

Quotations

Council operates a decentralised purchasing system and request for quotations may come from any of our departments. The level of estimated expenditure determines the different methods of procurement to ensure legislative compliance:

Quotations are sought when there is not an existing contract in place and are based on the following threshold limits:

Expenditure	Quotation Method
\$0 - \$1,000	No quote required
\$1,001 - \$5,000	One quotation must be sought (Written including email).
\$5,001 - \$15,000	Two written quotations must be sought.
\$15,001 - \$150,000 (goods and services) 15,001 - \$200,000 (building and construction works)	Three or more written quotations must be sought via issue of a written request for quotation or public tender* Advertising is not required unless public tender.
\$150,000+ (goods and services) \$200,000+ (building and construction works)	Public tender to be undertaken.