

Procurement Fact Sheet



This factsheet provides an overview for Respondents of the key components of St. John Ambulance Western Australia Ltd.'s (St John WA) Procurement Method for the procurement of Goods and Services and Inventory.

How do I submit a price?

St John WA has 2 main methods of for Respondents to submit pricing. These methods will be based on the internal procurement process completed by St John WA when undertaking a procurement activity;

1. The **Informal** method, that includes responding via email to an RFQ you were invited to take part in:
2. The **Formal** method that requires you to submit your response through the E Procure portal.

What do I need to consider before submitting a price?

Before submitting an offer to supply Goods or Services to St John WA, the Respondent must review the RFQ/RFT documentation and ensure that they meet the minimum requirements of that procurement activity. This includes, but is not limited to;

- Scope of Works
- Pre-Qualifications
- Qualitative Criteria; and
- Contractual obligations

Once the Respondent is comfortable with supplying the goods or service in accordance with the Request documentation issued by St John WA, the Respondent may submit their offer.

It is highly recommended that the Respondent clearly addresses the qualitative criteria, as this will be the basis of which the Respondent will be evaluated on.

What happens if I miss the closing date?

Respondents must ensure that they submit their offer before the closing date. Offers received after this date will not be considered by St John WA, in accordance with the St John WA Procurement Policy.

Who do I contact if I have questions?

Respondents who have any queries around the procurement of goods or services should contact the St John WA Procurement team via email on supply.tenders@stjohnwa.com.au.

Respondents who have any queries around the procurement of inventory should contact the St John WA Procurement team via email on procurement@stjohnwa.com.au.

Alternatively, respondents can utilise the Eprocure platform to raise any queries

Where Respondents have queries or are seeking updates on specific *procurement* activities, Respondents must follow the communication requirements of that procurement activity. This information will be included in the Request documentation.

Are Inventory Items and Goods and Services items the same?

No.

Goods and Services are generally high value, high risk, project based procurement activities. In most cases, these activities directly influence the day to day operations of the organisation, involving multiple internal stakeholders. These procurement activities therefore require robust contract establishment and management practices to be undertaken, ensuring that a fit for purpose solution is provided and that the organisation is achieving a value for money outcome.

Inventory items are generally low value, high demand products. These items are procured through an RFQ model as the business needs arise. A contract will not be issued for the supply of individual items, but an overall Supplier Agreement may be in place with our preferred suppliers. All Inventory items are procured by our Inventory Procurement team. For more information on the procurement of inventory items please contact Procurement@stjohnwa.com.au.

Further Information

For more information or advice please contact Procurement Services via email:

supply.tenders@stjohnwa.com.au

or

Procurement@stjohnwa.com.au