



## **CUACMD2021 PANEL 2 Computing and Mobile Devices Leasing**

### **Procurement Lifecycle Document Commonwealth Bank of Australia t/a CHG Meridian**



**CUA Number:  
Last Updated:  
Document Number:**

**CUACMD2021  
28 March 2024  
06069669**



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Maximising return with efficient technology management

Improve your asset utilisation and reduce your total cost of ownership by partnering with CHG-MERIDIAN



# Commonwealth Bank of Australia t/a CHG Meridian

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**CBA ACN:** 123 123 124  
**CHG Meridian ABN:** 81 059 138 288  
**CHG Meridian ACN:** 059 138 288

## Contact information

### Primary Contact

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WA State Manager

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**Linkedin** <https://www.linkedin.com/in/jean-francois-jf-h-38a8bb57/>

### Settlement Enquiries

**Email:** [wa.dof@chg-meridian.com](mailto:wa.dof@chg-meridian.com)

**Phone:** 1800 339 988

### Post Lease Enquiries, Ancillary Services and Asset Management Tool

**Email:** [wa.dof@chg-meridian.com](mailto:wa.dof@chg-meridian.com)

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[jean-francois.hannaire@chg-meridian.com](mailto:jean-francois.hannaire@chg-meridian.com)  
0418 408 136



## Approved Dealer



**APCD** - ABN 69 101 231 332

APCD offers a full range of IT asset management services, including deployment, maintenance, and decommissioning. Throughout their 25 Year History, APCD has continued to expand and shape the I.T. Landscape across Australia, as we have now introduced a full I.T. Services cycle, supporting you in managing your I.T. assets, projects, resourcing and maintenance requirements, no matter the scope or capabilities.

**Contact Name:** Andre Bodger  
0404 039 392  
[andrew.bodger@apcd.com.au](mailto:andrew.bodger@apcd.com.au)

**Orders Via:** Contact CHG Meridian  
[wa.dof@CHG Meridian.com](mailto:wa.dof@CHG Meridian.com)

**Provides:** End of Lease Services: Equipment Collection,  
Data Sanitisation or HDD Destruction,  
Equipment Disposal.

**Certifications:** OHS Management System ISO 45001  
Environmental Management ISO 14001  
Quality Management ISO 9001  
R2 Certified (Responsible Recycling)

**Area Serviced:** Perth Metro and WA Regional.



## Offered Services

The Commonwealth Bank of Australia t/a CHG Meridian (“CBA/CHG”) offers operational leases for devices and other hardware for all CUACMD2021 Brands and Product Types.

<https://www.commbank.com.au/business/loans-and-finance/car-and-equipment-finance/technology-equipment-finance.html>

We have summarised below the main features of our facility:

- Technology leasing for devices and other hardware for all CUA brands.
- Master Rental Facility allowing multiple drawdowns.
- Lease term up to 60-months.
- 24/7 Online asset management.
- Free asset management online portal training.
- Carbon Neutral lease program.
- WA based Account Management.
- Personalised on-boarding workshops with customisable processes suited to your uniqueness.
- Simplified electronic signature through DocuSign is available as an option.
- Tailored reporting and billing.
- Automated lease expiry notifications.
- Flexible end of lease options: step down rentals, like for like returns, grace period.

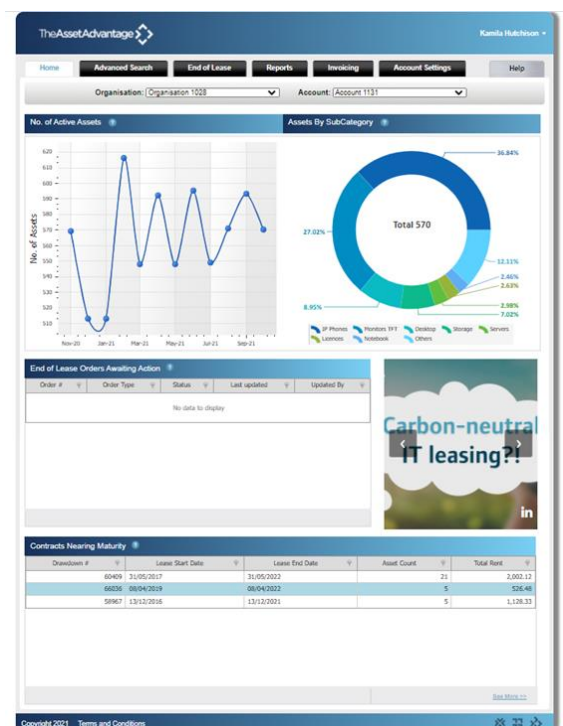
### The Asset Advantage

As an included value-add for all leases, CHG Meridian customers benefit from the use of an industry leading online asset management platform.

CHG Meridian’s TheAssetAdvantage® can help departments gain full visibility and control over their technology fleet. With comprehensive financial reporting, easy-to-use online workflows, and intuitive search tools, users can efficiently manage assets, plan for future expenditures, and access detailed reporting.

This tool provides various benefits including:

- > Allocate equipment and costs to individual staff,
- > Forecast IT costs and future rental commitments,
- > Add custom fields to enable specific tracking and reporting,
- > Produce and save relevant reports,
- > Reduce procurement costs through better asset Management,
- > Better manage and plan for refresh cycles,
- > Manage returns and order services online.



View TheAssetAdvantage demonstration video here: <https://vimeo.com/677980008/ec4094318c>

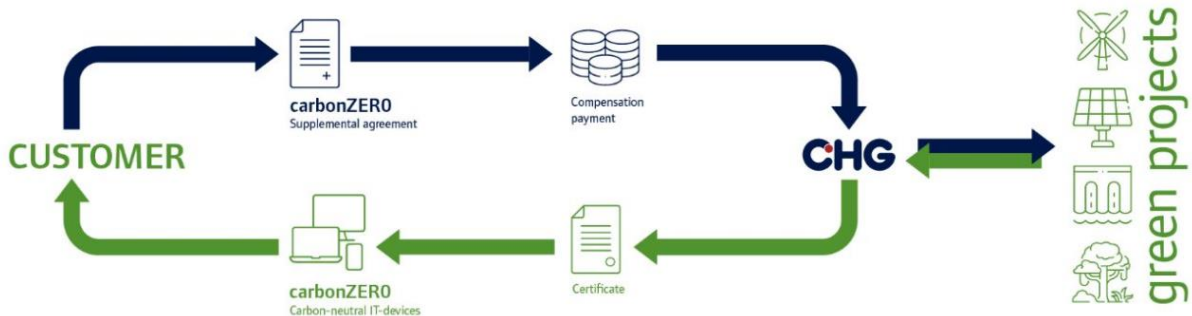
### Carbon neutral IT devices with carbonZERO



Technology devices financed by CBA/CHG can become carbon-neutral with CHG Meridian’s optional finance upgrade carbonZERO. This financing option is available for all end-user IT equipment, with the money generated used to finance certified projects aimed at combating climate change. The monthly lease instalment increases only marginally. For example, the cost of making a smartphone carbon-neutral is just a few cents per month.



Using the carbonZERO financing upgrade requires no additional time or effort. The carbonZERO program includes selecting and managing the climate change mitigation projects to providing recognised emissions certificates and calculating CO<sub>2</sub> emissions using a certified methodology that follows the Greenhouse Gas Protocol. The calculation takes into account production, transportation, and the electricity consumed during the use phase and end-of-life scenarios of the IT assets.



More information about the program can be found here: <https://www.chg-meridian.com.au/products-services/carbonzero.html>

**Questions about the facility?**

Please feel free to contact Jean-Francois (JF) Hanaire ([jean-francois.hanaire@chg-meridian.com](mailto:jean-francois.hanaire@chg-meridian.com) / 0418 408 136) for further information re the facility available to your organisation.



## Offered Ancillary Services

At end of life, we can collect your leased equipment in a safe and secure manner and complete the Data Sanitisation of the devices with minimal disruption to business. The return and sanitation processes will be closely monitored by our Asset Management Team with the equipment processed by our specialist technology service partner (Approved Services Provider) for recycling and/or remarketing.



The following Ancillary Services are offered by CBA/CHG under CUACMD2021:

- **Collection.**

CHG Meridian is offering collection in Perth Metro and Regional locations. Please contact us to discuss your unique requirements and discuss the collection options available.

- **Data Sanitisation:**

- o Secure Data Erasure.

The option for CHG Meridian to provide datawipe services is provided and in accordance with the requirement set out in the CUA. The data will be sanitised from Products in which data has been stored, in accordance with the NIST SP 800-88 Guidelines for Media Sanitisation. We will provide a certification of secure data destruction for each Product. Certificates will include the following:

- Identifying storage media in Products that has been sanitised;
- The method, including any software to perform sanitisation; and
- A guarantee that the process complies with the State Records Act 2000 – State Records Office of Western Australia (SRO) as per the Guideline on Sanitizing Digital Media and Devices.

- o Hard drive shredding.

Hard Drives can be destroyed upon request of a Customer.

- **Disposal.**

Any recycling of Product hardware will be carried out in an environmentally sustainable method according to ISO 14001:2015 standards. Further, disposal processes will comply with agency specific requirements.





## Buying Process

To establish a lease agreement with CBA/CHG under Panel 2, Customers must follow the process summarised below:

Step	Responsible Party	Action
1	Customer	Define product and service requirements.
2	Customer	Issue RFQ to Panel 1 Contractors in accordance with CUA Buying Rules.
3	Panel 1 Contractors	Submit offers to the Customer in response to the RFQ for the required products and services.
4	Customer	Select best value for money offer and advise successful Panel 1 Contractor of acceptance of offer and intention to lease.
5	Customer	Prepare RFQ which includes the device(s) full details and prices from the successful Panel 1 Contractor's offer including any additional service requirements.
6	Customer	Issue the RFQ to Panel 2 Contractors in accordance with the CUA buying rules.
7	Panel 2 Contractors	Submit offers to the Customer in response to the RFQ for the required services.
8	Customer	Select best value for money offer and advise successful Panel 2 Contractor of acceptance of offer. Also advise Panel 1 Contractor the name of the successful Panel 2 Contractor.
<b>Assumption: CBA/CHG has been selected as the preferred Panel 2 Contractor.</b>		
9	CBA/CHG	For first time Customer only, prepare and send to the Customer the Master Lease Agreement (MLA) for execution. Complete Customer's authorised officers identification process (AML/CTF laws).
10	Customer	Sign a Master Lease Agreement (MLA) document with CBA/CHG.
11	CBA/CHG	Contact Panel 1 Contractor to set up the account and advise the invoicing requirements. This may include the issuance of a Vendor Authorisation Letter (VAL) generally requested by Panel 1 Contractors.
12	Panel 1 Contractor	Provide any pre-deployment ancillary services ordered by the Customer (where applicable) and deliver products to the Customer and provide any applicable installation services ordered by the Customer.
13	Panel 1 Contractor	Send the equipment invoice(s) to CBA/CHG.
14	CBA/CHG	Send the invoice(s) to the Customer to confirm correctness.
15	Customer	Confirm to CBA/CHG that the invoice(s) is(are) correct.





16	CBA/CHG	Prepare the lease schedule and send to the Customer for signature (This can be done electronically by DocuSign).
17	Customer	Execute the lease schedule.
18	CBA/CHG	Upon receipt of the executed lease schedule complete documentation, CBA/CHG will settle the transaction and pay the Panel 1 Contractor for the devices and the lease term commences (lease settlement date).
19	CBA/CHG	Upload the lease schedule information into the asset management tool.
<b>Pre-Lease Expiry.</b>		
20	Customer	At least one calendar month prior to the end of the lease term advise CBA/CHG if the equipment is to be collected or the lease extended.
21	CBA/CHG	If the equipment is to be collected, CBA/CHG will co-ordinate arrangements for the collection of products and other post-lease services that may be required by the Customer.
<b>Scenario 1 – Original lease term extended.</b>		
22	CBA/CHG	Implement the agreed extension rental.
23	Customer	Pay extension rentals until the equipment is no longer required and CBA/CHG advised to collect equipment.
<b>Scenario 2 - End of Lease (Equipment to be Collected).</b>		
1-R	CBA/CHG	As agreed in step 21, undertake collection of the products from the Customer's premises or an alternative collection point agreed with Customer.
2-R	CBA/CHG	Undertake inventory and condition audit of consignment returned by Customer and notify Customer of any discrepancies within 20 business days from the equipment collection date.
3-R	CBA/CHG	Provide post-lease ancillary services ordered by the Customer.
4-R	CBA/CHG	Issue invoice for any outstanding costs to Customer including post-lease service fees, damages costs and/or remediation fee such as the optional destruction of hard drive as an example.
5-R	Customer	Pay final invoice for any post-lease item(s) as described in item 4.



## Buying Method

The Customer must follow the CUA Buying Process outlined below.

After obtaining quotes from Panel 1 Contractors the Customer must prepare a Request for Quotation (RFQ), using the **CUACMD2021 – Panel 2 Quote and Order Form** or Customer organisation's own form (Please ensure you reference the CUA number "CUACMD2021").

CUA Buying Rules require Customers to request written quotations from all Panel 2 Contractors irrespective of monetary value. Please also note that the signature of a Master Lease Agreement (MLA) with a selected Panel 2 Contractor does not restrict a CUA customer to leasing exclusively with this same selected Panel 2 Contractor, Customers may choose to seek competitive quotes for subsequent orders after executing an MLA.



### 1- Obtain Quotes

#### - STEP 1:

Copy pricing from accepted Panel 1 offer into **Appendix A** of the **CUACMD2021–Panel 2 Quote and Order Form** ("P2 Quote Form") or as an appendix to your organisation's own form.

#### - STEP 2:

Complete the P2 Quote Form or your organisation's own quote form with any required ancillary services into **Appendix B**.

#### - STEP 3:



To obtain a quote for Panel 2 products/services, send the CUA Order Form or your agency's order form to CBA/CHG ([jean-francois.hannaire@chg-meridian.com](mailto:jean-francois.hannaire@chg-meridian.com)) and to the other Panel 2 Contractor(s) via email.

**Note:** Minimum information requirements to provide to CBA/CHG:

- Quotation response due date & time.
- Lease term requested.
- Payment frequency requested.
- Full equipment details: Brand, type, model, specifications, quantity, cost price per unit excl. GST, total cost price excl. GST.
- Expected equipment delivery date.
- Carbon Neutral option requested (Y/N).
- Details of Post Lease Services requested (if any).
- Supplier(s) details.

- **STEP 4:**

Evaluate quotes and if you determine that CBA/CHG has suitable Goods and/or Services, then proceed to **2 – Confirm the Lease**.

## 2- Confirm the Lease

You can use the **CUACMD2021 – Panel 2 Quote and Order Form (“P2 Order Form”)** or your organisation's own order form to accept CBA/CHG's lease offer.

- **STEP 1:**

Confirm all details are correct in the P2 Order Form and complete the “Order Summary” sheet.

- **STEP 2:**

Advise CBA/CHG by email ([jean-francois.hannaire@chg-meridian.com](mailto:jean-francois.hannaire@chg-meridian.com)) that they have been selected as the preferred Panel 2 Contractor.

- **STEP 3:**

If this is the first transaction with CBA/CHG, upon receipt of your email confirmation, CBA/CHG will provide you with a Master Lease Agreement (MLA) in the name of your organisation. Please complete and sign the MLA and reference this document in the P2 Order Form. Obtain signoff from the relevant delegated authority within your organisation.

- **STEP 4:**



Send the signed order form to CBA/CHG via email to: ([jean-francois.hannaire@chg-meridian.com](mailto:jean-francois.hannaire@chg-meridian.com)) with the scanned copy of the signed MLA (if this is the first transaction) and any other attachment(s). Please note that the original copy of the signed MLA must be posted (Express Post is recommended) to CBA/CHG at the following address:

CHG-MERIDIAN Australia Pty Limited

Att: Mr Frank Reading

Level 11, 118 Mount Street

North Sydney NSW 2060

Upon receipt of the MLA, CBA/CHG will countersign the document and email back the scanned copy of the document to your designated email address.

**- STEP 5:**

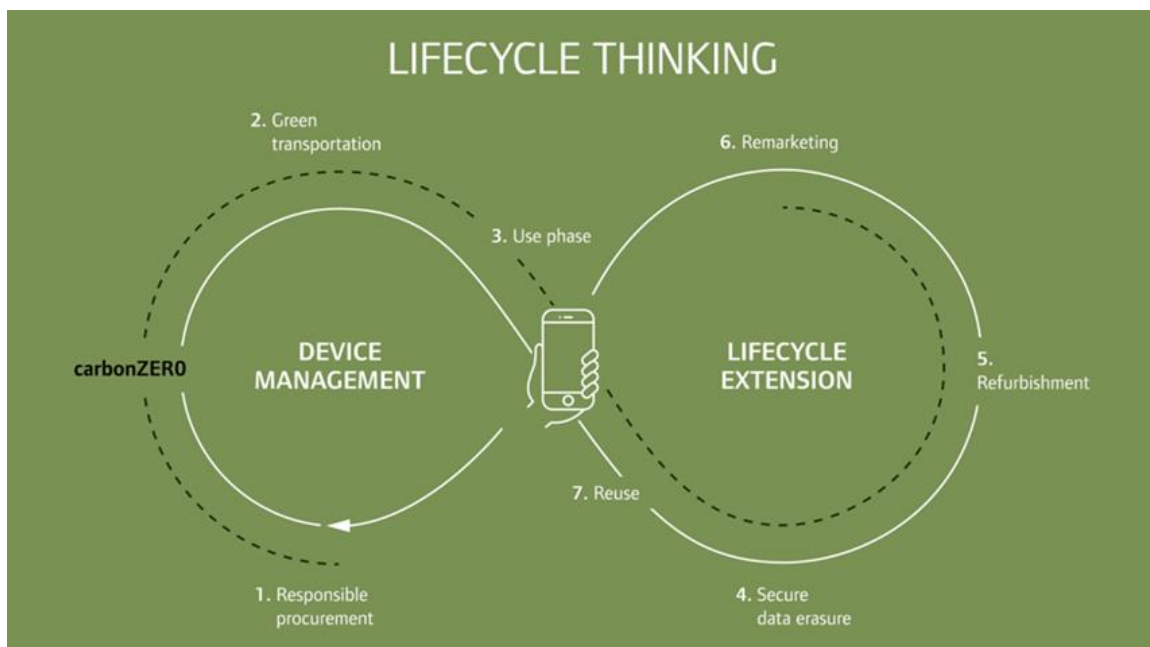
CBA/CHG will issue a confirmation of the order in the form of a lease schedule (MLA Appendix 1 or equivalent form). The lease schedule can be sent in (1) a Pdf format via email for manual signature or (2) a DocuSign format for electronic signature, please advise CBA/CHG your preference, i.e. (1) or (2).

**- STEP 6:**

**Sign the lease schedule and email it to [jean-francois.hannaire@chg-meridian.com](mailto:jean-francois.hannaire@chg-meridian.com)**

**- STEP 7:**

Upon receipt of the signed lease schedule, CBA/CHG will process the transaction settlement, pay the invoice(s) of Contractor 1 and the lease will commence.





### 3- Post Lease Services

You can engage with CBA/CHG for optional post-lease services.

Post-lease services must be either:

- ordered and paid upfront as a lump sum fee; or
- ordered and paid as a lump sum post lease.

Service charges cannot be rolled into lease instalments and may not be subject to interest under CUACMD2021.

Notes:

- Delivery services are out of scope for Panel 2 and are managed by the Panel 1 Contractor.
- When post-lease services are ordered and paid upfront as a lump sum fee, those should be included in the in the Order Form to CBA/CHG. In such case, the post-lease services details must also be listed in the lease schedule.



#### Post Lease Services description

##### **Collection (optional).**

At least one calendar month prior to the end of the lease term the Customer shall advise CBA/CHG by email on [wa.dof@chg-meridian.com](mailto:wa.dof@chg-meridian.com) if the equipment is to be collected. Please use the MLA's Appendix 2-B "Collection Schedule" to confirm a Collection.

##### **Data Sanitisation (optional)**

Unless already advised in the initial lease order, when issuing Appendix 2-B, the Customer shall also advise CBA/CHG by email on [wa.dof@chg-meridian.com](mailto:wa.dof@chg-meridian.com) if Data Sanitisation services are required.

##### **Disposal and Recycling (optional)**

The Customer may contact CBA/CHG by email on [wa.dof@chg-meridian.com](mailto:wa.dof@chg-meridian.com) for specific ad-hoc equipment disposal Services.

### 4- Payment of invoices

- Invoices can be sent by email to your designated address and are available to download from our Asset Management Tool (TAA).
- Invoices reporting granularity can be suited to your requirements.
- Payments of invoices are made in arrears and frequency details are specified in the Lease Schedule document.
- Payments can be made by EFT or by Direct Debit.



## Contact information

### **Contract information, general information, and new order enquiries:**

Jean-Francois Hannaire – WA State Manager

Phone: (08) 9506 7505

Mobile: 0418 408 136

Monday to Friday 8.00am to 5:00pm AWST

Email: [jean-francois.hannaire@chg-meridian.com](mailto:jean-francois.hannaire@chg-meridian.com)

Website(s): <https://www.chg-meridian.com.au/>

Address: C/O Commonwealth Bank  
Level 14, 300 Murray Street.  
Perth, WA 6000

### **Post Lease Enquiries, Ancillary Services and Asset Management Tool**

Email: [wa.dof@chg-meridian.com](mailto:wa.dof@chg-meridian.com)

