

Procurement Policy and Procedures

[IM010]

Policy Statement

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.

Scope

This policy and procedure apply to employees of CBSA, all clients and stakeholders.

Background

A Procurement Policy is essential for organisations to ensure legal compliance, promote ethical behaviour, manage risks, control costs, and optimise procurement processes. It provides a structured framework that contributes to the overall efficiency, transparency, and success of an organisation's procurement function.

By establishing clear procurement procedures, CBSA can optimise resources and ensure that the procurement function aligns with broader organisational goals. This includes allocating resources efficiently and avoiding unnecessary expenditures.

Principles that Inform Our Policy

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.

Key Terms

Terms	Meaning	Source
Procurement	Procurement is obtaining or purchasing goods or services, typically for business purposes.	www.investopedia.com

Links to Other Policies

- Risk Management Policy & Procedures
- Procurement Management Plan
- Request for Quote Template
- Procurement Evaluation Template
- Goods and Services Contract Template

Induction and Ongoing Training

CBSA requires that induction and ongoing training of all staff include the Procurement Policy and Procedure to enable staff to fulfil their roles effectively. In addition, CBSA promotes information sharing at staff meetings, sharing information received from industry trends or changes in legislation, and consultation at policy review sessions.

Policy Created/Reviewed

Policy Created/ Reviewed	Modifications	Next Review Date
Implemented March 2022	December 2023, updated format	November 2024

Monitoring, Evaluation and Review

This policy will be reviewed annually or on the occurrence of any relevant legislative change. Management of CBSA will conduct reviews in consultation at management meetings or on request of the Board.

Procurement Procedure

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 – appropriate warranty, fit for commercial use.
 - Value for money/price
- The Goods and Service Contract Template should be used for the contractual agreement between CBSA and the supplier.
- Warranties for all items must be greater than 12 months for parts and 6 months on labour.
- When conducting an evaluation before obtaining quotations ensure potential suppliers are made aware that CBSA will evaluate multiple suppliers and following, a minimum of three potential suppliers will be invited to provide a quotation.