



IM010 -PROCUREMENT POLICY & PROCEDURES

Purpose

This policy is designed to provide mandatory requirements for Complete Business Solutions Australia's (CBSA) staff in relation to the purchase of goods and services.

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Policy

1. Objectives

- The objectives of this policy and procedure are to:
 - Obtain value in the expenditure for goods and services
 - Ensure ethical and fair treatment of participants
 - Ensure probity, accountability and transparency in purchasing operations
 - Ensure sustainability forms part of the selection process

Procedures

1. For purchases less than \$200

- No quote from suppliers is required
- A Procurement Management Plan is not required, and no formal approval is required
- No risk identification is required
- No contract is required

2. For purchases greater than \$200

- A Procurement Management Plan is required to be completed and approved by the General Manager.
- A minimum of three quotes must be sought from suppliers, with one quote being sought from a local supplier (if possible) using the Request for Quote Template.
- Evaluation should be documented in the Procurement Evaluation Template using the following selection criteria:
 - Quality (Technical capability)

- Sustainability
- Value for money / price
- The Goods and Service Contract Template should be used for the contractual agreement between CBSA and the supplier.

Related Documents

The following are related to this policy and procedure:

- IM009 – Risk Management Policy & Procedures
- TM013 – Procurement Management Plan
- TM014 – Request for Quote Template
- TM015 – Procurement Evaluation Template
- TM016 – Goods and Services Contract Template

Document Control

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Quality Area:	Internal Management (IM)
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