

Doing business with Council is now easier

In June 2019 local government regulations changed making it possible for Councils to purchase goods and services of up to \$250,000 without going to tender.

This is good news for small business. With more opportunities to win work with Councils through quotes you'll save time and money that you may have previously spent on trying to win work through the tender process alone.

Council seeks to procure goods/services and works by either quotes or tenders

QUOTES

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

- > **For purchases less than \$2,000**
One verbal quote must be recorded.
- > **For purchases between \$2,000 and \$50,000**
Two written quotes must be obtained.
- > **For purchases between \$50,000 and \$100,000**
Three written quotes must be obtained.
- > **For purchases between \$100,000 and \$250,000**
Formal Quote process must be undertaken.
- > **For purchases over \$250,000**
Tender process must be undertaken.

TENDERS

Tenders will be advertised publicly in local newspapers, Council's website and on our e-tendering portal at www.eprocure.com.au/pmhc/.

Request documents will outline the requirements for tenders. Tenders are required to be submitted electronically via our e-tendering portal. Please follow the instructions for submissions. Late tenders will not be accepted.

The request 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 tender

*Please note all amounts are inclusive of GST. Also note, significant requests for quote will be released via Council's electronic tender box. Please register at www.eprocure.com.au/pmhc/ to be notified as requests are advertised.

Fact Sheet



PORT MACQUARIE
HASTINGS
COUNCIL

Invoices and Payment

Once a tender or quote has been accepted, a purchase order and/or contract is generated to signify an acceptance. Invoices cannot be paid to a supplier without a purchase order number stated on the invoice. Invoices not stating the purchase order number will be returned for further clarification.

Council's standard payment terms are 30 days after receipt of invoice, unless otherwise specified in the contract. Our method of payment is electronic funds transfer (EFT). Your invoice should include the following information:

- > Purchase Order Number
- > Your name and Australian Business Number (ABN)
- > The price including or excluding GST with the GST amount clearly shown
- > The words 'Tax Invoice' included on the invoice
- > Port Macquarie-Hastings Council name and address
- > Date of issue
- > Description of goods, service or works

WHS and Insurance

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

Port Macquarie-Hastings Council also requests that all contractors have relevant and adequate insurance cover. These may include Public Liability, Professional Indemnity and Workcover. The above policies need to be current, and maintained whilst the goods are services are being delivered or as specified in the contract.

GIPA Contracts Register

The Government Information *Public Access Act* (GIPA), requires Councils to keep a register of contracts worth more than \$150,000 between agencies and private sector bodies.

Details of recently awarded contracts can be found in our Government Contracts register at www.pmhc.nsw.gov.au/Business/Supplying-to-Council/Contracts-and-Tenders.

Statement of Business Ethics

In delivering goods and services to council, our suppliers are contractors are expected to comply with a minimum standard of behaviour. The Statement of Business Ethic details our expectations and can be found at www.pmhc.nsw.gov.au/Business/Supplying-to-Council/Purchasing-Policy-and-Procedures.

FAQs

Q. What is Council's ABN?

A. Our ABN is 11 236 901 601

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

A. Contact the officer that requested a quote from you.

Q. How do I quote for goods or services?

A. We will usually contact suppliers directly for goods, services or works under \$100,000. For purchases over \$100,000, opportunities are advertised on our e-tendering portal. To receive electronic notifications register at www.eprocure.com.au/pmhc/

Q. How are the tender submissions evaluated?

A. We assess all quotes and tenders based on your responses to the criteria outlined in the request documents.

Q. What happens if my tender or quotes is unsuccessful?

A. You will receive written notice advising you that you have been unsuccessful and who the successful supplier is. We would also like to encourage you to still submit for any future opportunities.

Q. Does Council prefer to use local suppliers?

A. To proactively support local business, we have a *Local Preference Policy*. A notional offset to the tender price is applied to tenders from local suppliers. See our website for further details.

For enquiries please contact Council on (02) 6581 8111 or email procurement@pmhc.nsw.gov.au.

Port Macquarie-Hastings Council, PO Box 84, Port Macquarie, NSW 2444 | pmhc.nsw.gov.au | Follow us on Facebook