



# **WEDDIN SHIRE COUNCIL**

**POLICY NUMBER: 14.14.4**

## **POLICY FOR OPENING TENDERS AND QUOTATIONS**

**Adopted: 17 August 2017**

## **POLICY FOR OPENING TENDERS AND QUOTATIONS (NO.14.14.4)**

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1. **Title:** Policy for Opening Tenders and Quotations
2. **Number:** Policy Number 14.14.4
3. **Purpose:**  
The purpose of this policy is to specify Council's requirements when tenders and quotations are to be opened by staff.
4. **Application**  
The policy applies to the opening of all tenders and quotations for the supply of goods, materials and services to Council.
5. **Associated Legislation and Other References**  
Local Government Act 1993, section 55.  
Local Government (General) Regulation 2005, Part 7
6. **Policy**
  - 6.1 **Tenders**
    - i) all tenders received are to be placed in the nominated tender box unopened.
    - ii) tenders submitted by facsimile or email, if permissible, are only to be handled by staff designated by the General Manager.
    - iii) tenders are to be opened as soon as practicable after the specified closing time.
    - iv) tenders are to be opened by two persons designated by the General Manager, and shall include the General Manager if estimated to be over \$250,000.
    - v) the designated persons are to initial each financial page of each tender received, as well as preparing and signing a list of the names and amounts of each tender.
    - vi) other duties as listed in clause 175 of the Regulation shall also be carried out.
    - vii) confidentiality of Tenders and Quotes is to be maintained at all times during this process.
  - 6.2 **Quotations**
    - i) formal quotations are to be dealt with as per Tenders in 6.1 above.
    - ii) where quotations are informally obtained, including by telephone, the responsible Director is to list the names and amounts of all quotations received and attach a signed copy to the official order.
7. **Non-compliance**  
Non-compliance with this policy may render an employee liable for disciplinary action and may include referral to ICAC if corrupt conduct is suspected.
8. **Review and Amendment**
  - This policy shall be reviewed by September 2017 and thereafter at four (4) yearly intervals, to ensure it meets all statutory requirements and the needs of Council.
  - This policy may be amended or cancelled by Council at any time without prior notice or obligation.
9. **Adoption**
  - This policy commences as from the date of adoption by Council, being 17 August 2017 and replaces any previous policy.

**10. History**

<b>Version</b>	<b>Details</b>
14.1.14	Adopted 1994 (approximately)
14.14.1	Adopted 20 March 2008
14.14.2	Reviewed 18 June 2009 (unchanged)
14.14.3	Adopted 21 June 2013
14.14.4	Adopted 17 August 2017