

Health Technology Equipment Sales Process

The Disposals Coordinator manages the sale of medical equipment on behalf of the Hospital & Health Service. All queries must go through the Coordinator via email HT-Disposals-CWB@health.qld.gov.au or via telephone 07 3542 3083. No contact is to occur directly with the Hospital & Health Service unless advised by the Disposals Coordinator.

Equipment Advertised Health Technology Sales Website

- Browse website for equipment
- Check close date of equipment & bid via website prior to closing

Place a bid

- Highest bid wins at close of bidding

** If system fails throughout bidding, items will be re-advertised so all bids are fair and equitable. Buyers will be notified via email in such an event **

Successful & Unsuccessful Bids

- Successful & Unsuccessful bid letters are sent via email

Successful buyers must confirm details within 24 hours of notification, if not you risk losing the item

Invoice Documentation

- Invoice is raised by Hospital & Health Service (Asset Owner) once confirmation of details is received from the successful buyer
- Invoice takes approximately 2-5 working days
- ** (Queensland Ambulance first time purchase takes up to 2 weeks)**

Process Payment

- Payment received by Hospital
- Pick up letter sent to buyer
- Must be collected 2 weeks from payment (unless extension requested & approved)