|  |  |
| --- | --- |
| **Provision of** | Insert name of the requirement/project |
| **Faculty / Department / Service Centre** | Insert applicable information |
| **Category of procurement** | Choose an item |
| **Business Owner** | Insert name of business owner |
| **Date** | Click here to enter a date |

**Use this template to seek approval for procurement activities over $100,000.**

**For Procurement activities of $150,000 and above, it is mandatory that the Procurement Manager be involved in the process throughout.**

**Once reviewed and approved by all relevant parties, please send a scanned copy to the Procurement Manager. The Author or the Business Owner must retain the original signed copy for the record.**

**Please read ‘helpful instructions’ at the end of this template for guidance. Where you see the option to ‘choose an Item’, please select the closest matching item relevant.**

**Delete all blue text including the ‘helpful instructions’ prior to submitting the document for approval.**

**Document Control**

**Document history**

**Author**

| **Version** | **Date** | **Name and Role** | **Signature** |
| --- | --- | --- | --- |
| 1 |  |  |  |

**Reviewers**

| **Version** | **Date** | **Name and Role** | **Signature** |
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|  |  |  |  |
|  |  |  |  |

**Approval**

|  |  |  |  |
| --- | --- | --- | --- |
| **Procurement Manager – Review and Recommend for Approval** | | |  |
| Hasita Wimalachandra | *Signature* | | *Date* |
|  |  | |  |
| **Holder of Delegated Financial Authority** |  | |  |
| Michelle Teirney, DCE Operations | | *Signature* | *Date* |

**Executive Summary**

**Overview**

Insert two or three concise paragraphs on why the procurement is being undertaken, what is being procured, and the associated costs and benefits. This should be a summary of the report, and should be prepared after the rest of the report is complete.

**Supplier recommendation**

The recommendation is to award a Choose an item in a sum Choose an item [insert NZ Dollar amount] excluding GST for the provision of [Insert details of goods and or service being procured] to [full legal name of the company including Trading names if any to whom the award is being recommended]. [if you know the company registration number of the recommended supplier, please insert that here]

# Introduction

The purpose of this document is to describe the recommended Supplier for the procurement, describe the agreement reached and the outcomes of any negotiation, and to seek approval to award a contract.

1. **Scope**

The scope of this procurement includes:

* List and describe goods and/or services that are in scope.

This procurement does not include:

* List and describe related goods and/or service that are not in scope.

1. **Contract details**

|  |  |  |
| --- | --- | --- |
| **a.** | **Contract Category** | Choose an item |
| **b.** | **Contract Type** | Choose an item  Please seek Senior Legal Counsel assistance and guidance in selecting the most appropriate type and form of contract if other than Purchase Order |
| **c.** | **Contract start date** | Click here to enter a date |
| **d.** | **Contract end date** | Click here to enter a date |
| **e.** | **Unitec Standard contract terms amended?** | Choose an item  If you select ‘Yes’, describe the contract amendments.  Note: Senior Legal Counsel must approve any amendments before the contract is awarded |
| **f.** | **Does the proposed contract (or purchase order) allow for any extensions beyond the original expiry Date?** | Choose an item.  If you select ‘Yes’, please provide the terms on which the proposed contract can be extended |
| **g.** | **Defects liability period** | Choose an item.  If Yes, start date Click here to enter a date  Applies for Physical Works contracts. |
| **h.** | **Defects liability expiry date** | Click here to enter a date  Applies for Physical Works contracts. If not applicable – Specify ‘N/A’ here |

# Procurement Process Undertaken

|  |  |  |
| --- | --- | --- |
| **a.** | **Business Case Approved for this procurement?** | Choose an item  If the procurement relates to CAPEX expenditure, an approved Business Case is required before undertaking the procurement activity. Specify ‘N/A’ if OPEX expenditure |
| **b.** | **Has there been any deviation from the Procurement Policy?** | Choose an item  If you select Yes, please indicate any specific areas of the Policy where you have deviated from in conducting this procurement activity and why? |
| **c.** | **Type of procurement process undertaken** | Choose an item  If you select ‘N/A – Sole Source/Propriety Supplier’ please provide details as to why? |
| **d.** | **The process undertaken for the inviting of submitters** | Choose an item  If you select ‘Selected/Restricted distribution’ or ‘other’, please provide justification. |
| **e.** | **Method of selection (Evaluation)** | Choose an item  Please refer to the Procurement Manual for guidance  If you select ‘Other’, please provide details |
| **f.** | **Does the adherence to Unitec Health & Safety required under this contract?** | Choose an item  Mandatory for all Physical Works contracts. However, there could be instance where this requirement may apply for certain other type of procurement. It is recommended that Unitec’s Health & Safety Manager is consulted in the very first instance |

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* 1. **Evaluation process**

The evaluation criteria and relative weightings are identified in the table below:

|  |  |
| --- | --- |
| **Criteria type** | **Weighting (%)** |
| Attribute 1 | % weighting |
| Attribute 2 | % weighting |
| Attribute 3 | % weighting |
| Attribute 4 | % weighting |

* 1. **Evaluation team**

The list of evaluators is as follows:

|  |  |
| --- | --- |
| **Evaluator Name** | **Position** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| Has the Procurement Manager provided guidance and or assistance from the beginning of the procurement process? | Choose an item. |

* 1. **Submissions received**

The following table identifies the prospective Suppliers who submitted responses.

List prospective Suppliers in order of preference (increase and or amend table columns/rows as applicable to the procurement activity, or you may cut and paste from the submission evaluation spreadsheet.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Rank** | **Prospective Suppliers** | **Amount as opened** (excl. GST) | **Final Price (excl GST)\*** | **Price score** | **Non-price score** | **Total score** |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |

|  |  |
| --- | --- |
| Engineer’s estimate for this project is |  |

\* If Final Price differs from Amount as Opened, please describe why e.g. negotiation, tags etc.

If applicable, state the engineer’s estimate for the work (for Physical Works contracts). Delete if not applicable

* 1. **Submission compliance**

Add one of the following statements in relation to compliance with the conditions set out in the RFx documentation.

All submissions are in order and comply with the specified standards and conditions.

OR

With the exception of the submissions listed below, all submissions are in order and comply with the specified standards and conditions.

Insert Supplier name – describe reason for their inclusion or exclusion.

# Supplier background

* 1. **Supplier profile**

Describe the characteristics of the Supplier and highlight what is unique about them.

* 1. **Supplier work history**

Describe previous work history of the recommended Supplier with other organisations (as identified through reference checks), and with Unitec (if they have worked for Unitec before). Note any matters that could impact the management of the contract.

1. **Health and safety**

Describe the prospective recommended Supplier’s Health and Safety status. For example, Unitec approved according to the Health and Safety Policy and provided site specific Health and Safety plan.

1. **Cost / Identified Savings**

Describe any savings achieved against estimated/budgeted costs or previous spend, as an outcome of the procurement process. Describe any soft savings achieved, such as improved efficiencies, shorter timeframes etc.

The funding for this procurement is available fromName the source e.g. Cost Centre, approved BC number etc.

Add or delete Financial Year columns as applicable.

|  |  |  |  |
| --- | --- | --- | --- |
| **Budget elements** | **[Financial Year]** | **[Financial Year]** | **Total** |
| **Total budget available (or forecast) per year:** | $ | $ | $ |
| ***Minus* Actual committed costs to date** | $ | $ | $ |
| **Balance available for this contract:** | $ | $ | $ |
| **Proposed contract amount:** | $ | $ | $ |
| **Proposed contingency amount:** | $ | $ | $ |
| **Total allocation for this contract:** | $ | $ | $ |
| **Unallocated balance remaining:** | $ | $ | $ |

The reason for contingency amount is outline the reasons for having a budget for contingency and how you will ensure this is adequately managed.

**Identified savings over the period of the agreement**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **[Financial Year]** | **[Financial Year]** | **Total** |
| **Current Spend** |  |  |  |
| **Spend as per proposed recommendation** |  |  |  |
| **Identified Savings** |  |  |  |

**‘Helpful Instructions’**

|  |  |
| --- | --- |
| Business Owner | The Dean/Head of School or Manager who Faculty/School or Service Centre is the recipient of the process outcome; the account or budget holder |
| Author | The one who undertakes the procurement activity. The Author and the Business Owner can be the same |
| Reviewer | Generally the next level line manager of the Author. Where the procurement activity is complex and or above $150,000, you can have a second reviewer that being the Business Owner – note both author and reviewer cannot be the same |
| Approval | Procurement Manager will review and recommend for approval by the delegated financial authority |
| Overview | Please explain the background to the requirement why it is needed and the rationale behind undertaking the procurement |
| Supplier Recommendation | Please make sure you specify whether the proposed contract is a lump sum value, agreed rates contract and or whether subject to an All of Government Contract, aligned to a Crown Syndicated Contract or a Crown Collaborative contract. If lump sum, you need to mention the contract amount. Supplier’s full legal name must be specified. |
| Contract Details | Please consult Unitec’s Senior Legal Counsel for advice |
| Business Case Approval | As applicable, subject to the activity being a CAPEX spend and the approval of Business Case parameters, you must have an approved Business case having a relevant approval number prior to commencing the procurement activity. Please note having the Business Case approved is not authorisation to award a contract to any supplier. To award a contract to any supplier, you need the approval of the Supplier Recommendation report. |
| Health & Safety | It is mandatory if the requirement relates to physical works or service. However, there may be instance where Health & Safety applies outside that of Physical Works and service. In any case, you are required to contact Unitec’s Health & Safety Manager and obtain appropriate and formal advice prior to finalising the relevant procurement activity. |
| Was the Procurement Manager involved in the activity? | Involvement means either in the capacity of providing guidance and or assistance to managing the process from start to finish. You need to specify ‘yes’ or ‘no’. |
| Costs / Identified Savings | It is imperative that this section be completed identifying the cost and or as applicable any potential savings identified over any previous spend for the same requirement. |