

**STANDARD PANEL RULES FOR UNIVERSITY PANEL**

The Procurement Policy, Quotation Procedure, Tender Procedure, and the Aboriginal and Torres Strait Islander Procurement Strategy will apply to all procurement activities under the University Panel except that:

- (a) Development of a Procurement Plan will be undertaken for:
  - i. Any procurement activity for the purchase of goods or services (including capital works and research equipment) that is valued at \$1,000,000 (GST exclusive) or more; or
  - ii. Any procurement activity that is valued at less than \$1,000,000 (GST exclusive) which:
    - a. Involves an evaluation of non-price criteria;
    - b. Involves the procurement of goods or services assessed as high or extreme risk (as defined by the University’s Risk Management Framework); or
    - c. requires a Procurement Plan, as determined by either Strategic Procurement or the business unit in consideration of the experience of the University buyer and the market.
  
- (b) The Quotation Procedure will apply to procurement activities with a Total Cost of Ownership (TCO) of less than \$1,000,000 (excl GST). The following minimum quotation limits will apply:

<b>TCO Range (excl GST)</b>	<b>Minimum Quotes Required</b>	<b>Minimum Quotation Method</b>
Less than \$250,000	At least 1 quote from a panel supplier	Written
From \$250,000 to less than \$1,000,000	At least 3 quotes from panel suppliers	Formal RFQ Process

- (c) The business unit that is the contract owner of a University Panel will be responsible for managing the quotation process outlined above.
  
- (d) The contract owner may, subject to the prior written approval of the contract owner’s Director (or equivalent) and the development of a Procurement Plan, convene a Technical Evaluation Panel during a quotation process. Unless otherwise instructed by the Associate Director, Strategic Procurement:
  - i. the contract owner must notify the Associate Director, Strategic Procurement, that it intends to convene a Technical Evaluation Panel prior to requesting quotations from panel suppliers; and
  - ii. the Technical Evaluation Panel must include a nominee of Strategic Procurement who will act as the Chair.
  
- (e) The Tender Procedure will apply to all procurement activities with a TCO of \$1,000,000 (excl GST) or more or to any procurement activity which is assessed as presenting a high or extreme risk (in accordance with the Risk Management Framework), regardless of the source of funding.

- (f) Any tender or quotation process must be limited to University Panel suppliers, unless another procurement strategy has been approved by Strategic Procurement.
- (g) The University Panel must be reviewed by Strategic Procurement every 3 years from its establishment to ensure that all Key Procurement Principles are being met and may continue to be met.