

# Annual Procurement Activity Plan 2021-23

Colac Area Health are looking to develop long term partnerships with suppliers that are adaptable and innovative, who take accountability, and who can help deliver real and lasting value.

To effectively and efficiently procure goods and services across the organisation to obtain the best value for money and economies of scale, Colac Area Health's procurement activity plan is aligned to its priorities and strategies.

When sourcing goods and services from the market, Colac Area Health are committed to open, fair, and transparent sourcing processes.

This annual Procurement Activity Plan provides a summary of the major procurement activities in the non-salary area of organisational expenditure and provides potential suppliers advance knowledge of the likely procurements in this financial year.

The annual Procurement Activity Plan will be reviewed and updated as required, based on the best information available at the time of publication.

Category	Description	Contact Person	Estimated Quarter
<b>Facilities Management Services</b>	Electrical maintenance and breakdown	Gaye McCulloch	Q4 21/22
	HVAC – breakdown and planning		Q3 21/22
	Plumbing – breakdown and maintenance		Q4 21/22
	General Maintenance/building works		Q1 22/23
	Refrigeration – breakdown and planned		Q2 22/23
	Lifting equipment – breakdown and planned		Q2 22/23
	Laundry washer and dryers – breakdown and planned		Q4 21/22
	Water treatment – breakdown and planned		Q3 21/22
<b>Non-clinical Support Services</b>	Fleet Management Services	Gaye McCulloch	Q3 21/22
	Printing Services		Q3 21/22
	Printing and Photocopier Services		Q3 21/22
	Telephony		Q4 21/22
	Records Management Services		Q3 21/22
<b>Clinical Support Supplies</b>	Meat & Poultry Products	Gaye McCulloch	Q4 21/22
	Fresh Fruits & Vegetables		
	Bread & Bakery		
<b>Clinical Services</b>	Medical Imaging		Q3 21/22
	Pathology		Q2 21/22
<b>Operating Theatre Supplies</b>	Endoscopy cleaning equipment compliant with AS4187		Q2 22/23
<b>Medical Equipment Servicing &amp; Maintenance</b>	Patient Monitors	Gaye McCulloch	Q3 21/22
	Patient Beds & Mattresses		Q4 21/22
	Personal distress alarms		Q2 22/23

## DISCLAIMER:

All planned procurement activities are subject to revision or cancellation. The information in this annual Procurement Activity Plan is provided for planning purposes only and it does not present a solicitation or constitute a request for proposal, nor is it a commitment by Colac Area Health to purchase the described goods or services. There is no obligation to respond to or return any unsolicited bids received.

## SUPPLIERS TO NOTE

Colac Area Health strongly support the Victorian Government's initiatives in Social Procurement Framework, Local Jobs First, Supplier Code of Conduct and the Federal Government's Modern Slavery Act.

Suppliers are encourage to make themselves familiar with these requirements when considering to submit tenders/quotes for any of the above procurement activities. Further information can be found at:

Social Procurement Framework: <https://www.buyingfor.vic.gov.au/social-procurement-framework-and-guides>

Local Jobs First: <https://www.buyingfor.vic.gov.au/local-jobs-first>

Supplier Code of Conduct: <https://www.buyingfor.vic.gov.au/supplier-code-conduct>

Modern Slavery Act: <https://www.homeaffairs.gov.au/criminal-justice/files/modern-slavery-reporting-entities.pdf>