**APPROVAL FOR EXEMPTION FROM QUOTATION REQUIREMENTS**

***($7,500 to <$100,000)***

Under the University’s Procurement policy staff procuring goods and services are required to seek quotes as detailed in the table below:

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| --- | --- | --- |
| Value (ex GST) | Quotation Requirements | Certified Indigenous Business |
| Up to $7,500 | Single written or verbal quotation | Single written or verbal quotation |
| $7,500 up to $25,000 | Two written quotations | Single written quotation |
| $25,000 up to $100,000 | Three written quotations | Two written quotations |

The Approval Authority to approve an Exemption from Quotation under the Procurement Policy are:

|  |  |
| --- | --- |
| Value (ex GST) | **Approval Authority** |
| **$7,500 up to $50,000\****\* value must not exceed the approving authority's expenditure delegation* | College Dean, People & Resources / Research / EducationCollege Manager, Student Administration Services Portfolio Associate Director (or equivalent) |
| **Up to $100,000** | College Vice-President & Executive DeanPortfolio HeadDirector of College ServicesPortfolio Director (or equivalent) |

From $100,000 up to $300,000, the Approval Authority is the Associate Director, Procurement Services while from $300,000, the Approval Authority is the Strategic Procurement Committee. An Acquisition Plan is required in both of these cases.

**Exceptions from Procurement Protocols**

The following purchases/payments ≥$7,500 and <$100,000 in value are exempt from the requirements relating to quotations:

* payments to Commonwealth/State/Territory entities for the provision of services/support
* payments prescribed under a research agreement, including payments to other universities
* payments to other universities as a result of an existing contractual relationship for the provision of services/support
* purchase and rental of real property (land and buildings)
* payments for non-contestable postal services
* membership of professional associations
* payments related to practicum/supervision of placements at approved entities as required to complete training/assessment of students, as a result of an existing contractual relationship for the provision of these services/support
* statutory charges, including taxation, council rates, superannuation
* provision of goods and services from Federal or State government agencies, statutory authorities and instrumentalities where there is only one credible or feasible provider, such as water
* payment of invoices for other utilities and telecommunications where a current contract for their supply exists.

|  |  |
| --- | --- |
| **Description of Product / Service*** *include dates of service delivery or product delivery*
 |  |
| **Cost of Purchase** *(ex GST)** *include required options and ongoing costs*
 |  |
| **Proposed Supplier** |  |
| **Account Name & Number**  | 01.xxx.xxxxx.xxxx |
| **Why is an Exemption from Quotation required in this instance?*** *Why is only one supplier suitable or able to quote?*
* *What steps have been undertaken to investigate other alternative suppliers in the market?*
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| **Contractual Arrangements to be established?***eg. University Contract & Purchase Order, ICSA* |  |

*Please attach a copy of the written quotation from the Proposed Supplier, plus any other supporting documentation.*

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| **I declare that in recommending this exemption from quotation I am complying with the University Procurement Policy, this exemption represents value for money for the University, and does not represent a conflict of interest.** |
| **Signed** |  | **Position** |  |
| **Print Name** |  | **Date** |  |

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| **In considering this exemption I certify that I have given due regard to the principles set out in the Procurement Policy in relation to value for money, fair trading, conflict of interest and risk management, and I have authority to approve.** |
|  | **APPROVED** | **NOT APPROVED** |
| **Signed** |  | **Position** |  |
| **Print Name** |  | **Date** |  |
| **Comments** |  |