



<b>Responsible Officer</b>	Vice-President, Finance and Operations		
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<b>Superseded Documents</b>	Procurement Policy, version 1.0, approved by the Vice-Chancellor on 13 December 2011		
<b>Review</b>	31 July 2017		
<b>File Number</b>	2012/00249		
<b>Associated Documents</b>	UNSW Code of Conduct Work Health and Safety Policy and procedures Gifts and Benefits Procedure Purchase Order Procedure Recordkeeping Policy Procurement Procedure Fraud and Corruption Prevention Policy Conflict of Interest Policy		
<b>Version</b>	<b>Authorisation</b>	<b>Approval Date</b>	<b>Effective Date</b>
2.0	Authorised by President and Vice-Chancellor	31 July 2014	1 August 2014

## 1. Preamble

### 1.1 Purpose

This policy sets out the University's procurement principles concerning the acquisition of goods and services for the University and accords with the guiding Principles in *B2B Blueprint to Beyond*.

## 2. Scope

This policy applies to goods and services procured for the University with the following exceptions:

- Property – the acquisition and disposal of real estate
- Human Resources – determination of benefits, wages and salaries
- Emergency scenarios – for example, where staff, student or public safety is in question, or where it is essential to restore pieces of critical infrastructure.

The policy applies to UNSW staff and affiliates with delegation to purchase goods and services for the University.

## 3. Definitions

**Procurement** means all activities involved in the acquisition of goods and/or services either outright or by lease, this includes the process of acquiring goods and services by:

- identifying the need to purchase goods and services;
- selecting suppliers for goods and services;
- contracting and placing orders for goods and services; and
- managing the contracts and suppliers

**Strategic Procurement** means procurement staff employed by Finance, Facilities Management and UNSW IT to undertake and/or to provide support with procurement activities.

## **4. Policy Statement**

The University will support appropriate and timely procurement activity through adherence to four core principles which will underpin the University's procurement which are as follows:

### **4.1 Value for Money**

UNSW seeks value for money in all procurement activities. Value for money is achieved in an open competitive environment in which suppliers can be confident that their proposals will be assessed on merit. It does not automatically mean "lowest price"; it incorporates and considers fitness for purpose; fair market price; return on investment; whole-of-life costs; timely delivery; post-delivery support; environmental sustainability; evidence of previous performance or experience, effective warranty and conformity to law.

### **4.2 Probity and Equity Principles**

All procurement activities will be undertaken with probity and equity. The principles of a probative and equitable approach to procurement are:

- fairness and impartiality;
- use of competitive process;
- consistency of process;
- tender and quotation security and confidentiality (for both UNSW and suppliers);
- identification and resolution of any real or perceived conflicts of interest; and
- accountability and transparency.

### **4.3 Risk Management**

All procurement activities must identify and consider all relevant and associated risks and ensure that appropriate risk management activity is undertaken. Following this Policy and UNSW Procurement Procedure will assist to mitigate risks associated with procurement activities.

### **4.4 Fit for Purpose**

UNSW will ensure goods and/or services procured are fit for purpose, including the accurate commissioning of such goods and or services by UNSW.

## **5. Legal & Policy Framework**

Relevant policy/procedures/guidelines include the following:

- Procurement Procedure and Guidelines
- General Purchasing Delegations of the NSW Government
- UNSW Register of Delegations
- Code of Conduct
- Work Health and Safety Policy and associated procedures
- Gifts and Benefits Procedure
- Recordkeeping Policy
- Fraud and Corruption Prevention Policy
- Conflict of Interest Policy

## **6. Implementation**

### **6.1 Roles & Responsibilities**

Strategic Procurement will:

- A. Manage the procurement of goods or services on behalf of the University, where risks are identified, the spend of the goods or services are >\$250K incl. GST or where they warrant professional administration by procurement professionals, including the form of contract; and
- B. Enter into preferred supplier and/or panel supplier arrangements for the supply of goods and services commonly purchased across UNSW.

The Director of Strategic Procurement is responsible for establishing, including amending and reviewing, Procedures and Guidelines to enact this policy.

## **7. Review**

This policy will be reviewed for accuracy and completeness no later than three years from date of approval. The Director of Strategic Procurement will initiate the review.

## Appendix A: History

Version	Authorised by	Approval Date	Effective Date	Sections modified
1.0	Vice-Chancellor	13 December 2011	1 January 2012	
2.0	Vice-Chancellor	31 July 2014	1 August 2014	Full review