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**MGC Procurement Proforma – R1b**

**(Goods & Services above $25,000 and below $150,000)**

Complete this form if sourcing goods and services priced **above** **$25,000 and below $150,000** where:

* multiple purchases are expected to be made from the same supplier, or
* supply arrangement with a contract document is entered into.

**Quote Requirements:** minimum of 3 written quotes

1. What do I need to procure? Goods only Services only Goods & Services
2. Why does it need to be procured?

Maintaining Facilities/Equipment Camps & Excursions Other ­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Quantity required (if a service, how often is the service required)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_
2. Approximate expected cost? $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
   (Please include total value where multiple purchases are to be made on an annual basis)
3. Will this procurement be: Once-off Ongoing
4. Has this procurement been included and approved in regular budget planning processes? Yes No Please comment if unplanned\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Have you obtained a minimum of 3 quotes for this purchase? Yes No  
   Minimum 3 quotes required, send quote to [accounts@mgc.vic.edu.au](mailto:accounts@mgc.vic.edu.au?subject=Quote:) or attach to this form
6. Why has this particular supplier been selected to: (Please √)

|  |  |  |
| --- | --- | --- |
|  | Quote | Provide Good/Service |
| Best possible price |  |  |
| Payment Terms |  |  |
| Geographic Location |  |  |
| Recommendation by other schools |  |  |
| Previous experience with supplier |  |  |
| Supplier of both goods and service |  |  |

**Supplier Selection**

Name of Creditor/Supplier\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Compliance required: Will any of the creditors’ staff be onsite? Yes No (Additional Info not required)

WWCC (**Employee** required for paid work or **Volunteer** for unpaid work), and

Company Public Liability Insurance is required.

Send required documentation to [accounts@mgc.vic.edu.au](mailto:accounts@mgc.vic.edu.au?subject=Quote:)

Has a purchase order been raised? Yes PO Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No

Purchase orders to be raised: Single based on annual cost Multiple based on individual ordering

Has a contract been established and signed? Yes No Not required

*Please do not sign any contracts without the approval of Finance.*

Coordinator Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Finance Unit Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_