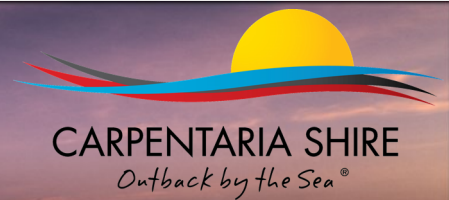


DOING BUSINESS WITH CARPENTARIA SHIRE COUNCIL



PO Box 31, Normanton QLD 4890

Phone: 07 4745 2200

Email: council@carpentaria.qld.gov.au

Website: www.carpentaria.qld.gov.au

This brochure explains all you need to know about doing business with Carpentaria Shire Council and our Procurement Policy.

We recognise the value of local businesses, their employees and family's contribution to our regional community.

The Procurement Policy is reviewed annually, and the most current version is available on our website: www.carpentaria.qld.gov.au

WHETHER YOU'RE A SMALL
BUSINESS OR A LARGE
ORGANISATION WE WANT
TO WORK WITH YOU!!

FAQS

Q. What is Council's ABN?

A. Our Australian Business Number is 59 242 797 822

Q. What happens if I did not receive a copy of my purchase order number?

A. Contact the officer responsible for the purchase or the officer appointed to manage the tender. All invoices must reference a Council order number.

Q. Does Council prefer to use local suppliers?

A. Council's Procurement Policy States that we do proactively support local business. Preferential weighting is applied to quotes and tenders from local suppliers. See our policy for further details.

Q. How do I quote for goods or services?

A. We will request quotes via Vendor Panel—an online procurement management program currently utilised by Council.

Council urges all businesses to register at: www.vendorpanel.com.au/marketplace to receive electronic requests.

Q. What happens if my tender submission is unsuccessful?

A. You will receive written notice advising you that you have been unsuccessful and who the successful applicant was. We encourage you to still submit for any future tender opportunities.

Q. How are the tender submissions evaluated?

A. We assess all submissions based on their responses to the criteria outlined in the tender documents, and then we apply weightings based on the conditions outlined in the Tender Response Form.



PROCUREMENT

Procurement is the acquisition of goods, services or works from an outside source. Within local government, items procured may include anything from hire of equipment, tools or hardware, office supplies, park equipment, road materials or the engagement of professional services.

We are bound by the legislative requirements of the Local Government Act 2009 and Regulations 2012 and must adhere to Sound Contracting Principles for the discharge of public money. The sound contracting principles as per the Local Government Act 2009 s104 (3) are:

- value for money
- open and effective competition
- development of competitive local business and industry
- environmental protection
- ethical behaviour and fair dealing

THERE ARE ULTIMATELY TWO WAYS IN WHICH CARPENTARIA SHIRE COUNCIL SEEKS TO PROCURE GOODS OR SERVICES:

TENDERS

Tenders will be advertised publicly in local newspapers, tender documents will be available via Vendor Panel Public Tenders -

www.vendorpanel.com.au/publictenders.aspx

Tender documents will outline the requirements for submissions. On most occasions tenders will be required to be submitted electronically via Vendor Panel.

Please follow tender instructions for submissions. Late submissions will not be accepted.

The tender documents state clearly:

- Council's requirements
- The detailed scope of works
- The general conditions of the contract
- Specific information to tenderers
- The attachments; and
- The schedules, which are to be included with your submission

QUOTES

We seek quotes from businesses when there is no existing contract and the amount is below Council's threshold limits as follows

For purchase amounts under \$2,000
One verbal quote must be recorded.



For amounts between \$2,000 and \$15,000
Two written or emailed quotes must be obtained.



For goods and services between \$15,000 and \$200,000
Three written or emailed quotes must be recorded.



For goods and services above \$200,000
Public tender process must be undertaken.



INVOICING AND PAYMENT

Once a tender or quote has been accepted, a purchase order and/or contract is drawn up to signify an official go-ahead. All invoices must reference a Council order number.

Council reserves the right to return invoices **unpaid** if they do not reference a valid order number.

Council's standard payment terms are 30 days after receipt of invoice, unless otherwise specified in the contract. Our preferred method of payment

is electronic funds transfer (EFT).

Your invoice should include the following information:

- Purchase order number
- The price including or excluding GST with the
- GST amount clearly shown
- The words Tax Invoice included on the invoice where appropriate
- Carpentaria Shire Council's name and address
- The date of issue
- Supplier name
- Item description
- Your ABN

OH&S AND INSURANCE

If you do business with us, we expect you will ensure your workplace is safe, and complies with all relevant OH&S policies.

Carpentaria Shire Council also requests that all contractors have relevant and adequate insurance cover.

This includes Public Liability, Professional Indemnity and Workcover as a minimum.

The above policies need to be current, and maintained throughout the duration of the contract, or while works are undertaken.

