



Unitec's **At a Glance** series summarises the critical elements of Unitec's policy and procedures. Click on the links for further information.

Policy and Procedures at a Glance

Procurement

Objective

The **Procurement Policy and its associated procedures** is complex and comprehensive as it covers all aspects of procurement from minor purchases to procuring services for major capital works projects.

The procurement procedures have been separated out into the main procurement stages: Planning, Requesting and Receiving Offers, Evaluating Offers and Awarding and Managing Contracts. The objective is to ensure Unitec:

- Complies with the Government's Rules of Procurement and the Auditor General's Guidelines and Unitec Councils expectations. I.e. Unitec conducts its procurement processes with a high standard of probity and transparency.
- Ensures it sources goods and services that are cost effective, fit for purpose and good value for money.

Critical information

- Unitec Council approved policy
- The Procurement Policy applies to all aspects of procurement.
- We plan and conduct our procurement processes appropriate to the level of expenditure, complexity and risk of a procurement project.
- We purchase using;
 - Reimbursement and Petty cash
 - Corporate Purchasing cards
 - Official purchase orders raise before the purchase is made.
- We value and will use in preference, our existing cost competitive preferred suppliers
- Our preferred procurement process is by approaching the market in an Open Contestable manner;
 - \$1000 - \$4999 1 quote required
 - \$5000 - \$19,999 2 quotes required
 - \$20,000 - \$99,999 with an approved procurement plan and 3 written quotes required
 - \$100,000+ with an approved procurement plan and a formal RFP process.
- We will publish an annual Procurement Plan detailing forecasted significant expenditure
- To help make things simple;
 - Procurement advice and project leadership and **support is available**
 - Frequently used document templates are available on the Nest
- Declarations regarding **Conflicts of Interest, confidentiality and probity statements** are required for all major procurement
- Complex procurement projects are documented by contract
- Unitec has **delegated financial authorities** and **sensitive expenditure policy** in place.