

DA-027 Rejecting and Accepting Tenders and/or Applications for Pre-Qualified Supplier Panels

Delegator: Council Process Owner: Chief Executive Officer		Delegation No. DA – 027 Last Review Date: 16 June 2020
Description	Authority to accept tenders and applications for pre-qualified supplier panels, up to the value of \$550,000 (excluding GST), including any pre award minor variations <u>but excluding post award variations applied in accordance with the legislation</u> , per tender or application, per contract year. Authority to decline to accept any tender and to accept the withdrawal of a tender once awarded.	
Statutory Power or Duty Delegated	<i>Local Government Act 1995</i> Section 3.57 Tenders for providing goods and services Section 9.49B Contract formalities	
Statutory Power to Delegate	<i>Local Government Act 1995</i> Section 5.42 - Delegation of some powers or duties to the CEO	
Delegated to	Chief Executive Officer	
Statutory Power to sub delegate:	Sub-delegation is not permitted	
Sub Delegated to:	Not Applicable	
Conditions on Delegation/Sub Delegation	Maximum threshold \$550,000 (excluding GST) <u>per tender</u> , per contract year. Decision to be made following receipt and consideration of a recommendation from the Contracts and Tenders Advisory Unit (CTAU).	
Compliance links	Local Government (Functions and General) Regulations 1996 Regulation 11 When tenders have to be publicly invited Regulation 13 Requirements when a local government invites tenders though not required to do so Regulation 14 Publicly inviting tenders, requirements for Regulation 15 Minimum time to be allowed for submitting tenders Regulation 18 Rejecting and accepting tenders Regulation 20 Variation of requirements before entry into contract Regulation 21 Limiting who can tender, procedure for Regulation 22 Minimum time to be allowed for submitting EoI Regulation 24AH Rejecting and accepting applications to join panel of pre-qualified suppliers DA-028 Contract Variations and Selection of Next Successful Tenderer	
Policy Reference	CP - 023 – Procurement Policy	
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercises 5.119 P COUNCIL ADMINISTRATION – Procurement – Tenders 5.36 5A	

Period of Validity	Ongoing
Confirmed by Council	Ordinary Meeting of Council 15 May 2007 C07/5007
Substantive Amendments	Ordinary Meeting of Council 16 June 2020 M20/5749 Amended to remove reference to expressions of interest (covered in DA-030) and unnecessary reference to "capital projects"