Request for Quotation (RFQ) and Request for Tender (RFT) Guidelines

Policy Code: FN1530

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Purpose

To provide guidance and ensure compliance with University and State Government purchasing policies whilst achieving:

1. Approved Vendor Agreements that encourage greater collaboration between Faculties/Schools/Departments and Portfolios in order to maximise the purchasing power of the University, achieve saving targets, obtain best value for money and secure contract conditions.

2. Controlled transaction and goods and services costs.

3. Established vendor agreements following a regulated approval process. This process can result in the University selecting more than one vendor for a range of goods or services.

Scope

This Procurement Guideline sets out the procedures to be followed when entering into an arrangement for Approved Vendors on behalf of the University. This Guideline should be read in conjunction with the University’s:

• Procurement of Goods and Services Policy
• Purchasing Procedure
• ??? and
• Approved Vendors – E-Tendering for Obtaining Quotations and Conducting Tenders Guidelines

This Guideline applies to all Faculties/Schools/Departments and Portfolios throughout the University and has been developed in line with the Victorian Government Purchasing Board (VGPB) “Procurement Process Guide”.

Warning - Uncontrolled when printed! The current version of this document is kept on the FedUni website.
The University Guidelines on Auditing are to be referred to when procuring goods or services on major projects that are of high value, high profile or of a possible contentious nature.

**Actions**

**Stage A**

1. **Identify** the scope and need of the requirement of goods or services
2. **Check** if the required goods or services are available from existing Approved Vendor to maximise savings and services opportunities that may be gained by the collation of related goods or services
3. **Consult** with other user groups who may use similar goods or where there may be a conflict of systems i.e. IT software systems. **External Consultants** may be used where there is no area of expertise in-house but conflicts of interests and purchasing thresholds must be observed and records kept of given advice.
4. **Identify** potential vendors using market / technical knowledge, recommendations or undertake research.
5. **Consider** any environmental implications in respect of supply.
6. **Determine** cost by conducting desktop analysis of expected life cycle costs including consumables and impact on staffing.
7. **Conduct** Risk analysis.
8. **Consider** involving a Probity Auditor where required in high value, high profile or possibly contentious contracts.
9. **Approval** to proceed from financial delegate. Refer to Purchasing Thresholds listed under forms

**Stage B**

1. **Review** the University’s Purchasing Policies, Procedures and Guidelines.
2. **Develop** evaluation criteria using templates, if not appropriate both qualitative and quantitative criteria must be used to ascertain value for money.
3. **Prepare** RFQ / RFT documents using templates (allow between 1-4 weeks for responses)
4. **Request** a RFQ / RFT number from Procurement and, if required, ask for review of documentation prior to scrutiny by Legal Services (RFT only) and entering onto TenderSearch (FedUni’s Tender Portal) by Procurement staff.
5. **Evaluate** all quotes / tenders against the evaluation criteria.
6. **Prepare** recommendation (spend in excess of $15,000 over a three year period).
7. **Obtain** financial approval
8. **Prepare** 2 copies of a written contract (Part C) and have it vetted by Legal Services
9. **Notify** the successful bidder with a Letter to Successful Tenderer and two copies of the contract for signing, notify unsuccessful bidder/s with a Letter to Unsuccessful Tenderer
10. **When** the 2 original signed copies of the contact have been returned, forward the two copies to Legal Services to be signed by the authorised officer on behalf of the University.
11. **When signed by the authorised officer** forward 1 copy to the winning vendor, the other to be kept by Legal Services
12. **A signed copy** (electronically scanned) should also be sent to Procurement for the Master Tender File, the tendering Faculty / School / Department / Portfolio may wish to keep a copy for their records.
13. **Register** successful tenderer as a vendor onto the Financial Systems as an Approved Vendor
14. **Prepare** requisition
Stage C

1. **Receipt** of goods/service check and record that goods or services are delivered as per the terms and conditions of the quotation/tender request.

2. **Monitor** Contract performance

3. **Contract** variance should be negotiated and necessary permissions granted and documented to avoid conflict resolution.

4. **Authorise** payment of account when invoiced charges are correct and in line with the terms and conditions of the contracted vendor.

**Transparency** there must be a complete and auditable record of the process.

**Exemptions**

Exceeding the Universities Purchasing Thresholds without obtaining an approved exemption not only breaches the University’s Purchasing Procedures, Policies and Guideline but also the Victorian Government Procurement Guidelines.

Exemption from Multiple Quotes and Open or Selective Tendering must only be considered in exceptional circumstances based on the business necessity and merit and cannot be used for the purpose of avoiding competition. Exemptions will also be considered where it can be demonstrated that it is a matter of urgent health, security or safety; or in situations of genuine urgency and unforeseen circumstances.

Exemptions can only be endorsed by: Associate Director, Financial Planning, Budget and Procurement or the Chief Operating Officer / Chief Financial Officer.

The party granting the exemption must be satisfied that the exemption is based on exceptional circumstances and not for the purposes of avoiding competition and that the integrity of the procurement process is maintained.

**Responsibilities**

The Associate Director, Financial Planning, Budget and Procurement and / or the Chief Operating Officer are responsible for granting an exemption upon recommendation from the Management Accountant, Strategic and Corporate or nominee.

The Management Accountant, Strategic and Corporate is responsible for the maintenance of this Guideline.

**Policy Base**

- [Procurement of Goods and Services Policy](#)
- [Delegations - Contract, Financial, Staffing and Tender Policy](#)
- [Purchasing Card Policy](#)
- [Travel Policy](#)
- [Probity Auditing Policy](#)

**Associated Documents**

- [Approved Vendors – E-Tendering for Obtaining Quotations and Conducting Tenders Guidelines](#)
- [Completion of Vendor Application Guidelines](#)
Forms/Record Keeping

<table>
<thead>
<tr>
<th>Title</th>
<th>Location</th>
<th>Responsible Officer</th>
<th>Minimum Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original RFQ/RFT documents</td>
<td>EDMS Contract Database</td>
<td>Management Accountant, Strategic &amp; Corporate</td>
<td>7 years after contract has expired</td>
</tr>
<tr>
<td>Bidders documents / submission</td>
<td>EDMS Contract Database</td>
<td>Management Accountant, Strategic &amp; Corporate</td>
<td>7 years from day of last entry</td>
</tr>
<tr>
<td>Evaluations</td>
<td>EDMS Contract Database</td>
<td>Management Accountant, Strategic &amp; Corporate</td>
<td>7 years from day of last entry</td>
</tr>
<tr>
<td>Successful letter</td>
<td>EDMS Contract Database</td>
<td>Management Accountant, Strategic &amp; Corporate</td>
<td>7 years after contract has expired</td>
</tr>
<tr>
<td>Signed Contract/Agreement</td>
<td>University Legal Office/EDMS Contract Database</td>
<td>University Legal Office/Management Accountant, Strategic &amp; Corporate</td>
<td>7 years after contract has expired</td>
</tr>
</tbody>
</table>

Implementation

The Request for Quotation (RFQ) and Request for Tender (RFT) Guidelines will be implemented throughout the University via:

1. an Announcement Notice under ‘FedNews’ on the ‘FedUni’ website and throughout the University Policy – ‘Recently Approved Documents’ webpage to alert the University-wide community of the approved Guidelines; and

2. inclusion on the University’s online Policy Library.