



Tendering Procedure

Procedure Number

WCDHB-PF-0004

Version Nos:

5

1. Purpose

This Procedure outlines the tendering process to be used by which the West Coast District Health Board (WCDHB) in the purchase of supplies, materials, equipment, and contractual services.

2. Application

This Procedure is to be followed by all staff throughout the WCDHB.

3. Definitions

There are no definitions associated with this Procedure.

4. Responsibilities

For the purposes of this Procedure:

the **Chief Financial Manager** is required to:

- oversee all aspects of this Procedure

all **Staff Members** are required to:

- comply with the requirements of this Procedure

5. Resources Required

This Procedure requires no specific resources.

6. Process

- 1.00 The WCDHB is committed to operating in the most economical and efficient manner possible.
- 1.01 The WCDHB shall follow the Audit Office Procurement Guidelines as they relate to tendering unless the Board of WCDHB expressly determines that an alternative procedure is required for a specific purchase.
- 1.02 Because the tendering process is relatively expensive to carry out it should be reserved for those products and services that best lend themselves to easy comparison, are high value with small volume, low value with high volume and are provided on a regular basis with well-established channels of distribution of goods or delivery of services.
- 1.03 Tenders received shall be final, with no further negotiations unless all tenderers are given an opportunity to submit fresh tenders.
- 1.04 Late tenders or further supporting detail cannot be accepted after the closing date.



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- 1.05 The tender replies must be kept secure, and not opened until the stated closing date. Up till that time nobody shall have access to the tenders submitted.
- 1.06 Extensions of time or clarification of a tender condition can only be given if the same opportunity is extended to all tenderers.
- 1.07 The successful tenderer should be promptly advised that their tender has been accepted.
- 1.08 Following agreement being finalised with the successful vendor (tenderer), the remaining tenderers shall be advised that they were un-successful accordingly within 10 working days.

7. Precautions And Considerations

- ➔ WCDHB shall follow the Audit Office Procurement Guidelines for tendering
- ➔ Tenders received shall be final, with no further negotiations unless all tenderers are given an opportunity to submit fresh tenders.

8. References

Procurement – A Statement of Good Practice; Office of the Controller and Auditor-General (June 2001); or successor

9. Related Documents

WCDHB Purchasing Procedure

Revision History	Version:	5
	Developed By:	Quality Improvement Co-Ordinator
	Authorised By:	Chief Executive Officer
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