

Shire of Wyndham East Kimberley

Doing Business With the Shire



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The Shire of Wyndham East Kimberley recognizes the value and significance local businesses play in bringing many benefits to the local community including employment opportunities, providing goods and services and helping the local economy to achieve growth, prosperity and livable communities.

The Shire also relies strongly on local businesses for the delivery of its services and infrastructure projects. The Shire aims to support the local business community through a number of initiatives, such as:

- Statement of Business Ethics – The Shire’s guiding document outlining what you can expect of the Shire and what the Shire expects in return from local businesses.
- Purchase Order Conditions and standard Conditions of Contract, so as a local business you know your rights and obligations for every business engagement with the Shire.
- A Regional Price Preference Policy– an initiative to support local businesses when competing for contracts with non- local competitors.
- A Pre-Qualified Supplier Policy– providing greater opportunities for more local businesses to be contracted to the Shire for the provision of goods and services.
- A Purchasing Policy– clearly outlining how the Shire engages suppliers for purchases under the public tender threshold.
- A supplier information section on the Shire’s website containing the list of documents above as well as more useful information for suppliers.



Do’s and Do Not’s of Submitting Quotation & Tenders

- Do lodge your quotation or tender on time.
- Do read the Conditions of Quoting as well as the Conditions of Contract.
- Do complete all questions, remembering the Shire can only assess what information is provided by the Supplier. Suppliers are to assume that the Shire has no previous knowledge of the supplier, its activities or experience.
- Do include all supporting documentation as requested.
- Do seek clarification if needed.
- Do ask for more time if needed.
- Do select ‘decline to respond’ within VendorPanel if you do not anticipate submitting a quotation. Note: Not required for Request for Tenders.
- Do not submit a late tender (if you miss the deadline you will not be considered).
- Do not omit necessary documentation as an absence of information will be assessed accordingly.
- Do not canvas Shire officers or Elected Members. Canvassing will result in a rejection of your tender.



Value for Money

Value for Money is an overarching principle governing purchasing that allows the best possible outcome to be achieved for the Shire.

The Shire considers both qualitative (price) and qualitative considerations when assessing quotations / tenders. Qualitative considerations take into account those aspects that do not readily translate into absolute dollar values, but provide a measure of the respondent’s capacity to satisfactorily provide the requirements of the contract.

It is important to note that value for money is more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, prior experience and performance, resourcing and service benchmarks.

Contract & Procurement Frequently Asked Questions

How does the Shire engage local businesses for the supply of goods and services?

The Shire will engage local suppliers via a request for quotation or request for tender process.

A Request for Quotation is an invitation to provide a quote when the goods / services / works are valued below \$250,000. The Shire's purchasing officer chooses which suppliers it invites to quote in accordance with the Shire's Purchasing Policy (available on the Shire's website). A Request for Tender is a public invitation for goods / services / works that exceed \$250,000. Any Australian Business can submit a tender for consideration. In some instances the Shire will elect to issue a Public Tender for purchases less than \$250,000 when it is considered advantageous to do so.

How does the Shire Seek Request for Quotations?

The Shire uses an online procurement platform called VendorPanel to facilitate its request for quotation process for quotations above \$20,000.

Suppliers who are registered with VendorPanel will receive an email alert when they have been invited to quote on goods / services / works. In some instances VendorPanel will be used to seek quotation for purchases less than \$20,000, so it's a good idea to register to ensure your business has maximum exposure.

How does the Shire seek Request for Tenders?

The Shire uses VendorPanel to facilitate its request for tender process. If you are registered with VendorPanel you will receive an email alert when tenders are advertised within your respective service category and you will be able to access the Request for Tender from your supplier Account.

Tenders are also advertised in the following ways; through the West Australian and Kimberley Echo Newspapers, the Shire's Facebook page and on the Shire's website: www.swek.wa.gov.au/tenders. Be sure to click "See our open Request for Tenders" and select the option to "access tender". The Request for Tender will then be added to your VendorPanel supplier account.

How do I find out the outcome of a Request for Tender?

The Tender Register is accessible on the Shire's website and

includes details of respondents, successful supplier and accepted tender value.

What is a Contract?

A contract is a legal binding agreement when the Shire has engaged a supplier for goods / services / works. In the case for smaller valued works the purchase order and the Purchase Order Conditions of Contract form the contract.

What are the Purchase Order Conditions of Contract?

These are the conditions which apply to the purchase and outline the rights and responsibilities of both parties. It is important that as a supplier you understand your rights and responsibilities. A copy of it is available on the Shire's website.

I have my own supplier terms and conditions are these accepted by the Shire?

No. When a purchase order is issued no other terms and / or conditions apply, including those contained on supplier quotations, invoices, order acknowledgments, confirmation, acceptance or an other instrument except where the Shire first provides agreement in writing.

Register with VendorPanel

Registering your business with VendorPanel is easy and free. Simply visit <https://pages.vendorpanel.com/workwithwyndhameastkimberleyshire> and follow these instructions:

1. Click on the link on the icon 'Register Now'
2. Next; select a category and sub categories that apply to your business, being sure to fill in your name and email address where specified and then click "Request Invitation"
3. You will receive an email containing a hyperlink to establish your account.
4. Click on the hyperlink and follow the prompts to set up your account.
5. Once your account is established, repeat steps 1 and 2 to add additional categories to your account where relevant.

Remember: *your business will only be presented as a supplier option in the relevant categories you are registered to. So to ensure your business is represented for all services you deliver be sure to repeat steps 1 and 2 as many times as relevant.*

Supporting Locals

The Shire has a Regional Price Preference Policy for purchases over \$10,000. When assessing quotations from a local supplier and a non-local supplier, a preference will be applied to the local supplier by assessing their submission as if the price bids were reduced by the applicable percentage provision.

Whilst price is a competitive consideration in the provision of goods and/or services via quotation/tender, it is only one aspect of the evaluation process. Value for Money principles, will be employed by assessing the price component in conjunction with the qualitative considerations.

More information

The Shire maintains a mailing list of suppliers for request for tenders. To be included on the mailing list please contact the Shire via the details below.

The Shire's Procurement team is available to answer any questions or queries you may have about doing business with the Shire. To get in contact refer to the contact information below.

Contact Information

Shire of Wyndham East Kimberley

Kununurra Administration Office

20 Coolibah Drive
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