



## ANMF Policy

### Tendering and Procurement

#### **Purpose**

The Australian Nursing and Midwifery Federation (ANMF) is committed to ensuring that the procurement of goods and services represents high quality and good value, and is done in the best interest of the ANMF and its members. This tendering and procurement procedure applies to the acquisition of all goods and services, either purchased or leased, from suppliers external to the ANMF.

#### **Priority**

It is a priority to ensure that the ANMF remains within its budget when making procurement decisions. This policy will ensure that the ANMF constantly monitors expenditure and consider the most cost effective expenditure options.

#### **Principles of Procurement**

In addition to the points below, the ANMF shall endeavour at all times to procure goods and services from organisations that abide by industrial relations laws and who encourage union membership.

- Value for money, being the benefits achieved compared to the whole of life costs (e.g. price, quality, reliability, service delivery, payment terms and strategic suppliers);
- Quality, efficiency and effectiveness;
- Transparency;
- Effective competition, including ethical behaviour and fair dealing;
- Capability of the organisation, including experience and track record; and
- Sustainability considerations and risk management considerations.

#### **Preferred Suppliers**

A register of preferred suppliers shall be maintained and any proposal to include a new supplier or delete an existing supplier must be submitted in writing to the Federal Secretary with the reasons for the inclusion or deletion clearly stated. When considering adding a new supplier the Federal Secretary will take account of the principles of procurement above.

#### **Procedure**

##### **Purchase Order System**

All purchases must be within the approved budget. If they are not, prior approval must be obtained from the Federal Secretary. Where the cheapest supplier is overlooked, justification of the decision will be required and information about the company providing the quote should be sourced.



Purchase orders must be fully completed (i.e. name, address, date, description and quantity of goods) and a copy provided to Finance Manager. The invoice when received will be attached to the purchase order.

Variations of invoice value to the purchase order must be investigated and reported before approval for payment is granted.

### **Procurement Policy**

**Step 1** → determine if the approximate purchase value is within the approved budget. If this is unknown, the Federal Secretary or Finance Manager will be able to assist.

**Step 2** → identify the approximate cost of goods or services being:

#### **Goods or Services**

- goods or services between \$0 - \$500 – written quotes are not required and authorisation can be obtained from the Federal Secretary by email or telephone – (go to step 6);
- goods or services between \$500 - \$5,000 – two written quotes required and approval required by Federal Secretary (go to step 3);
- goods or services between \$5,000 - \$30,000 – two written quotes required and approval required by the Federal Secretary (go to step 3);
- goods or services over \$30,001 – formal tenders must be invited (go to step 3); or
- goods or services with an approximate annual expenditure of over \$200,000 – formal tenders must be invited (go to step 3).

#### **Goods and Services of a Capital Nature**

- goods or services of a capital nature between \$0 - \$10,000 – two written quotes required and approval required by the Federal Secretary (go to step 3);
- goods or services of a capital nature over \$10,000 – formal tenders must be invited (go to step 3);

**Step 3** → request quotations or formal tenders from suppliers.

**Step 4** → evaluate the quotations or tenders received ensuring that the principles of procurement in Clause 2 are taken into consideration.

**Step 5** → gain approval to commit to purchase from the Federal Secretary as per step 2. This requires providing the justified reason for the expenditure and the preferred supplier.

**Step 6** → notify the successful supplier and inform the ANMF Finance Officer.



**Step 7** → if quotations or tenders were received, the documentation including the justified reasoning for the decision must be provided to the Finance Officer for audit evidential purposes.

Ethical behaviour for procurement will be conducted with due regard to the ANMF's reputation, such that an external observer would readily conclude the Federation's procurement policy complies with rules and standards for correct procurement practice. Fair dealing means treating all suppliers equally, providing them with equal opportunity and information, and assessing them without bias against evaluation criteria.

### **Tendering**

Formal tenders are required if:

- (i) goods or services of a capital nature exceed \$10,000,
- (ii) operating goods or services exceed \$30,000, or
- (iii) goods or services with an approximate annual expenditure exceed \$200,000.

Tenders will be evaluated by the Federal Secretary, Assistant Federal Secretary and appropriate staff member as appropriate. Evaluation criteria will be weighted to assist in identifying suppliers offering best value for money and the most advantageous outcomes for the ANMF.

For the tendering process to be efficient, inappropriate or unnecessary costs and delays are to be minimised. The least-cost choice should not be followed automatically, having regard to the criteria outlined in Principles above.

Tender documents must be treated with confidentiality at all times. If the need arises to make contact with any supplier, do not divulge any details of any other quote received, or make any commitment to order from the supplier contacted.

### **Contracts**

All contracts must be approved within the guidelines outlined in the ANMF's policies and procedures. Contracts must meet the terms and agreement of the successful tender and matches the successful tender documents.

Contracts will be sent to the ANMF Finance Officer for review prior to final agreement.

For contracts over \$30,000, legal advice will be sought prior to signing the contract.

No service contract will be approved for a period longer than three (3) years. Contracts will then be reviewed at their expiration.

Original signed contracts will be provided to the Federal Secretary to be kept in the master folder for audit evidential purposes.



List of Preferred Suppliers: – to be (completed)

Name	Product
Printing	
Stationery and Office Supplies	Officeworks
Information Technology	Emerging IT (Melbourne)
Apparel	
Catering	Tayste
Focus Group/Research	Tony Windsor, Visibility
Liquor/Drinks/Ice Supplies	
Media	
Legal Advice	Commercial
Towel Supply	
Couriers	
Paper Recycling and Shredding	
Newspapers	