Purchasing and Procurement Procedure
SUPPLY ARRANGEMENTS

PLAN

PURCHASE REQUIRED
Identify the Requirement
Obtain indicative Financial approval to proceed

Search available arrangements

Is there an available suitable arrangement for the product or service required?

YES → Is the purchase over $500,000 ex GST?

YES → Complete a Supply Arrangement - Sourcing Strategy Approval form

NO (from purchase over $500,000) → Review product or services prices, terms and conditions and arrangement specific requirements

Email Procurement Services Branch

NO (from available suitable arrangement) → Minimum no. Quotes Process

$0 - $5000 – min 1 Quote
$5001 - $20 000 – min 2 Quotes
$20 001 - $100 000 – min 3 quotes

PF005 Risk Assessment
(purchases over $20,000 ex GST)

Declare any Conflicts of Interest that may be relevant

DEVELOP

Develop Specification & follow the instructions/requirements of the specific supply arrangement including the No. of Quotes required and templates to use

Minimum no. quotes cannot be sought

Seek Quotes in accordance with specific supply arrangement requirements

Obtain approval for an Alternate Sourcing Strategy PF006

EVALUATE

Evaluate Quotes in accordance with specific supply arrangement
Use SOA Evaluation of Quotes form
Obtain Approval - Purchasing Delegate to sign evaluation form

FINALISE

Obtain Approval - Financial Delegate to approve Purchase Order
Place order in accordance with specific supply arrangement process referencing the arrangement no.
Issue Purchase order
Notify unsuccessful suppliers

CONTRACT MANAGE

Contract Manage goods or service delivery
Receipt good or service
Pay invoices