QUOTATIONS AND TENDERING POLICY

Principles

We are committed to best value.

We Aim To:

- Achieve value for money
- Adhere to UK and European Union statutes and regulations which apply to procurement
- Ensure procurement is visible and tightly controlled to avoid any suggestion to fraud and corruption

PRACTICES

With the aforementioned aims in mind, it is the Policy of this school:

- To adhere to the procurement rules set out in the Scheme for Financing Schools. The table below sets out the minimum requirements in relation to procurements of a value up to £100,000.

Contract Sum	Minimum no of quotes	Acceptance Procedures
£0 - £3,000	Written quotation not required	At the discretion of the Governing Body or designated responsible employee (normally the Head Teacher)
£3,000-£10,000	Two telephone or written quotations	Accepted by the designated responsible employee
£10,000-£50,000	A minimum of two written quotations	Contract advertised and accepted at the discretion of the responsible employee
£50,000-£100,000	A minimum of three written quotations	Contract advertised and accepted at the discretion of the responsible employee

Note: any single transaction exceeding £10,000 in full contract value shall be reported to the next available meeting of the full Governing Body.

- Ensure there is a sufficient budget available before the contract is entered into

Quotations (Below £100,000)

- A quotation will relate to contracts below £100,000

- A quotation is a written offer, submitted by an organisation which has the capability in all respects to fully perform the requirements, to contract goods, services or works at a specified cost or rate.

Tendering (Over £100,000)

- Specification identifying the work to be performed will be drawn up by the Head Teacher and Administrator in conjunction with Governors and any other appropriate bodies; or in conjunction with the delegated person. The specification should include:

    - Technical details
    - Health and Safety considerations
    - Insurance requirements
    - Contract

- The school will draw up the contract terms and conditions against which the tenders are to be prepared.

- The Governing Body will draw up a list of the organisations invited to tender. The list will be reviewed and agreed by the Head Teacher, who will check Governors' interests in any of the organisations. The Chair of Governors will send out invitations to tenders.

- Tenderers must be advised that written tenders should be received in the packaging supplied with the Invitation to Tender, or, if none is so supplied, in plain packaging. Electronic tenders must be returned to a designated secure electronic address.

- The invitation to tender must tell organisations where to send their tenders and the date and time by which they must be received.

- No tender may be considered or accepted if it is received after the time and date specified in the invitation to tender.

- Written tenders and electronic tenders must be opened in one sitting by more than one person.

- Electronic tenders must be returned to a designated secure electronic address and must be opened in one sitting.

- A record must be kept of the names of the persons who have submitted tenders and the amounts of the tenders.

- The tenders will be evaluated on the following criteria:

    - Compliance with technical and contractual requirements
    - Price/value for money
    - Appropriate qualifications of the organisation
    - Knowledge of quality of work and reliability
    - Previous experience of similar work
    - Previous experience of working with the school
    - Time scale involved

- The Governing Body will decide which tender to accept. Where it is recommended that the lowest tender is not accepted, the rationale behind the decision should be documented.

- All the companies who have submitted a tender document will be informed of the result of the tender.

- Any variations in respect of the volume of goods, services or works to be provided under an order placed or contract agreed must be recorded in writing.