



Upper Hutt Hire Equipment Purchasing Policy

2nd February 2025

Upper Hutt Hire Ltd will conduct all equipment purchase activities in a professional manner and treat all suppliers with integrity and respect.

General Guidelines

1. Upper Hutt Hire will only purchase equipment from reputable suppliers and only equipment that meets acknowledged quality, health and safety standards. Preference will be given to those suppliers who are HIANZ Members.
2. Upper Hutt Hire will always make payment to suppliers by the agreed date, even if it necessitates Upper Hutt Hire using its bank overdraft facilities. Any anticipated variation from the agreed payment date will be discussed with the supplier at the earliest possible time.
3. All pricing requests will only be on the basis of "Free into Store" (FIS) Upper Hutt. Price quotation shall be on the basis of NZ Dollars FIS excluding GST including any certification or inspection. Any variations of exchange rate quotations must be clearly stated at the time of quotation.
4. Upper Hutt Hire will purchase equipment on the basis of best enduring value for the business, not necessarily the cheapest price.

Major Equipment Purchases

5. All major purchases (typically greater than \$25K) must be provisionally agreed by the board prior to seeking quotations from suppliers.
6. Upper Hutt Hire will contact potential suppliers and request a quotation for specific equipment for delivery at a specific time, and subject to the requirements of this policy.
7. All supplier information shall be treated as strictly confidential and will not be shared with other suppliers.
8. Upon receipt of all quotations by the agreed time, Upper Hitt Hire will summarise the quotations and make an expedient decision.
9. Unless otherwise agreed, when the incumbent supplier is not competitive, they shall be given one opportunity to amend their quote and/or offer.
10. The successful supplier shall be notified promptly and written confirmation provided.
11. In order to promote an efficient market, unsuccessful quoters will be advised of the outcome of their quote along with a percentage indication of the margin (or other reasons) as to why they were unsuccessful.

Example: "Your offer was 10 – 12% higher than the successful offer"

12. When all other purchasing factors are equal, Upper Hutt Hire will preferentially recognise the longevity of service from established suppliers.

Paul Harrison
Director