

DA	EVALUATION OF TENDERS	SES3
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DELEGATED AUTHORITY CODE:	SES3
DIRECTORATE:	Finance & Corporate Services
BUSINESS UNIT:	Corporate Services
SERVICE UNIT:	Procurement Services
RESPONSIBLE OFFICER:	Director, Finance & Corporate Services
FILE NO.:	086/003
DATE FIRST ADOPTED:	24 August 2009
DATE LAST REVIEWED:	8 December 2016
ATTACHMENTS:	N/A
VERSION NO.	5

Dates of Amendments / Reviews:		
DAPPS Meeting:	24 May 2012	25 February 2016
	31 January 2013	24 November 2016
OCM:	9 April 2009	14 February 2013
	14 June 2012	10 March 2016

FUNCTION DELEGATED:

The authority to accept or decline to accept Tenders up to the value of \$650,000 (GST exclusive).

CONDITIONS/GUIDELINES:

- (1) The preferred tenderer falling within 25% of the lowest priced conforming tender relating to the provision of goods or services to Council being accepted;
- (2) The preferred tenderer falling within 25% of the highest priced conforming tender relating to the acquisition of goods, services or property from Council being accepted;
- (3) The Tender relating to the provision of goods and services to Council being within Budget;
- (4) Record of Tender received to be maintained in the Tender Register;
- (5) Details of all advertised Tenders and all Tenders accepted pursuant to this Authority will be notified via "Council Information" publication;
- (6) Any tenders accepted for a value exceeding \$325,000 require the authorisation of two Delegates.
- (7) Any requirements of the Local Government Act, 1995 (Functions and General) Regulations, 1996, must be complied with.
- (8) All transactions utilising this delegation are to be recorded in the Recording of Delegations Decision Register by the officer responsible for initiating the action taken, or by another officer under the direction of the initiating officer.

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AUTONOMY OF DISCRETION:

- (1) Any Elected Member may request that acceptance of a tender be referred to Council.
- (2) Any Elected Member is entitled to a copy of submitted Tender documentation, upon request in writing to the Chief Executive Officer.
- (3) As provided under Council Policy and conditions above.

LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:

Council Policy SES3 "Procurement Evaluations" refers.

DELEGATE:

Chief Executive Officer

Note: The Chief Executive Officer will sub-delegate this authority to:-

DELEGATE/S AUTHORISED:

Director, Finance & Corporate Services
Director, Engineering & Works
Director, Governance and Community Services
Director, Planning & Development