

## Annual Procurement Activity Plan 2023-2024

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
<b>Facilities Management Services</b>	Electrical installations, repairs and maintenance Plumbing installations, repairs and maintenance Pest Control services Sanitary waste services Confidential Document Destruction Thermal Imaging Services – Electrical Switchboards	Chief Procurement Officer Chief Procurement Officer Maintenance Manager Maintenance Manager Chief Procurement Officer Maintenance Manager	Q1 23/24 Q1 23/24 Q4 23/24 Q1 23/24 Q1 23/24 Q4 23/24
<b>Clinical Support Services</b>	Optometry (aged care) Physiotherapy Podiatry (DVA accredited) Telehealth GP urgent care consultancy services External Contract Nursing Staff	Chief Procurement Officer Chief Procurement Officer Chief Procurement Officer Director of Nursing Director of Nursing	Q1 23/24 Q4 23/24 Q4 23/24 Q1 23/24 Q3 23/24
<b>Non-Clinical Support Services</b>	Printing Services – Annual Report / Quality Account Salary Packaging Services Website Administration Support Services Internal Audit Program Food Safety Audit Services National Police Check Reporting Services Driver instruction services Legislative Compliance Products Employee Assistance Program Music Therapy Services	Chief Procurement Officer Chief Procurement Officer Chief Procurement Officer Chief Procurement Officer Catering Services Mgr. Chief Procurement Officer Chief Procurement Officer Chief Procurement Officer Director of Nursing Aged Care NUM	Q1 23/24 Q2 23/24 Q2 23/24 Q2 23/24 Q3 23/24 Q4 23/24 Q4 23/24 Q1 23/24 Q3 23/24 Q1 23/24
<b>Clinical Support Supplies</b>	Fresh Fruit & Vegetables (half-yearly) Bread & Bakery (half-yearly) Fresh Meat (half-yearly) Eggs (half-yearly)	Catering Services Mgr. Catering Services Mgr. Catering Services Mgr. Catering Services Mgr.	Q1 23/24 & Q3 23/24 Q1 23/24 & Q3 23/24 Q1 23/24 & Q3 23/24 Q1 23/24 & Q3 23/24
<b>Equipment</b>	Patient Beds & Mattresses Paediatric Colonoscope Ultrasound Machine AED Defibrillator Machines Infusion Pumps	Chief Procurement Officer Chief Procurement Officer Chief Procurement Officer Chief Procurement Officer Chief Procurement Officer	Q1 23/24 Q1 23/24 Q2 23/24 Q2 23/24 Q1 23/24

<b>Maintenance Contracts</b>	Sterilisation Equipment Diesel Generator preventative maintenance Laundry Equipment preventative maintenance Painting Services Fencing Services Liquid Waste Removal Warm Water Systems – Legionellae Testing Carpet Cleaning Services	Maintenance Manager Maintenance Manager Maintenance Manager Maintenance Manager Maintenance Manager Maintenance Manager Maintenance Manager	Q1 23/24 Q4 23/24 Q2 23/24 Q4 23/24 Q2 23/24 Q1 23/24 Q2 23/24 Q3 23/24
<b>Building related works</b>	Terang Hospital internal lift upgrade	Maintenance Manager	Q4 23/24

**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 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.