

Procurement Thresholds

Procurement Thresholds (in brief)	Please refer to the Procurement Policy for more information on procurement thresholds and methodology
Less than \$100.00	Source directly –(Cash, Pcard or Purchase Order)
Between \$100 - \$5000.00	1 quote required. Contemplate obtaining more than 1 quote wherever possible. Consider qualities of product /services required. Make a considered decision.
Between \$5001.00 - \$19,999.00	Minimum 2 quotes required. Issue a request for quotation RFQ to at least two or more potential vendors. Consider qualities of product/services required. Make a considered decision.
Between \$20,000.00 - \$99,999.00	Minimum 3 quotes required. Consider RFx methodology and obtain responses from three or more potential vendors with supporting Business Case.
From \$100,000.00 up wards Note: This must be managed as a formal procurement project through Unitec's Procurement Office	Use one of the following options to source the right suppliers for goods and /or services: <ul style="list-style-type: none"> • RFI / EOI, ROI • RFP / RFT (open or closed, single or multi-stage) List the opportunity on GETS (Government Electronic Tender Service)