

# PROCUREMENT PROCEDURE THRESHOLDS



## Quotations

The procurement threshold applicable for the purpose of goods, services or works which are below the public tender thresholds as contained in the Buloke Shire Council's Procurement Procedure are as follows:

1. Value up to \$5,000	Minimum of 1 verbal quotation to be obtained
2. \$5,001 - \$10,000	Minimum of 1 emailed or written quotation to be obtained
3. \$10,001 - \$20,000	Minimum of 2 emailed or written quotations to be obtained
4. \$20,001 - \$50,000	Minimum of 3 emailed or written quotations to be obtained
5. \$50,001 - \$250,000	Minimum of 3 written quotations by issuing a written Request for Quotation (RFQ) using the Council's approved template
6. >\$250,000	Public Tender Process

*All values are inclusive of GST*

**Last updated:** 2 September 2022

**Approved:** Chief Executive Officer