

Schedule A: Procurement Value Threshold Limits

PROCUREMENT VALUE THRESHOLD LIMITS

Threshold Value (excluding GST)	Minimum Requirement Threshold (except when requirements are set for specific purposes in this or another Procedure)
< \$5000	No quotation required
\$5000 - \$25 000	Minimum of one verbal quotation (a written quotation is recommended)
\$25 000 - \$300 000	Minimum of 3 written quotations except where endorsed by certificate of exemption Potential suppliers may be selected from the preferred supplier system or from other listings available
>\$300 000	All purchases, except those endorsed by certificate of exemption, must be facilitated via an open tender process
<p>Notes:</p> <ul style="list-style-type: none"> a) Values are one-off or cumulative over a contract period and are inclusive of all requirements including ongoing service activity for the period of the contract b) Value limits do not apply to purchases from an existing University contract where that contract has otherwise complied with the requirements in this Schedule c) A requirement in any value range can be advertised as an open tender if that is so required or recommended d) If a pre-purchase estimate is close to a threshold value (viz. within 5%) then the higher threshold requirement must be used <p>Procurement activities with no value shall be referred to the Procurement Services Manager for determination on the process to be undertaken</p>	