

Annual Procurement Activity Plan 2018-19

Terang & Mortlake Health Service is 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, Terang & Mortlake Health Services Procurement Activity Plan is aligned to its priorities and strategies.

When sourcing goods and services from market, Terang & Mortlake Health Service is 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
Facilities Management Services	Electrical installations, repairs and maintenance	Chief Procurement Officer	Q1 18/19
	Plumbing installations, repairs and maintenance	Chief Procurement Officer	Q1 18/19
	Water sample testing (legionellae bacteria)	Chief Procurement Officer	Q2 18/19
	Pest Control services	Maintenance Manager	Q1 18/19
	Sanitary waste services	Maintenance Manager	Q1 18/19
	Liquid waste removal services	Maintenance Manager	Q3 18/19
Clinical Support Services	Optometry (aged care)	Chief Procurement Officer	Q3 18/19
	Physiotherapy	Chief Procurement Officer	Q4 18/19
Non-Clinical Support Services	Banking Services	Chief Procurement Officer	Q3 18/19
	Printing Services – Annual Report / Quality Account	Chief Procurement Officer	Q1 18/19
	Internal Audit Program	Chief Procurement Officer	Q1 18/19
Clinical Support Supplies	Fresh Fruit & Vegetables (half-yearly)	Catering Services Mgr.	Q1 18/19 & Q3 18/19
	Bread & Bakery (half-yearly)	Catering Services Mgr.	Q1 18/19 & Q3 18/19
	Fresh Meat (half-yearly)	Catering Services Mgr.	Q1 18/19 & Q3 18/19
Equipment	Patient Beds & Mattresses	Chief Procurement Officer	Q2 18/19
	Motor Vehicle replacements	Chief Procurement Officer	Q1 18/19 & Q3 18/19
Maintenance Contracts	Endoscopy equipment	Maintenance Manager	Q1 18/19
	Diesel Generator preventative maintenance	Maintenance Manager	Q1 18/19
	Laundry equipment preventative maintenance	Maintenance Manager	Q2 18/19
Building related works	Terang Hospital – new Kitchen airlock breezeway & Fire Safety compliance building alteration works	Chief Procurement Officer	Q1 18/19
	Construction of new 30m x 9m Maintenance Workshop building at Terang Hospital campus	Chief Procurement Officer	Q1 18/19

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 does not represent a solicitation or constitute a request for proposal, nor is it a commitment by Terang & Mortlake Health Service to purchase the described goods or services. There is no obligation to respond to or return any unsolicited bids received.