

PROCUREMENT AND TENDERING POLICY
2016-17-- v1



Ecclesfield
SCHOOL

The purpose of this policy to outline requirements for effective procurement and tendering within the School.

Date approved:

Signed: (Headteacher)

Signed: (Chair of committee)

Contents

Changes in this edition.....	1
Quotation and Tendering	1
Procedures	1
Acceptance of Tender.....	2

Changes in this edition

European tendering values changed to reflect new public procurement thresholds implemented 1st January 2016 until 31st December 2017.

Quotation and Tendering

The minimum required numbers of tenders or quotations from appropriate contractors for a given estimated value of contract are:

- Below £1,000 two verbal quotations
- Above £1,000 and up to £5,000 three quotations (verbal or written) must be obtained and noted
- Above £5,000 and up to £49,999, three written quotations. Note, for items exceeding £25,000, quotations must be reported to the Finance Committee for authorisation.
- Above £50,000 the process for formal tender will apply with four tenders being required up to EU threshold value.
- Over EU thresholds, five tenders.

The values are for single items or groups of items, which must not be disaggregated artificially.

The sterling equivalents of EU thresholds (net of VAT) from 1/1/16 until 31/12/17 are £106,047 for supplies and services and £4,104,394 for works. The sterling equivalents are changed on 1 January of each even-dated year.

For tenders expected to exceed EU thresholds, advertisements must also be placed in OJEU (the Official Journal of the European Union) and must follow EU procurement requirements with particular regard to be given to the timescale for such tenders.

Procedures

Where there is a need to tender for goods and services in excess of £50,000, the school will, in the first instance, seek advice regarding availability of existing tender frameworks from specialist bodies e.g. Crescent Purchasing Consortium. Where the framework exists and meet the requirements of the school this should be the preferred tender route (note – specialist purchasing consortia perform extensive research in the procurement of best value goods and services having due consideration to the requirements of EU tender thresholds and the interests of public money).

All purchases with a value greater than £50,000 must be put out to formal tender. The following procedures must be followed in such circumstances:

1. A specification will be prepared, authorised by the chair of the relevant committee and Headteacher and sent to at least three suppliers.
2. Where possible, the suppliers invited to tender should be drawn from reputable companies or approved list. Otherwise, invitations to submit tenders will be advertised in local newspapers and trade journals if appropriate. The invitations to tender will include:

- (a) an introduction/background to the project;
 - (b) the scope and objectives of the project;
 - (c) any technical requirements;
 - (d) implementation details for the project;
 - (e) the terms and conditions of the tender; and
 - (f) the form and date of response to the school, or in the case of the building works, to the architect or quantity surveyor.
3. All responses, if to the school, should be addressed to the Business Manager in a plain sealed envelope marked 'Tender' to arrive by a specified date. All replies must be kept sealed until the closing date.
 4. The school will assign nominated personnel to administer the opening of the tenders.
 5. All tenders will be opened at the same time and details of the contractor, quotation and any other details recorded at the time of opening.
 6. No contractor will be allowed to amend the tender after the time fixed for receipt.
 7. For purchases up to the tender threshold of £50,000, provided the expenditure is included in the budget, the decision as to which quotation to accept will be taken by the Headteacher, in consultation with the Business Manager and any other lead personnel working on the project. The decision will be reported to the Finance Committee.
 8. For purchases exceeding £50,000, provided the expenditure has been budgeted for, a decision will be recommended by the Finance committee. The decision will need to be ratified by the full governing body.
 9. Where expenditure is not included in the budget or anticipated expenditure exceeds the budget allocation, the decision as to which tender to accept will be taken by the Finance Committee, in line with their terms of reference and then ratified by the full governing body; and
 10. The reasons for accepting a particular tender must be documented, especially if it is decided to accept other than the lowest tender. All decisions must be reported to the full governing body.

Acceptance of Tender

The following points will be considered when deciding which tender to accept:

1. The overall price and the individual items or services which make up that price.
-

2. Whether there are any 'hidden' costs; that is additional costs which the school will have to incur to obtain a satisfactory product.
3. Whether there is scope for negotiation, while being fair to all tenderers.
4. The qualifications and experience of the supplier, including membership of professional associations.
5. Compliance with the technical requirements specified by the school.
6. Whether it is possible to obtain certificates of quantity.
7. The supplier's own quality control procedure; pre sales demonstrations, after sales service and, for building works, a six month defects period and insurance guarantees.
8. The financial status of the supplier.
9. References from other establishments.
10. Understanding & compliance with Health & safety, CDM regulations and Child Protection issues related to working on a school site

In the case of building works, where the tendering process is being carried out by the architect or quantity surveyor, they will be responsible for checking the documents of the lowest tender before making a recommendation to the school.

Once a tender is accepted an order should be issued immediately to the supplier in the normal way.

i

ⁱ Where goods or services are provided by individuals or organisations connected to the Trust, such items **must** be provided at '*no more than cost*' for items in excess of the *de minimus threshold of £2,500*, on the basis of an open book agreement and supported by statements of assurance.