

# Annual Procurement Activity Plan 2023-24

Heywood Rural Health 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, Heywood Rural Health's procurement activity plan is aligned to its priorities and strategies.

When sourcing goods and services from the market, Heywood Rural Health 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	EST. QUARTER
<b>Facilities Management Services</b>	Architectural Services	Q2 - 2023-24
	Minor office refurbishments	Q2 - 2023-24
<b>Non-clinical Support Services</b>	Printing services – e.g. annual report & quality account	Q2 - 2023-24
	Development of HRH Services Plan	Q4 - 2023-24
	Development of HRH Consumer Engagement & Participation plan	Q4 - 2023-24
	Board Governance Evaluation & Skills Development	Q4 - 2023-24
	CHSP Home Maintenance Services	Q1 - 2023-24
<b>Clinical Support Equipment &amp; Supplies</b>	Inpatient - Resident beds, air mattresses & overbed tables	Q3 - 2023-24
	Resident and Staff seating	Q4 - 2022-23
<b>Non Clinical Support Equipment &amp; Supplies</b>	New and replacement air conditioning units	Q3 - 2022-23
	Fire detection and alerting system	Q1 - 2023-24
	Electrical switchboard replacement & upgrades	Q2 - 2023-24
	Garden & Grounds – landscaping and gardening equipment	Q4 - 2022-23
<b>ICT Hardware &amp; Services</b>	Fridge temperature monitoring hardware & software	Q3 - 2022-23
	CCTV / Door access control system	Q4 - 2023-24

## 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 Heywood Rural Health to purchase the described goods or services. There is no obligation to respond to or return any unsolicited bids received.

## **SUPPLIERS TO NOTE**

Heywood Rural 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>