

10.4 Electronically Faxed or E-mailed Tenders

Electronically faxed or e-mailed tenders are as a rule, not accepted, other than in the case of using e-tendering agencies wherein an electronic "lock box" will be set up. Such use would be specified in the tender documents.

Where a tender is e-mailed to the WDC due to the inability to deliver that tender by the due date and time, then a couriered copy of that tender must reach the Council by the next working day for that tender to be accepted.

10.5 Preferred Supplier Register

A WDC Preferred Supplier Register has been developed for minor unplanned or reactive maintenance. WDC goes through a tender process in selecting suppliers for the Preferred Supplier Register. This tendering process is reviewed by the Tenders Board. Successful tenders will be listed as a preferred supplier for a period of three years, with an automatic right of renewal for a further three years.

The register will be subjected to audit processes and will be reviewed annually by internal departments and at least every three years by the Senior Management Team.

11 Supporting the Local Economy

11.1 'Buy Local Premium'

A "local company" or "local supplier" shall be defined as a locally owned or operated and/or based company providing the majority of its goods and/or services from locally procured or manufactured resources.

WDC recognises that there is a benefit to the community from purchasing locally and has adopted the following guidelines as part of the Procurement Policy:

- That local suppliers are given every opportunity to provide quotes or tenders to WDC.
- When suppliers are equal on price and quality attributes, preference will be given to the supplier highest on the local hierarchy list (refer pg. 26).
- When suppliers are equal on quality attributes the Buy Local Premium will be applied as follows:
 - 1) For procurements of up to \$100,000 in value, the tendered or quoted price from a supplier deemed "local" by the WDC, will be allowed to be a maximum variation of 5% (in addition) of all other tenders or quotes.

- 2) For procurements of over \$100,000 in value, the tendered or quoted price from a supplier deemed "local" by the WDC, will be allowed to be a maximum variation of \$5,000 (in addition) of all other tenders or quotes.
- That for non-roading related work (or roading work that is not NZTA subsidised) and where tender evaluation is by the Lowest Conforming Price method, a Buy Local Premium may be provided for in the tender evaluation specifications.
 - The Tenders Board are empowered to make a Recommendation to the Chief Executive to apply our Buy Local Premium to a particular procurement where they think it could be appropriate, but the final discretion for exercising the Buy Local Premium is with the Chief Executive.

The desired procurement hierarchy list for buying "locally" is as follows:

- 1) Wanganui District manufactured and supplied goods and/or services.
- 2) Wanganui District supplied but manufactured elsewhere in the Manawatu-Wanganui region.
- 3) Manawatu-Wanganui region manufactured and supplied.
- 4) Manawatu-Wanganui region supplied but manufactured elsewhere in New Zealand.
- 5) New Zealand manufactured and supplied.
- 6) New Zealand supplied and manufactured overseas.

Note:

The Manawatu-Wanganui region includes the Rangitikei District, Ruapehu District, Manawatu District, Palmerston North City, Horowhenua District and Tararua District.

11.2 NZTA Subsidy

Where NZTA funding is involved in roading related work, the 'Buy Local' Premium' does not apply.