

FINANCIAL REGULATIONS & PROCEDURES
TENDER POLICY
2017 – 2018

Non Sibi Sed Aliis
'Aiming at Excellence'

This policy document and the content contained therein remains the responsibility of the Headteacher and Governing Body of the school. No amendments can be made without their express instructions and they remain the final arbiters in any matters relating to it.

Review Date: Autumn Term 2016

Next Review Date: Autumn Term 2017

Reviewed By: Mrs L Bowden

APPROVED BY RESOURCES COMMITTEE – Autumn Term 2016

TENDER POLICY

1. Introduction

1.1 This document is intended to function as a working manual for budget holders to ensure that minimum standards are met and quality is ensured as the school strives to achieve best value for money in acquisition of goods, materials, services or execution of any work.

1.2 The document covers three related areas:

- Ensuring Value for Money. This covers the acquisition of goods, materials, services or execution of any work below the value of £5,000.
- Obtaining Competitive Quotations. This covers the acquisition of goods, materials, services or execution of any work between the value of £5,000 and £50,000.
- Tendering. This covers the acquisition of goods, materials, services or execution of any work in excess of £50,000. If tendering procedures are required then the Headteacher, prior to any process being initiated, will seek professional support.

2. Ensuring Value for Money (Goods, Materials, Services or execution of any work up to the value of £5,000)

2.1 Prior to any acquisition the budget holder must ensure that they are aware of the outcomes required of the goods, materials, services or execution of any work.

2.2 For goods, materials, services and execution of works likely to be in excess of £5,000 but less than £10,000 the budget holder must obtain permission from the Headteacher to proceed. The Headteacher may at her/his discretion decide to involve the procedures for "Obtaining Competitive Quotations" if s/he decides that the process may yield better value for money.

2.3 Once the budget holder is aware of the outcomes of her/his proposed acquisition then they should obtain costings either through a review of price lists/catalogues or by requesting quotes from a company, manufacturer, firm or individual on the school LEA's approved list.

2.4 The budget holder must select the lowest costings/quote that meets the outcomes required. If the lowest costing/quote is not accepted the reasons must be formally evidenced and presented to the Headteacher prior to the ordering of process being initiated.

2.5 All requests for goods, materials, services or execution of any work must be placed on the school's computerised financial management system prior to an order being placed with a company, manufacturer, firm or individual.

2.6 The purchase of goods, materials, services or execution of any work should not be artificially broken down into smaller packages to purposefully avoid the need to obtain competitive quotations or implement tendering procedures. There must be demonstrable operational advantage for the desegregation of work.

2.7 Where a budget holder may be compromised through a conflict of interest the matter must be referred to the Headteacher.

3. Obtaining Competitive Quotations (Goods, materials, services or execution of any works between £5,000 and £50,000 in value)

3.1 For each contract likely to exceed £5,000 a budget holder must approach the Headteacher for permission to proceed.

3.2 Where the school intends to only obtain quotations from a preferred supplier the contract should be agreed by two of the following: Chair of Governors, Vice-Chair of Governors or any Chair of Governors' Committee.

3.3 The Headteacher is responsible for appointing a Lead Contract Officer for each contract who will have overall responsibility for:

- Managing the production of a specification.
- Determining criteria and weightings for use in the evaluation process and producing a scoring matrix for use in the evaluation process.
- Selecting companies, from the school's/LEA's approved list, to obtain quotations from.
- Organising the documentation to go out to the company, manufacturer, firm or individual.
- Receiving and ensuring safe storage of competitive quotations.
- Leading the evaluation of competitive quotations received.

The Lead Contract Officer is responsible for informing the Headteacher of any possible conflicts of interest as they arise in the process.

3.4 In managing the overall process the Lead Contract Officer should directly correlate the documentary detail and number of organisations involved in providing quotes to the likely cost of the goods, materials, services or execution of any works. The greater the likely costs the more detailed the documentation should be and the greater the number of organisations asked to provide quotes.

3.5 The Lead Contract Officer should manage the production of a specification that itemises the goods, materials, services or execution of any works needed to fulfil the contract. Care should be taken to ensure sufficient detail is included within the specification to allow a company, manufacturer, firm or individual to fully understand the requirements of the contract and allow the school to hold them accountable for the quality of goods, materials, services or execution of any work provided.

3.6 Under no circumstances must the Lead Officer use or allow a company, manufacturer, firm or individual who may provide a competitive quotation for the contract to assist with or have input in to the drawing up of a specification.

3.7 Once a specification has been completed, the Lead Contract Officer should determine criteria and weightings for evaluating the competitive quotations received.

3.8 The Lead Contract Officer should identify, from the school's/LEA's approved list, between three to six companies, manufacturers, firms or individuals to send the documentation to. The Lead Contract officer must ensure that any companies, manufacturers, firms or individuals selected do not engage in activities that compromise the Christian nature of the school.

- 3.9 If the contract is of a highly specialised nature and there are not three companies, manufacturers, firms or individuals who can provide the goods, materials, services or execution of work, permission must be sought from the Headteacher to proceed with the contract with fewer than three competitive quotations.
- 3.10 Documentation sent out should include:
- A letter inviting the company, manufacturer, firm or individual to submit a competitive quotation (see Appendix A)
 - The specification for the contract
 - The evaluation criteria and weightings for evaluating the competitive quotes received. (See Appendix B).
 - Any conditions associated with the contract.
 - Instructions to companies, manufacturers, firms or individuals submitting competitive quotations (See appendix C).
 - Quotation Form. (See Appendix D & E).
- 3.11 On receipt of a quotation it should be kept safe by the Lead Contract Officer until discussions take place with the Head and Governors.
- 3.12 At an agreed date and time the Lead Officer should show the competitive quotations in the presence of the Headteacher and one other person from the Governing Body or SLT.
- 3.13 The quotations should then be evaluated using the previously devised criteria to ensure that the most economically advantageous quotation is accepted. Written documentation of this process should be maintained to ensure an adequate audit trail. The quotation to be accepted should be agreed by two of the following Chair of Governors, Vice-Chair of Governors or any Chair of a Governors' Committee (Staff and Finance, Premises, Curriculum & Learning).
- 3.14 A copy of the documentation and recommendation of which quotation is most economically advantageous should be recorded by the Lead Contract Officer.
- 3.15 The Lead Contract Officer should then write to the successful and unsuccessful companies, manufacturers, forms or individuals to notify them of the Governors' decision.
- 3.16 The Lead Contract Officer must ensure all documentation relating to the process is retained and given to the School Manager. The School Manager should ensure the safe storage of the documentation for a minimum period of six years.
- 3.17 The Lead Contract Officer should then proceed with the acquisition of the goods, materials, services or execution of the work ensuring that all requests are placed on the school's computerised financial management system prior to an order being placed with a company, manufacturer, firm or individual.
- 3.18 The purchase of goods, materials, services or execution of any work should not be artificially broken down into smaller packages to purposefully avoid the need to implement tendering procedures. There must be demonstrable operational advantage for the de-segregation of work.

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Appendix A

Letter of Invitation to Submit Quote

Dear

Ref: (Name of contract)

I have pleasure in inviting you to submit a quotation for the scheme and in enclose the following documents:-

- List of documents which are to be sent to contractor*

Quotes should be submitted in the enclosed Quote Return Envelope not later than 12 noon on _____

If you have any queries regarding this scheme please contact Mr(s) _____ at the above address or telephone number.

The school does not bind itself to accept the lowest of any quotes that it receives or any quote that it receives.

Yours faithfully

Quote for: _____

Closing Date: _____

I/We confirm receipt of quote documents in respect of this contract.

Signed _____

On behalf of _____ (Capitals please)

Appendix B

Evaluation of Quotes – Method (Standard Paragraph)

To be inserted as a standard paragraph in contract documentation when criteria other than cost will be used for evaluation:-

The school will accept the tender that it considers to be the most economically advantageous, taking into account quality aspects of a quoter's proposals. It may take any relevant factor into account and reserves the right not to award the contract to the lowest or any quoter.

Details of the evaluation criteria to be used in the assessment of each quote and the information required by the school contained in the attached schedule.

The school's assessment will be based on:

- a)* Quoted prices, costs/credits that the school would bear/realise in the event of awarding the contract to a particular quoter.
- b)* Any method and quality statements or other documents submitted as part of the process and as per information requested in relation to the quality assessment criteria as per schedule.
- c)* Quoter's responses (written or oral) to questions submitted by the school's Governors during formal interviews or presentations (if any) or at any point during the process.
- d)* References provided by third parties concerning the quoter's experience/performance in operating similar contracts. References may be written or oral.
- e)* Previous experience of the school in respect of any particular quoter.
- f)* Any reports by consultants commissioned by the school to support the evaluation.

Where insufficient information is provided in relation to any specific evaluation criteria, no credit will be given for that aspect of quality.

Appendix C

Instructions to Quoters

(minimum requirement – further instructions/additional clauses may be required)

The Quotation Form, duly completed and signed must be enclosed and sealed in the Quote Return Envelope which shall bear no marks or indication of the identity of the sender and must be delivered to the Lead Contract Officer no later than 12 noon on _____

Any quote that is received after the last date and time specified will NOT be admitted for consideration and will remain unopened.

The Quote Form supplied herewith shall become a quote only when signed, and any alterations to the form and/or specification may invalidate the quoter. The blanks in the Quote Form must be completed by the quoter in ink.

Supporting information and appropriate documentation should be provided to assist the school in evaluating the quote. Reference should be made to the evaluation criteria to be used.

If the quoter wishes to obtain any additional information to enable her/him to complete her/his quote, or with regard to the true intent and meaning of any clause forming part of the Conditions or Specification, s/he shall obtain this information, in writing, from the Lead Contract Officer before her/his quote is submitted.

Key dates for the following are:

- (a) Quotation return _____
- (b) Quotation acceptance (approx) _____
- (c) Commencement _____
- (d) Completion _____

Quotes shall be submitted in a plain sealed envelope bearing the words “Quote ... (followed by the subject to which it relates)...” and shall not bear any name or mark indicating the identity of the sender. Returns must be sent.

If delivered by hand, the quote must be handed in to either the School Manager in the school office or the Lead Contract Officer. In this event please ensure that you obtain an official quote receipt.

Unsuccessful quoters will be notified in writing of the results when the contract has been let.

The school is not obliged to accept the lowest or any quote received.

Appendix E
Quotation Form

I/We the undersigned hereby agree and undertake to carry out, execute and complete the following work i.e. _____ in accordance with the Specification prepared by the Lead Contract Officer and upon and subject to the General Conditions of Contract examined by me/us, for such sum as may be ascertained in accordance with the said Conditions of Contract/for the sum of: _____ (in writing)

£ _____ : _____ p (in figures)

Signature and full name of Quoter _____

Date _____

Address _____

Telephone Number _____ Fax Number _____

Email _____

Address of Registered Office (if Limited Company) – if not registered please inset full names of Quoters (i.e. full forenames)

Telephone Number _____ Fax No _____

Email _____

Name and Address of Quoter's Bank

Address _____

Telephone Number _____ Fax No _____

Email _____