase order. Staff must consider the reasonableness of the quotations received. <p>Where it is not practical to obtain the required number of quotations a 'Quotations Approvals Form' - Form 2 must be completed and approved by the relevant director and in the case of a director, the General Manager.</p> <p>It may be appropriate to prepare a specification for the procurement of Goods and Services at this level. If you require advice with regard to the preparation of a specification please contact the General Manager or Director Corporate and Community Services.</p> <p><u>Recordkeeping</u></p> <p>If Vendor Panel cannot be used all quotations and if appropriate the Quotations Approvals Form – Form 2 must be attached to the purchase order.</p> <p>The method of purchase must be noted on the purchase order (i.e. Tender no., VP No., Plant hire schedule of rates etc.)</p> <p><i>Please note where practicable fixed price quotations should be sought from Plant Hire and Consulting Professionals.</i></p>

Value category (all values are inclusive of GST)	Procurement Conditions
<p>Goods/Services between \$100,001 and \$249,999.99</p>	<p>May be authorised by those staff who have been provided with the appropriate delegation by the General Manager subject to the following:</p> <ul style="list-style-type: none"> • Public quotations being sought through advertisement in a newspaper circulating throughout the shire (eg: Border Mail) When seeking public quotations advertisements should be placed in the Border Mail, Daily Advertiser and Eastern Riverina Chronicle. • A specification must be prepared for all procurements of Goods and Services greater than \$100,000. If you require advice with regard to the preparation of a specification please contact the General Manager or Director Corporate and Community Services. <p><u>Recordkeeping</u></p> <p>Where public quotations are called it is essential that all documentation relating to the project (specification, quotations, evaluation, etc.) must be placed on InfoXpert. It is essential that the documents are placed in an appropriate location and therefore communication with Records is essential before public quotations are called.</p> <p>The method of purchase must be noted on the purchase order (i.e. Tender no., VP No., Plant hire schedule of rates etc.)</p> <p>Where it is possible that one or more of the tendered prices could exceed \$250,000, tenders must be invited in accordance the Local Government Act, 1993 and the Local Government Tendering Regulations.</p> <p>In exceptional circumstances sourcing of quotations directly can be authorised by Council.</p>
<p>Goods/services greater than \$250,000 (inc.GST)</p>	<p>Public tenders shall be invited in accordance with the Local Government Act, 1993 and the Local Government Tendering Regulation.</p> <p>Compliance with the Tender Checklist is mandatory.</p> <p>When generating the purchase order the tender no. must be included.</p>

Assessment Process

The following guide provides a guide to the assessment types applicable to each category of procurement.

Value category	Assessment Type
Goods/Services between \$0 and \$4,999	Informal
Goods/services between \$5,000 and \$9,999	Informal
Goods/services between \$10,000 and \$49,999	Informal
Goods/services between \$50,000 and \$99,999	Formal
Goods/services between \$100,000 and \$249,999.99	Formal
Goods/services greater than \$250,000 (inc. GST)	Formal

Informal Assessments

An 'informal assessment' is an assessment that is conducted without the usual requirements of written or documented evidence of either the process (assessment, weightings, scores etc.) or outcome (Director report, Committee report etc.). Procurement categories requiring an informal assessment only have been classified in this manner due to their lower expenditure value and generally lower risk factor.

Although evidence of an assessment is not required, it does not necessarily mean that an assessment is not required.

No matter what the procurement category may be, Council Officers must still assess each submission to determine which offer represents the 'best value for money' for Council. The level at which this assessment is conducted must be commensurate with the value, risk and complexity of the goods or services being procured.

Where the goods or services being procured may possibly present some level of risk to Council, Council Officers are encouraged to undertake the formal assessment process.

Formal Assessments

A 'formal assessment' is an assessment that requires written and documented evidence of the process (assessment, weightings, scores etc.) and outcome (Director report, Committee report etc.). Procurement categories requiring a formal assessment have been classified in this manner due to their higher expenditure value and generally higher risk factor.

Please note, when conducting any procurement involving a formal assessment process, the quantitative and qualitative selection criteria must be established by the assessment panel prior to the procurement request being distributed.

Formal assessments consist of the following key assessment areas:

- Compliance check.
- Qualitative analysis; and
- Quantitative analysis.

Evaluation Criteria and Weightings

- Selection criteria shall be determined prior to calling Quotations and included in the documentation.
- The criteria must be determined in such a way that all potential bidders are assessed on an equal basis and nobody is prejudiced against.
- Criteria should not be based on price alone. Attention has to be drawn also to the quality of work, expertise, experience of staff, financial capacity, past relationship with Council and other factors that the Evaluation Panel considers appropriate. Weightings can be assigned to various criteria to facilitate more objective assessment. Council will set preferences for quality assured tenders.
- The criteria should be included as a part of the commercial requirements so that all bidders know clearly the basis on which they are assessed.
- The criteria should not be amended, after quotations have been issued. If conditions do change so that change of criteria is necessary, the Evaluation Panel must ensure that all bidders are properly notified. If there are substantial changes to the quotation specifications or criteria, fresh quotations be called.
- Prior to close of Quotations, the Evaluation Panel shall meet to determine the weighting to be applied to the advertised criteria.
- The established criteria should be consistently used throughout the evaluation stage.
- Any quotation/tender documentation must include information on the Local Preference Purchase Policy.

The following example forms the basis for the criteria for comparative evaluation of tenders and quotations.

Criteria	Weighting %
Relevant Experience Previous work of this type, references	0 – 10%
Past Performance	0 – 10%
Technical Skills <i>People, systems, specific abilities</i>	0 - 10%
Management Skills and Systems <i>Organisation, insurances, financial viability, quality system, WHS systems</i>	0 - 10%
Methodology <i>Program of works, KPI's, Division into sub contracts, innovative procedures to be used</i>	0 - 10%
Time Performance Likelihood of meeting time frames	0 – 10%
Price	60%
TOTAL (selected criteria not to exceed 100% - Price must be 60%)	100%

Tender Selection Criteria

The lowest price is not automatically accepted, the tender evaluation process applies weighting for criteria such as, skills, quality, experience and previous performance in a manner to ensure value for money.

To assess tenders, the criteria/s intended to encapsulate the quality of the product or the competence of the tendering organisation to undertake a particular task/job. The selection criteria are used to rate each of the tenders.

The criteria is a combination of the following:

- relevant experience;
- appreciation of the task;
- past performance;
- management and technical skills;
- management systems;
- methodology;
- product life maintenance costs
- quality
- price, or
- other criteria that relate to the service being contracted.

The tender evaluation should have a combination of at least four of these criteria plus the price.

The selection criteria **MUST** be nominated in the tender document, so that a tenderer is aware how the tender will be evaluated.

Relevant Experience

Previous experience of the tenderer must be assessed, to achieve the intended outcomes of the project. Recent experience is more valuable than historic experience. Information required should include a list of relevant projects undertaken and for each project provide:

- description and relevance to the tendered project;
- role of the tenderer;
- project cost; and
- duration of project.

Past Performance

The tendering organisation's performance in completing past projects to the quality standards required, time performance, within budget, claims history, project management, and product value must be assessed.

Extension to the contract completion date and claims for variations also give an indication of performance capability. Similarly, the satisfaction of previous clients regarding the management of the project and project outcome provide useful subjective information on performance of the tenderer.

The information required should include the following information on each project:

- project name;
- client's project manager (name and phone/fax numbers);
- quality standards, target performance levels;
- tender price, variations and final cost;
- completion date and extensions of time granted; and
- details of OHS&R records.

Technical Skills

The competence of key management, professional and technical personnel that the tenderer proposes to employ on the project needs to be assessed with particular emphasis on the skills and experience in technical areas comparable to the project.

The information required should include the following details of the proposed project team:

- names;
- function;
- technical expertise; and
- CV's to be provided.

Management Skills and Systems

The availability within the tenderers organisation of personnel with appropriate management skills together with effective management systems and methods appropriate to the successful management of the project.

The information required should include the following:

- quality system;
- project management tools;
- program software;
- environmental management system; and
- WHS management system.

Methodology

The procedures or innovative methods the tenderer proposes to use to achieve the specified end results, or the special processes detailed in tender documents. The tenderer should be able to demonstrate its capability to bring the contract to a satisfactory conclusion by describing the methodology of approach to accomplish the project's required outcomes.

The information required shall include the following:

- program of works;
- key performance indicators;
- division of works into subcontracts;
- innovative procedures to be used;
- reporting and recording systems; and
- Quality Plan.

Documentation to assist in complying with Procurement Procedures

These documents can be found on Infoxpert at the following location:

In the Corporate Services area of the Document Control Register

Documents include Forms 1 & 2 referred to above, successful & unsuccessful tender letters, quotation forms, evaluation forms etc.

The development of templates will be ongoing so that over time procedures are streamlined as far as possible.

It is expected that staff will review these folders from time to time to ensure that the relevant documentation is being used.

Guidance notes

- All purchasing tolerance levels referred to in the table above are **GST INCLUSIVE**.
- If quotations are sought which are likely to be close to the upper limit of a purchase tolerance level then it would be prudent to obtain the required number of quotes for the next tolerance level. For example, if you are of the opinion that a purchase is likely to be around \$49,000 I would recommend seeking three quotations. This will ensure that the procurement process is timely.
- If an officer has any doubt that the cost of a purchase may exceed \$250,000 (inc. GST) then tenders should be called. If public quotations are sought for a purchase expected to be greater than \$100,000 and one or more of the quotations submitted exceed \$250,000 then tenders **must** subsequently be called.

TENDERING

- All staff involved in tendering must read and conduct tenders in accordance with the Tendering Guidelines for NSW Local Government.
- All tenderers must be advised of Council's Local Preference Purchase Policy
- All tender documents must be approved by the relevant Director prior to advertising.

When To Tender

The requirements for calling tenders are specified in Section 55(1) of the Local Government Act 1993 as follows:-

Sec 55 (1) What are the requirements for tendering?

A council must invite tenders before entering into any of the following contracts:

- (a) a contract to carry out work that, by or under any Act, is directed or authorised to be carried out by the council,*
- (b) a contract to carry out work that, under some other contract, the council has undertaken to carry out for some other person or body,*
- (c) a contract to perform a service or to provide facilities that, by or under any Act, is directed or authorised to be performed or provided by the council,*
- (d) a contract to perform a service or to provide facilities that, under some other contract, the council has undertaken to perform or provide for some other body,*
- (e) a contract for the provision of goods or materials to the council (whether by sale, lease or otherwise),*
- (f) a contract for the provision of services to the council (other than a contract for the provision of banking, borrowing or investment services),*
- (g) a contract for the disposal of property of the council,*
- (h) a contract requiring the payment of instalments by or to the council over a period of 2 or more years,*
- (i) any other contract, or any contract of a class, prescribed by the regulations.*

The requirement to call tenders does not apply to the contracts specified in Section 55(3) of the Local Government Act 1993 as follows:-

- *A contract entered into by Council with the Crown (whether I right of the commonwealth, New South Wales or any other State or a Territory), a Minister of the Crown or a statutory body representing the Crown*
- *A contract entered into by Council with another Council*
- *A contract for the purchase or sale by Council of land*
- *A contract for the leasing of land by Council*
- *A contract for purchase or sale by Council at public auction*
- *A contract for the purchase of goods, materials or services specified by the State Contracts Control Board or the Department of Administrative Services of the Commonwealth, made with a person so specified, during a period so specified and at a rate not exceeding the rate so specified*
- *A contract for the employment of a person as an employee of Council*
- *A contract where, because of extenuating circumstances, remoteness of locality or the unavailability of competitive or reliable tenderers, Council decides by resolution (which states the reasons for the decision) that a satisfactory result would not be achieved by inviting tenders)*
- *A contract for which, because of provisions made by or under another Act, Council is exempt from the requirement to invite a tender*
- *A contract made in the case of emergency*
- *A contract involving an estimated expenditure or receipt of an amount of less than \$150,000 or such other amount as may be prescribed by the regulations.*

Prescribed organisations

In certain circumstances the requirement to tender is not required if Council is availing itself of a contract from a prescribed person under section 55 of the Local Government Act (eg: Local Government Procurement of Procurement Australia). Staff utilising Local Government Procurement or Procurement Australia should still ensure that Council is receiving best value.

Please note: When using prescribed organisations for purchases greater than \$150,000 an information report outlining the successful bid and the evaluation of the quotations must be present to the next meeting of Council.

Procedures to tender

It is Council's preference that all tenders are called electronically through Tenderlink. On occasions it may be appropriate to receive tenders in hard copy form at the Tender Box, located at the Customer Service Centre, 39 Young Street (PO Box 99), Holbrook NSW 2644.

A **Tendering Checklist** must be completed for all tenders called in accordance with section 55 of the Local Government Act 1993.

The tendering checklist is available on InfoXpert in the Document Control Register Doc ID: 154153

6. Training

Insert Content

7. Links to Policy

Procurement Policy

Local Preference Purchasing Policy

8. Links to Other Procedures

Insert Content

9. Links to Forms

Insert Content

10. References

Insert Content

11. Relevant Legislation

Insert Content

12. Associated Records

Insert Content

This Form is to be Used to Record Verbal Quotations for Purchases Under \$2,000

Greater Hume Shire Council
P.O. Box 99
Holbrook NSW 2644

Telephone: 02 6036 0100
Facsimile: 02 6036 2683
Email: mail@greaterhume.nsw.gov.au

Description of Goods/Services/Works Required _____

Quantity – Number of Units/Hours Required _____

Suppliers Details

	Supplier 1	Supplier 2	Supplier 3
Company/Name			
Address Postal and Physical			
Contact Numbers			
Email			
Contact Person			
Delivery Yes/No			
Price Per Unit			
Total Price			
Comments			

Selected Supplier

Name

Total Price

Reason

Delivery Details (If Required)

Place

Time

Contact Person

Contact Number

Officers Details

Officers Name

Officers Position

Officers Signature

Date

This form is to be used to seek approval to purchase when the required number of quotations cannot be obtained or it is not practical to obtain the required number of quotations

Greater Hume Shire Council
P.O. Box 99
Holbrook NSW 2644

Telephone: 02 6036 0100
Facsimile: 02 6036 2683
Email: mail@greaterhume.nsw.gov.au

Description of Goods/Services/Works Required _____

Quantity – Number of Units/Hours Required _____

Suppliers Details

	Supplier 1	Supplier 2	Supplier 3
Company/Name			
Address Postal and Physical			
Contact Numbers			
Email			
Contact Person			
Delivery Yes/No			
Price Per Unit			
Total Price			
Comments			

Required Number of Quotes Obtained	Yes	No
If less Than the Required Number of Quotes State Reason	_____	

Recommended Supplier

Name _____

Total Price _____

Reason _____

Delivery Details (If Required)

Place _____

Time _____

Contact Person _____

Contact Number _____

Officers Details

Officers Name _____

Officers Position _____

Officers Signature _____

Date _____

Approved/Not Approved

Approved	Yes	No
Date	_____	
General Manager/ Director Name	_____	
Position	_____	
Signature	_____	