

Annual Procurement Activity Plan 2024-2025

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 annual Procurement Activity Plan provides a summary of the major procurement activities in the non-salary area of organisational expenditure and provides potential suppliers with 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	Plant & Equipment Repair & Maintenance Services Pest Control Facilities Repair & Maintenance Services - Uncategorised	Loren Hulm, Corporate Services Officer	Q3-4 24/25
Non-clinical Support Services	Legal Services Printing Services Salary Packaging Services Travel Accommodation & Food Postage Paging System Services Linen Services	Loren Hulm, Corporate Services Officer	Q2-3 24/25
Clinical Support Supplies	Pharmacy Services Pathology Services	Loren Hulm, Corporate Services Officer	Q3 24/25
Non-clinical Support Supplies	Staff Uniforms Meat & Poultry Products Fresh Fruits & Vegetables Bread & Bakery	Loren Hulm, Corporate Services Officer	Q2 24/25
Non-medical Assets Purchase	Dishwasher – Commercial Air Conditioning Units Audio Visual Equipment Washing Machine – Commercial Ride on Mower	Loren Hulm, Corporate Services Officer	Q2-3 24/25
Medical Equipment Purchase & Leasing	Patient Beds & Mattresses Lifting Machines Pan Flushers	Loren Hulm, Corporate Services Officer	Q2-3 24/25
Medical Equipment Servicing & Maintenance	Lifting Equipment Maintenance Pan Washer Maintenance	Loren Hulm, Corporate Services Officer	Q3-4 24/25

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 supports 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/modern-slavery-reporting-entities.pdf>