

GENERAL PURCHASING DELEGATION

Where a SCCB period contract exists, Departments/Agencies are required to purchase from these contracts.

In the absence of a period contract, agencies have been granted a delegation by the SCCB, to undertake their own procurement in accordance with the *General Purchasing Delegation*, which states:

“Administration

The attention of all staff of the Public Service is drawn to the following Administrative Notice.

The State Contracts Control Board approved, effective from 24 September 2002, in terms of Clause 36 of the Public Sector Management (Goods and Services) Regulation 2000, an update to the General Purchasing Delegation relating to the procurement of "not in contract" goods and services.

The delegation has been amended to read as follows:

1. GOODS AND SERVICES UP TO \$1,500 IN VALUE

Departments/Agencies are not required to obtain quotations for not-in-contract goods and services and can act independently of the State Contracts Control Board subject to the following conditions:

- a. rates being considered reasonable and consistent with normal market rates for items of a like nature; and*
- b. requirements not being split into components nor succession of orders for the same goods or services for the purpose of enabling the goods/service to be obtained under the provisions of this delegation.*

2. GOODS AND SERVICES OVER \$1500 AND UP TO \$30,000 IN VALUE

Not-in-contract goods and services over \$1500 and up to \$30,000 in value being procured by obtaining at least one (1) written quotation.

Departments/Agencies can act independently of the State Contracts Control Board subject to the following conditions:

- a. rates being considered reasonable and consistent with normal market rates for items of a like nature; and*
- b. requirements not being split into components nor succession of orders for the same goods or service for the purpose of enabling the goods/service to be obtained under the provisions of this delegation.*

3. GOODS AND SERVICES OVER \$30,000 AND UP TO \$150,000 IN VALUE

Departments/Agencies can act independently of the State Contracts Control Board where the goods or services are not available under contract. However, a minimum of three (3) quotations must be obtained in writing.

4. GOODS AND SERVICES OVER \$150,000 IN VALUE

Departments/Agencies are required to submit full details and specifications to the Department of Commerce (previously the Department of Public Works and Services (NSW Supply (now State Procurement))) for the invitation of tenders.

SPECIAL NOTE:

- a. Monetary figures are inclusive of GST.*
- b. Where Departments/Agencies do not have the expertise to implement this Delegation they may refer the request for purchase to NSW Supply (now State Procurement) for appropriate action.*
- c. Departments/Agencies are also to ensure that details of requirements of a repetitive nature are to be referred to DPWS (NSW Supply) (State Procurement) so that consideration can be given to the arrangement of a period contract if necessary.*
- d. Departments/Agencies located in rural areas are able to make local purchases of up to \$1500 in value, irrespective of whether the items concerned are available in contract, provided that the local purchases are more advantageous.*
- e. Departments/Agencies may wish to impose their own limits, at a lesser value than the Board's delegation, for internal management purposes.*
- f. Notwithstanding the above delegation, if Departments/Agencies consider the proposed purchasing action to be of such a nature as to warrant consideration of DPWS (NSW Supply) (State Procurement)/State Contracts Control Board, the matter can be referred for consideration irrespective of monetary value.*

Please note that this delegation does not replace the Board's delegation relating to the procuring of printing requirements. The Board's separate delegation relating specifically to the procuring of printing requirements is still valid, as advertised in the Public Service Notices of the 3 August 1994 and 24 August 1994”.

It should also be noted that the procurement of goods and services by government agencies must be undertaken in accordance with the NSW Government Code of Tendering and Code of Practice.

Please note that this delegation does not replace the SCCB's current delegation relating to the procuring of printing requirements, Further, the SCCB's separate delegation relating specifically to the procuring of printing requirements was recently amended and is set out in on this site.

PRINTING DELEGATION

The SCCB printing delegation states;

“Administration

*The State Contracts Control Board (SCCB) approved, effective from 22 April 2003, in terms of Clause 36 of the Public Sector Management (Goods and Services) Regulation 2000, an update to its **Board Directions/Delegation** relating to the Procurement of Printing Requirements.*

*The **Board Directions/Delegation** has been amended to read as follows:*

1. *PRINTING UP TO \$1500 IN VALUE*

Departments/Agencies are not required to obtain quotations for printing requirement and can act independently of the SCCB.

2. *PRINTING OVER \$1500 AND UP TO \$30,000 IN VALUE*

Departments/Agencies can act independently of the State Contracts Control Board, however at least one (1) quotation must be obtained in writing.

3. *PRINTING OVER \$30,000 AND UP TO \$150,000 IN VALUE.*

Departments/Agencies can act independently of the SCCB, however, a minimum of three (3) quotations must be obtained in writing.

4. *PRINTING OVER \$150,000 IN VALUE.*

Departments/Agencies are required to submit full details and specifications to the Department of Commerce (NSW Procurement Contracting Services) (previously State Procurement and prior to that NSW Supply), for the invitation of tenders.

ALTERNATIVE PROCESS FOR THE PROCUREMENT OF PRINTING

REQUIREMENTS

Where Departments/Agencies choose to utilise the services of Salmat (previously cmSolutions and prior to that the Government Printing Service), at any financial level, there is no need for the Department/Agency concerned to call tenders, or refer the matter to State Procurement. This approval will extend only for a period ending 15 April 2008 or 15 April 2009, if the Department/Agency concerned has a binding agreement with Salmat and has exercised the option to extend by one year.

SPECIAL NOTE:

The abovementioned delegations are subject to the following conditions:

- (a) Rates being considered reasonable and consistent with normal market rates for items of a like nature.*
- (b) Requirements not being split into components or succession of orders. The monetary threshold includes the whole printing process of design, layout, printing, binding etc.*
- (c) If Departments/Agencies consider the proposed purchasing action to be of such a nature as to warrant consideration of NSW Procurement Contracting Services, the matter can be referred for advice and assistance of monetary value.*
- (d) Monetary figures are inclusive of GST.*

Contact: SCCB Executive Officer - Ned Jordan (02) 9372 8910

DISPOSALS DELEGATION

The SCCB Disposals Delegation is set out below.

“Administration

The attention of all staff of the Public Service is drawn to the following Administrative Notice.

The State Contracts Control Board (SCCB) approved, effective from 19 November 2002, in accordance with Clause 17 of the Public Sector Management (Goods and Services) Regulation 2000, an update to its Board Directions relating to the disposal of goods.

Disposal of Surplus or Unserviceable Goods (excluding Motor Vehicles) delegation reads as follows:

Transfer

Transfer to another Public Service agency as set out in the Public Sector Employment and Management Act 2002.

Destruction

Destruction where items are of no value.

Negotiated Sales and Verbal Quotes

Goods valued up to \$1,500 may be disposed of by negotiated sales and verbal quotes.

Auction

Goods valued up to \$150,000 may be disposed of by auction.

Written Quotations/Tenders

Goods valued over \$1,500 but not exceeding \$150,000 may be disposed of by written quotes or tenders.

Goods valued over \$150,000

If the estimated value of the goods exceeds \$150,000, Agencies must refer the disposal to Department of Commerce (Nsw Procurement Contracting Services) for the invitation of tenders/auction approval action.

General Note

If the goods are to be disposed of as a job lot, the value of the lot is the relevant figure. If the goods are to be disposed of as an individual item then the value of each item is the limit used to ascertain the appropriate method of disposal.

For the purposes of this delegation, 'like item' are those broadly grouped into a similar category, such as furniture, electronic goods (televisions, video recorders etc), white goods, tools/machinery, marine (boats, including outboard motors), office equipment, computers and associated equipment, etc.

Special Note

Agencies are reminded that all disposal action should be conducted in accordance with the NSW Government Procurement Guidelines - Disposals.

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