

COUNCIL POLICY COMPARISON TABLE

CP 4.9 PROCUREMENT OF GOODS AND SERVICES

CURRENT POLICY CONTENT		PROPOSED CONTENT		CHANGE NOTES	COUNCIL COMMENTS				
SUSTAINABILITY THEME <i>Leadership</i>		SUSTAINABILITY THEME <i>Leadership</i>		No change	Nil				
OBJECTIVES <i>No change recommended</i>		OBJECTIVES <i>No change recommended</i>		No change	Nil				
POLICY STATEMENT <i>No change recommended</i>		POLICY STATEMENT <i>No change recommended</i>		No change	Nil				
POLICY DETAILS Purchasing Value Thresholds and <i>Minimum</i> Purchasing Practice Requirements		POLICY DETAILS Purchasing Value Thresholds and <i>Minimum</i> Purchasing Practice Requirement		Purchasing Value Thresholds and Minimum Purchasing Practice Requirement: Purchasing value threshold has been updated to require that 3 quotes be sourced. Procurement in this circumstance is a planned process which has sufficient time to enable multiple quotes be sourced. This is aligned with WALGA PSA guidance which recommends multiple quotes when access panels. Sections 3.5 Updates aligning with manager delegations. This formalises the current practices in policy.	Nil				
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<p>3.6 Requests for Quotes</p> <p>3.6.2 Where the City has issued a request via eQuotes to all suppliers on a City of Greater Geraldton list in eQuotes, and has allowed sufficient time for suppliers to prepare a response with consideration given to the complexity of the request; but insufficient suppliers provide a response (where 3 written quotations are required), no further responses need be sought by the purchaser. A file note is to be recorded with the procurement documentation that documents that the minimum number of responses was not achieved.</p> <p>3.6.3 Where a tender exemption applies as defined in 3.8, written approval from a Manager, Director or the CEO (aligned to respective financial authorisations) must be sought to enable direct engagement with a tender exempt supplier.</p>	<p>3.8 a Manager approved <u>file note or written approval</u> outlining full details and documented approvals must be recorded in TRIM and accompany the purchase requisition;</p> <p>3.6 Requests for Quotes</p> <p>...</p> <p>3.6.2 Where the City has issued a request via eQuotes to all suppliers on a City of Greater Geraldton list in eQuotes, and has allowed sufficient time for suppliers to prepare a response with consideration given to the complexity of the request; but insufficient suppliers provide a response (where 3 written quotations are required), no further responses need be sought by the purchaser. A Manager approved file note is to be recorded with the procurement documentation that documents that the minimum number of responses was not achieved.</p> <p>3.6.3 Where a tender exemption applies as defined in 3.8, written approval from a Manager, Director or the CEO (aligned to respective financial authorisations) must be sought to enable direct engagement with a tender exempt supplier and included with the purchase requisition.</p>																																										
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