

Marshfield Area Chamber of Commerce & Industry

Procurement Guidelines

1. The Marshfield Area Chamber of Commerce & Industry (MACCI) will only source products and services from its members, unless no member offers the product or service required at the right quality or value.

2. All members will be given an opportunity to submit tenders, upon a formal request, to provide goods and services in their field of operation. There may be a requirement for the successful bidder to have or achieve a minimum standard of legal or technical qualification.

3. Where MACCI wishes to procure goods and services, it will post a description of the goods and services required on its website and to other electronic communication sources. The description will be proportionate to the goods or services required. It will be the responsibility of the member to check the website regularly.

4. Where the value of an individual contract for goods or services, not including program or event goods and services, has a value (or annual value) more than \$3,000, procurement will be by submission of competitive tenders. These contracts for goods or services will be reviewed at least every three (3) to five (5) years or as needed.

5. Invitations to tender for the provision of goods and services will have a submission deadline. Any tenders submitted after the deadline date will not be considered.

6. A decision to place an order for goods or services will be made on criteria, as specified in each invitation to tender, such as:

- Price/value for money;
- Environmental impact;
- Quality of product and/or service; and,
- Speed of delivery

The final approval for placing an order for goods or services will be made by the MACCI Board of Directors, based upon a recommendation from the MACCI Executive Committee.

7. MACCI expects our suppliers deliver their services in a fair and inclusive manner.

8. Wherever possible verbal feedback to unsuccessful tenders will be given. Any feedback will not disclose commercially sensitive information about MACCI, the successful bidder or the unsuccessful bidder. There is no appeal process.

9. Information supplied by businesses tendering to supply MACCI will remain confidential.

10. These guidelines will be published and available for viewing on MACCI's website and will operate in a transparent manner.

11. These guidelines may be amended from time to time. Any variations will be published on MACCI's website.