

Procurement Policy & Procedures



Koala Corporation

Procurement Policy & Procedures



Purpose

This policy is designed to provide mandatory requirements for Complete Business Solutions Australia's (Koala Corporation) staff in relation to the purchase of goods and services.

Policy

1. Objectives

- ♦ The objectives of this policy and procedure are to:
 - Obtain value in the expenditure for goods and services
 - Ensure ethical and fair treatment of participants
 - Ensure probity, accountability and transparency in purchasing operations
 - Ensure sustainability forms part of the selection process

Procedures

1. For purchases less than \$200

- ♦ No quote from suppliers is required
- ♦ A Procurement Management Plan is not required, and no formal approval is required
- ♦ No risk identification is required
- ♦ No contract is required

2. For purchases greater than \$200

- ♦ A Procurement Management Plan is required to be completed and approved by the General Manager.
- ♦ A minimum of three quotes must be sought from suppliers, with one quote being sought from a local supplier (if possible) using the Request for Quote Template.
- ♦ Evaluation should be documented in the Procurement Evaluation Template using the following selection criteria:
 - Quality (Technical capability)
 - Sustainability
 - Value for money / price
- ♦ The Goods and Service Contract Template should be used for the contractual agreement between Koala Corporation and the supplier.

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Related Documents

The following are related to this policy and procedure:

- ♦ Koala Corporation Risk Management Policy & Procedures
- ♦ Koala Corporation Procurement Management Plan
- ♦ Koala Corporation Request for Quote Template
- ♦ Koala Corporation Procurement Evaluation Template
- ♦ Koala Corporation Goods and Services Contract Template

Document Control

Document No. & Name:	Koala Corporation Procurement Policy & Procedure
Quality Area:	Internal Management (IM)
Author:	Koala Corporation
Status:	Approved
Approved By:	Ann Wallace
Approval Date:	26/10/2018
Review Date:	27/10/2019