

## PURCHASING

### 1. Objectives

- To provide compliance with the *Local Government Act 1995* and the *Local Government Act (Functions and General) Regulations 1996*.
- To deliver a best practice approach to all purchasing arrangements for the Town of Cottesloe and accompanying procedures to assist staff.
- To ensure consistency for all purchasing activities that integrates all of the Town of Cottesloe's operational areas.

### 2. Principles

The Town of Cottesloe is committed to having efficient, effective, economical and sustainable procedures in all purchasing activities. This policy:

- a. Provides the Town of Cottesloe with an effective way of purchasing goods and services.
- b. Ensures that purchasing transactions are carried out in a fair and equitable manner.
- c. Ensures integrity and confidence in the purchasing system, by providing appropriate records showing the basis for purchasing decisions.
- d. Ensures that the Town of Cottesloe receives value for money in its purchasing.
- e. Ensures that the Town of Cottesloe considers the environmental impact of the purchasing process across the life cycle of goods and services.
- f. Ensures the Town of Cottesloe is compliant with all regulatory obligations.
- g. Promotes effective governance and definition of roles and responsibilities.
- h. Uphold respect from the public and industry for the Town of Cottesloe's purchasing practices that withstands probity.
- i. It is an expectation of electors that their funds are used in a way that achieves the objectives of this Policy and prudent financial management.

### 3. Ethics and Integrity

All officers and employees of the Town of Cottesloe shall observe the highest standards of ethics and integrity in undertaking purchasing activity and act in an honest and professional manner that supports the standing of the Town of Cottesloe.

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

- a. Full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving the best value for money.
- b. All purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Town of Cottesloe policies and Code of Conduct.
- c. Purchasing is to be undertaken on a competitive basis in which all potential suppliers are treated impartially, honestly and consistently.
- d. All processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies and audit requirements.
- e. Any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed.

- f. Any information provided to the Town of Cottesloe by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

#### 4. Value for Money

Value for money is an overarching principle governing purchasing that allows the best possible outcome to be achieved for the Town of Cottesloe. It is important to note that compliance with the specification is more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, sustainability, life cycle costing, and service benchmarks.

An assessment of the best value for money outcome for any purchasing should consider:

- a. All relevant whole-of-life costs and benefits whole of life cycle costs (for goods) and whole of contract life costs (for services) including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal.
- b. Preference will be given to Australian made and/or locally sourced and/or recycled products in the event that all other criteria are equal and the price of the local supplier is within 5% of the lowest quote.
- c. The technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality.
- d. Financial viability and capacity to supply without risk of default. (Competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history).
- e. A strong element of competition in the allocation of orders or the awarding of contracts.
- f. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable.

Where a higher priced conforming offer is recommended, there should be clear and demonstrable benefits over and above the lowest total priced, conforming offer.

#### 5. Sustainable Purchasing

Sustainable Purchasing is defined as the purchasing of goods and services that have less environmental and social impacts than competing products and services.

The Town of Cottesloe is committed to sustainable purchasing and where appropriate shall endeavour to design quotations and tenders to provide an advantage to goods, services and/or processes that minimise environmental and negative social impacts. Sustainable considerations must be balanced against value for money outcomes in accordance with the Town of Cottesloe's sustainability objectives.

Practically, sustainable purchasing means the Town of Cottesloe shall endeavour at all times to identify and procure products and services that:

- a. Have been determined as necessary.

- b. Demonstrate environmental best practice in energy efficiency/and or consumption which can be demonstrated through suitable rating systems and eco-labelling.
- c. Demonstrate environmental best practice in water efficiency.
- d. Are environmentally sound in manufacture, use, and disposal with a specific preference for products made using the minimum amount of raw materials from a sustainable resource, that are free of toxic or polluting materials and that consume minimal energy during the production stage.
- e. Products that can be refurbished, reused, recycled or reclaimed shall be given priority, and those that are designed for ease of recycling, re- manufacture or otherwise to minimise waste.
- f. For motor vehicles: select vehicles featuring the highest fuel efficiency available, based on vehicle type and within the designated price range as per Council Policy Vehicle Fleet Administration.
- g. For new buildings and refurbishments: where available use renewable energy and technologies.

**6. Purchasing Thresholds**

Where the value of purchasing (excluding GST) for the value of the contract over the full contract period (including options to extend) is, or is expected to be:

Amount of Purchase	Quotation Requirements
Up to \$500	Direct purchase from suppliers requiring no quotations due to the minor and frequent nature of such goods.
\$501 to \$5,000	Direct purchase from suppliers requiring two verbal or written quotations*.
\$5,001 to \$50,000	Obtain at least three written quotations.
\$50,001 to \$149,999	Obtain at least three written quotations.
\$150,000 and above	Conduct a public tender process.

Appendix A to this Policy (Quotation Acceptance) should be completed by the relevant Purchasing Officer for all purchase orders issued above \$500, with a summary of the verbal quotations received included in this form and/or a copy of all written quotations attached.

**6.1 Exemptions**

At times it may be necessary to vary from the requirements of this Policy for a number of reasons including:

- a. The need to engage short term staff to relieve existing staff when on leave.
- b. Legal expenses where a specific firm is considered to be the preferred provider of such services.
- c. Emergency situations.
- d. Urgent works such as electrical and plumbing repairs where immediate work is required to address a safety or operational issue.
- e. [Where a panel tender has been accepted by Council and remains current, the requirement to seek additional quotes is not applicable. However a written quote from](#)

the appointed contractor is still required prior to any work commencing where the purchase amount is greater than \$500.

In the instance where staff deems it necessary to vary from these policy requirements, the form attached as Appendix A should be completed and authorised by the Chief Executive Officer or Manager responsible for the employee.

Where it is considered beneficial, tenders may be called in lieu of seeking quotations for purchases under the \$150,000 threshold (excluding GST). If a decision is made to seek public tenders for Contracts of less than \$150,000, a Request for Tender process that entails all the procedures for tendering outlined in this policy must be followed in full.

**6.1.1 Up to \$500**

Where the value of purchasing of goods or services does not exceed \$500, no quotation is required, although depending on the nature of the goods, these may still be obtained to ensure good value.

This is to provide for the purchase of goods such as milk, minor refreshments and other sundry items that are best obtained on an ongoing basis from suppliers and to obtain quotations would be an inefficient and time consuming exercise, for no real benefit.

However, it is recommended that Officers use discretion and occasionally undertake market testing with a greater number of suppliers or more formal forms of quotation to ensure best value is maintained.

This purchasing method is suitable where the purchase is relatively small and low risk.

Record keeping requirements must be maintained in accordance with record keeping policies.

**6.1.2 \$501 up to \$5,000**

Where the value of purchasing of goods or services exceeds \$500 but does not exceed \$5,000, purchase on the basis of at least two verbal or written quotations is permitted. However, it is recommended that Officers use discretion and occasionally undertake market testing with a greater number of suppliers or more formal forms of quotation to ensure best value is maintained.

The general principles for obtaining verbal quotations are:

- Ensure that the requirement / specification is clearly understood by the Town of Cottesloe employee seeking the verbal quotations.
- Ensure that the requirement is clearly, accurately and consistently communicated to each of the suppliers being invited to quote.
- Read back the details to the Supplier contact person to confirm their accuracy.
- Written notes detailing each verbal quotation must be recorded.

In the event a verbal quotation is accepted, a purchase order shall only be issued after the provision of a written quote, confirming the verbal quote.

Record keeping requirements must be maintained in accordance with record keeping policies.

**6.1.3 \$5,001 up to \$50,000**

This category is for the purchasing of goods or services where the value of such purchasing ranges between \$5,001 and \$50,000.

At least three written quotations are required.

Where this is not practical, for example due to limited suppliers, it must be noted through records relating to the process (including Appendix A).

The general principles relating to written quotations are:

- An appropriately detailed specification should communicate requirement(s) in a clear, concise and logical fashion.
- The request for written quotation should include as a minimum:
  - Written Specification
  - Selection Criteria to be applied
  - Price Schedule
  - Conditions of responding
  - Validity period of offer
- Invitations to quote should be issued simultaneously to ensure that all parties receive an equal opportunity to respond.
- Offer to all prospective suppliers at the same time any new information that is likely to change the requirements.
- Responses should be assessed for compliance, then against the selection criteria, and then value for money and all evaluations documented.
- Respondents should be advised in writing as soon as possible after the final determination is made and approved.

Record keeping requirements must be maintained in accordance with record keeping policies.

**6.1.4 \$50,000 to \$149,999**

For the purchasing of goods or services where the value exceeds \$50,000 but is less than \$149,999, it is required to obtain at least three written quotes.

The responsible officer is expected to demonstrate due diligence seeking quotes and to comply with any record keeping and audit requirements. Record keeping requirements must be maintained in accordance with record keeping policies.

The general principles relating to written quotations are:

- An appropriately detailed specification should communicate requirement(s) in a clear, concise and logical fashion.

- The request for written quotation should include as a minimum:
  - Written Specification
  - Selection Criteria to be applied
  - Price Schedule
  - Conditions of responding
  - Validity period of offer
- Invitations to quote should be issued simultaneously to ensure that all parties receive an equal opportunity to respond.
- Offer to all prospective suppliers at the same time any new information that is likely to change the requirements.
- Responses should be assessed for compliance, then against the selection criteria, and then value for money and all evaluations documented.
- Respondents should be advised in writing as soon as possible after the final determination is made and approved.

For this purchasing range, the selection should not be based on price alone, and it is strongly recommended to consider some of the qualitative factors such as quality, stock availability, accreditation time for completion or delivery, warranty conditions, technology, maintenance requirements, organisation’s capability, previous relevant experience and any other relevant factors as part of the assessment of the quote.

**6.1.5 \$150,000 and above**

Conduct a public tender as per the requirements of the *Local Government Act 1995* and in keeping with the principles described above.

**7. Regulatory Compliance**

**7.1 Tender Exemption**

The *Local Government Act 1995* and the *Local Government Act (Functions and General) Regulations 1996* provides for purchases which are exempt from these requirements. These are:

- a. An emergency situation as defined by the *Local Government Act 1995*.
- b. The purchase is under a contract of WALGA (Preferred Supplier Arrangements), Department of Treasury and Finance (permitted Common Use Arrangements), regional council, or another local government.
- c. Within the last six months Council has invited tenders or expressions of interest and there was none received that met the tender specifications or satisfied the value for money assessment.
- d. The purchase is under auction which has been authorised by Council.
- e. The contract is for petrol, oil, or other liquid or gas used for internal combustion engines.
- f. Any of the other exclusions under Regulation 11 of the Functions and General Regulations apply.

**7.2 Sole Source of Supply (Monopoly Suppliers)**

The purchasing of goods and/or services available from only one private sector source of supply, (i.e. manufacturer, supplier or agency) is permitted without the need to call

competitive quotations provided that there must genuinely be only one source of supply. Every endeavour to find alternative sources must be made. Written confirmation of this must be kept on file for later audit.

Note: The application of provision 'sole source of supply' should only occur in limited cases and purchasing experience indicates that generally more than one supplier is able to provide the requirements.

### **7.3 Anti-Avoidance**

The Town of Cottesloe shall not enter two or more contracts of a similar nature for the purpose of splitting the value of the contracts to take the value of consideration below the level of \$150,000, thereby avoiding the need to publicly tender.

### **7.4 Tender Criteria**

The Town of Cottesloe shall, before tenders are publicly invited, determine in writing the criteria for deciding which tender should be accepted.

The evaluation panel shall be established prior to the advertising of a tender and include a mix of skills and experience relevant to the nature of the purchase.

### **7.5 Advertising Tenders**

Tenders are required to be advertised in a state wide publication for example, The West Australian newspaper, Local Government Tenders section, preferably on a Wednesday or Saturday.

The tender must remain open for at least 14 days after the date the tender is advertised. Care must be taken to ensure that 14 full days are provided as a minimum.

The notice must include:

- A brief description of the goods or services required.
- Information as to where and how tenders may be submitted.
- The date and time after which tenders cannot be submitted.
- Particulars identifying a person from who more detailed information as to tendering may be obtained.

Detailed information shall include.

- a. Such information as the Town of Cottesloe decides should be disclosed to those interested in submitting a tender.
- b. Detailed specifications of the goods or services required.
- c. The criteria for deciding which tender should be accepted.
- d. Whether or not the Town of Cottesloe has decided to submit a tender.
- e. Whether or not tenders can be submitted by facsimile or other electronic means, and if so, how tenders may so be submitted.

The above requirement is a minimum standard prescribed by the *Local Government Act 1995*. In addition, Council will place the above Notice on the Council Website, local newspapers

circulating within the Town of Cottesloe and the Cottesloe Council News produced by the Town.

Depending on the nature of goods and services being purchased, other sources should also be considered to ensure the request is made known to as many potential suppliers as possible such as trade publications, direct mailing to known suppliers and others as may be appropriate to the specific purchase.

**7.6 Issuing Tender Documentation**

Tenders will not be made available (counter, mail, internet, referral, or other means) without a robust process to ensure the recording of details of all parties who acquire the documentation.

This is essential as if clarifications, addendums or further communication is required prior to the close of tenders, all potential tenderers must have equal access to this information in order for the Town of Cottesloe not to compromise its Duty to be Fair.

**7.7 Tender Deadline**

A tender that is not received in full in the required format by the advertised Tender Deadline shall be rejected.

**7.8 Opening of Tenders**

No tenders are to be removed from the tender box, or opened (read or evaluated) prior to the Tender Deadline.

In the event a tender is inadvertently opened prior to the close of the Tender period, then the Deputy Chief Executive Officer or Chief Executive Officer is to be immediately notified. The following must also be done:

- The contents of the envelope, as well as the envelope the tender arrived in are to be completely placed in another envelope.
- A statement from the officer who opened the Tender is to be counter signed by the Deputy Chief Executive Officer and sealed in the envelope. This statement shall include details as to how and why the Tender was opened. The statement shall be filed with the Tender in the Tender register. The statement shall be read aloud at the Tender opening.
- The sealed envelope is to be placed in the Tender box.

Tenders are to be opened in the presence of the Chief Executive Officer’s delegated nominee and preferably at least one other Council Officer. The details of all tenders received and opened shall be recorded in the Tenders Register.

Tenders are to be opened in accordance with the advertised time and place. There is no obligation to disclose or record tendered prices at the tender opening, and price information should be regarded as commercial-in-confidence to the Town of Cottesloe. Members of the public are entitled to be present.

The Tenderer's Offer form, Price Schedule and other appropriate pages from each tender shall be date stamped and initialled by at least two Town of Cottesloe Officers present at the opening of tenders.

**7.9 No Tenders Received**

Where the Town of Cottesloe has invited tenders, however no compliant submissions have been received, direct purchases can be arranged on the basis of the following:

- A sufficient number of quotations are obtained.
- The process follows the guidelines for seeking quotations between \$40,000 up to \$149,999 (listed above).
- The specification for goods and/or services remains unchanged.
- Purchasing is arranged within six months of the closing date of the lapsed tender.

**7.10 Tender Evaluation**

Tenders that have not been rejected shall be assessed by the Town of Cottesloe by means of a written evaluation against the pre- determined criteria. The tender evaluation panel shall assess each tender that has not been rejected to determine which tender is most advantageous.

**7.11 Addendum to Tender**

If, after the tender has been publicly advertised, any changes, variations or adjustments to the tender document and/or the conditions of tender are required, the Town of Cottesloe may vary the initial information by taking reasonable steps to give each person who has sought copies of the tender documents notice of the variation.

**7.12 Minor Variation**

If after the tender has been publicly advertised and a successful tenderer has been chosen but before the Town of Cottesloe and tenderer have entered into a Contract, a minor variation may be made by the Town of Cottesloe.

A minor variation will not alter the nature of the goods and/or services procured, nor will it materially alter the specification or structure provided for by the initial tender.

**7.13 Notification of Outcome**

Each tenderer shall be notified of the outcome of the tender following Council resolution. Notification shall include:

- The name of the successful tenderer
- The total value of consideration of the winning offer

The details and total value of consideration for the winning offer must also be entered into the Tenders Register at the conclusion of the tender process.

**7.14 Records Management**

All records associated with the tender process or a direct purchase process must be recorded and retained.

For a tender process this includes the recording of the following in the Tender Register:

- Tender documentation
- Internal documentation
- Evaluation documentation
- Enquiry and response documentation
- Notification and award documentation.

For a direct purchasing process this includes:

- Quotation documentation
- Internal documentation
- Order forms and requisitions

Record retention shall be in accordance with the minimum requirements of the *State Records Act 2000*, and the Town of Cottesloe’s internal records management policy.

**7.14 Panel Tenders**

The appointment of a contractor(s) under a Panel Tender arrangement ONLY sets aside the requirement under this Policy for quotes to be obtained and considered from parties other than the successful contractor. All other requirements must still be met, including the need to obtain a written quote from the contractor where the purchasing thresholds so require, prior to work commencing.

Panel Tender arrangements cannot be used to set aside the requirement for tenders to be called under this Policy or any Act or Regulation. Further Panel Tender arrangements cannot be taken to be Council’s authorisation for purchasing under emergency provisions or any other provision/delegation that would allow for purchases to be made without a budget allocation that has been appropriately approved by Council.

**8. Related Documents/Appendices**

- Purchasing Authority Limits Policy
- Appendix A – Quotation Acceptance Template

Adopted	April 2003
Reviewed	23 April 2007
Reviewed	31 October 2011
Reviewed	2 November 2015
Reviewed	30 April 2019
Updated	27 August 2019
Expected date of review	

# Quotation Acceptance



Quotations sought regarding: \_\_\_\_\_

Nature of the supply: \_\_\_\_\_

<b>Name of supplier:</b>	1.	2.	3.
<b>Price (GST included):</b>			

Project/General Ledger Code:	
Budgeted Allocation:	Financial Year:

Have you complied with the requirement of the **Purchasing Policy**?      Yes/No  
If no, please detail why the requirements of the Policy should be varied for this purchase. Please attach additional documentation if required.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Officer recommended supplier

Name of supplier:	
Supporting narration:	
Signed:	Date:

## Manager/CEO approved supplier

Name of supplier:	
Supporting narration:	
Signed:	Date: