

POLICY NO: 1.2.3

**CONTRACTS FOR THE SUPPLY
OF GOODS AND/OR SERVICES**

OBJECTIVES

To determine procedures for entering into contracts for the supply of goods and/or services having regard to the Tender provisions of the Local Government Act 1995.

POLICY STATEMENT

1. The following requirements shall be observed when consideration is being given to the purchase of goods and/or services:-
 - (i) for goods and/or services to the value of \$50,000 and over, tenders shall be invited in accordance with the provisions of the Local Government Act 1995;
 - (ii) between \$2,000 and \$50,000 - minimum of 3 written quotations shall be obtained from alternative suppliers. For regularly purchased goods and services, 3 written quotations should be obtained every 6 months, wherever feasible;
 - (iii) between \$500 and \$2,000 - a minimum of 3 oral quotations shall be obtained from alternative suppliers. For regularly purchased goods and services, 3 oral quotations should be obtained every 6 months;
 - (iv) less than \$500 - no quotations are required to be obtained, however it is recommended that at least 2 oral quotations be obtained wherever feasible; and
2. The Town is able to access current tenders or expressions of interest held by the Council Purchasing Service of the body known as the Western Australian Local Government Association, a department, instrumentality or agency of the state or Commonwealth Government, or a body approved by the Minister.

Date Adopted:	22 September 1997
Date Amended:	-
Date Reviewed:	22 July 2003
Date of Next Review:	July 2008