**WHY ENGAGE US**

- Help you get the right product from the best supplier for your project or requirement
- Guide you to access deals from **UNSW suppliers and panel suppliers**
- Negotiate benefits and savings for your project to make the most of your budget for research and teaching purposes
- Get expert advice and support for important and complex procurement projects
- Support you in on-going management of your suppliers to achieve business goals
- Create easy to use procurement tools to save you time in sourcing goods and services
- Manage reputational, legal, commercial, probity and supply risks, including compliance to [CAC] standards and [GIPA] reporting
- Ensure taxpayers’ money is responsibly spent
- Protect your reputation from negative publicity

**VALUE FOR MONEY**
- Quality of goods and services vs whole-of-life costs

**PROBITY AND EQUITY**
- Transparency, fairness, integrity, ethics

**RISK MANAGEMENT**
- Commercial & legal risks are assessed and managed

**FIT FOR PURPOSE**
- Outcomes satisfy requirements

**RESPONSIBLE PROCUREMENT**
- Social, sustainable and ethical sourcing

**RECORDKEEPING**
- Accurate records of processes

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**WE ARE HERE TO HELP YOU**

We respect your priorities and will endeavour to work with you to meet your requirements including any critical deadlines. Below are indicative timelines required (from when complete scope is provided to contract signed-off) for typical services provided by us. Procurement will respond to all your requests with clearly suggested next steps:

1. **Buy Direct** (UNSW suppliers, UNSW panel suppliers via catalogue when relevant)
2. **1-2 months** - Simple sourcing exercise*
3. **3+ months** - Comprehensive sourcing exercise*

*As directed by [Procurement Decision Tool](https://www.fin.unsw.edu.au/services/buying)

**CONTACT US**

Send all enquiries to: procurement@unsw.edu.au

**VISIT OUR WEBSITE**

[https://www.fin.unsw.edu.au/services/buying](https://www.fin.unsw.edu.au/services/buying)

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**UNSW PROCUREMENT**

**NEW PROCUREMENT POLICY**

**ROLE OF PROCUREMENT**

- **Value for money**: quality of goods and services vs whole-of-life costs
- **Probity and Equity**: transparency, fairness, integrity, ethics
- **Risk management**: commercial & legal risks are assessed and managed
- **Fit for purpose**: outcomes satisfy requirements
- **Responsible procurement**: social, sustainable and ethical sourcing
- **Recordkeeping**: accurate records of processes

**FOLLOW UNSW POLICY & ENGAGE US WHEN:**

- **> $350K** excl. GST & there is no UNSW supplier or UNSW panel supplier in place
- **> $1M** excl. GST (*>$10M for building contractors and major construction panel*) when there is a UNSW panel supplier in place

**HELP US SUPPORT YOU BETTER**

- Engage with us at the start of your project
- Establish clear timelines & help us understand your drivers
- Share faculty-specific issues that may impact the project
- Share risks in a timely manner
## HOW DO I BUY? (Buying reference guide)

### Start Here

Is there a **UNSW supplier** capable of providing the specific category of goods or services?

**YES**
- Buy from catalogues in place or UNSW supplier must be engaged directly. There is no need to obtain any additional quotes
- UNSW credit card should not be used
- For bulk buying or purchase above $350,000, engage Procurement as there could be additional opportunities to leverage from UNSW suppliers
- **+ a purchase order must be raised and approved in NS Financials**

**NO**

Is there a **UNSW panel supplier** capable of providing the specific category of goods or services?

**YES**
- **UNSW panel suppliers**
  - (applicable for all panels except UNSW panel suppliers for building contractors and major construction works – see next section)
  - **Between $0 to $350,000 = minimum 1 written quote from 1 supplier from the panel**
  - **Between $350,000 to $1M = minimum 3 written quotes from 3 different suppliers from the panel obtained via an RFQ process**
  - **More than $1M = sourcing activity with all suppliers from the panel or other strategy approved by Procurement**
- **+ a purchase order must be raised and approved in NS Financials with quote(s) or supporting documentation attached. UNSW credit card should not be used.**

**OR**
- **UNSW panel suppliers for building contractors and major construction works**
  - **Between $0 to $100,000 = minimum 1 written quote from 1 supplier from the panel**
  - **Between $100,000 to $10M = minimum 3 written quotes from 3 different suppliers from the panel obtained via an RFQ process**
  - **More than $10M = sourcing activity with all suppliers from the panel or other strategy approved by Procurement**

**NO**

Are the goods and services likely to cost **less than $3,000?**

**YES**
- No written quote but written evidence of price (e.g. screen snapshot, email) required
- UNSW credit card may be used
- **+ a purchase order must be raised and approved in NS Financials with quote(s) or exemption or supporting documentation attached**

**NO**

Are the goods and services likely to cost **between $3,000 to $50,000?**

**YES**
- Minimum 1 written quote which represents best value for money is required
- Credit cards may be used for training, conferences and travel payments subject to expenditure pre-approval as indicated in the Credit Card Procedure
- **+ a purchase order must be raised and approved in NS Financials with quote(s) or exemption or supporting documentation attached**

**NO**

Are the goods and services likely to cost **between $50,000 to $350,000?**

**YES**
- Minimum 3 written quotes or exemption approved by the relevant financial delegate within your reporting line for independent review and approval
- **+ a purchase order must be raised and approved in NS Financials with quote(s) or exemption or supporting documentation attached**

**NO**

Are the goods and services likely to cost **more than $350,000?**

**YES**
- Open sourcing activity or other strategy approved by Procurement
- **+ a purchase order must be raised and approved in NS Financials with quote(s) or exemption or supporting documentation attached**

### Notes

- All amounts are exclusive of GST
- The amount must be estimated cost over the proposed term (including all extensions if applicable) of the engagement including supply, freight, installation, implementation, training and ongoing service, support and maintenance; this is not a cost per annum. The amount must not be divided into separate transactions for the purpose of bringing it below the threshold value.
- Use the [Procurement Decision Tool](#) to confirm next steps and assess risk and complexity