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| CMH_logo Low ResCasterton Memorial Hospital | |
| **Title:** **Procurement Activity Plan** | |
| **Manual:** Hospital Policy | **Type:** Policy |

**Procurement Activity Plan 2023/2024**

Casterton Memorial Hospital 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, Casterton Memorial Hospital’s procurement activity plan is aligned to its priorities and strategies.

When sourcing goods and services from the market, Casterton Memorial Hospital is committed to open, fair, and transparent sourcing processes.

This 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 anticipated procurements activity over the next 12-18 months.

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

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| **Category** | **Description** | **Contact Person** | **Estimated Quarter** |
| **Facilities Management & Maintenance contracts** |  | Mrs Loren Hulm, CSO | **Q4 23/24** |
| Internal/External construction works  Air Conditioning |
| **Non-clinical Support Services** | Recruitment Services | Mrs Loren Hulm, CSO | **Q3 23/24** |
| Printing Services |
| Marketing & Advertising Services |
| **Non Clinical Support Supplies** | Meat & Poultry Products  Fresh Fruits & Vegetables | Mrs Loren Hulm, CSO | **Q4 23/24** |
| **Medical Equipment Servicing & Maintenance** | Servicing of Medical Gas Systems & Equipment | Mrs Loren Hulm, CSO | **Q3 23/24** |
| Servicing of Vaccine Fridges |
|  |
| **Equipment** | Radiology Equipment | Mrs Loren Hulm, CSO | **Q2 23/24**  **Q1 23/24**  **Q2 23/24**  **Q2 23/24**  **Q3 23/24**  **Q4 23/24** |
| Kitchen Ovens |
| Recliner Chairs – Residential Care |
| Hospital Beds  Mattresses  Core IT Network upgrade |

**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 Casterton Memorial Hospital to purchase the described goods or services. There is no obligation to respond to or return any unsolicited bids received.

**SUPPLIERS TO NOTE:**

Casterton Memorial Hospital 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 encouraged 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/files/mordern-slavery-reporting-entities.pdf>