

QUOTES, INVITATIONS TO QUOTE AND INVITATIONS TO TENDER – DRAFT PROCEDURE

This policy articulates the guiding principles and provisions that apply when sourcing goods or services. It applies to all expenditure on goods, services and building infrastructure and equipment. This policy must comply with the public sector procurement rules 2015.

Quotations and tendering processes must be used to support procurement decisions in order to test the market, encourage competition and ensure that any purchase represents value for money. The Council will ensure that its procurement procedures are based on the following principles:

- Value for Money
- Open and Fair Competition
- Accountability
- Risk Management
- Probity and Transparency

The Council will use a competitive, efficient, fair and transparent procurement process with evaluation of bid proposals taken from a qualitative, as well as a quantitative perspective. Assessment of supplier bids should be conducted only in relation to evaluation criteria and relevant to the subject of the contract.

Exemptions from Quotation / Tender Requirements

Exemptions should only be used in exceptional circumstances and should not be used to avoid competition.

Exemptions may include:

- Matters of emergency due to unforeseen circumstances
- Additional delivery of goods and services that are intended either as replacement parts, extensions or confirming services for existing equipment, software, services or installations where a change in the supplier would necessitate the procurement of goods and services that do not meet the requirements of interoperability and interchangeability.
- Where specialist expertise is required.
- An extension to installation / building contract works by way of variations where use of another contractor may void warranties or compromise compatibility/continuity with an existing contract / installation.
- For the continuity of services, temporary extensions to a contract may become necessary for a period of time.

Quotes and Informal and Formal Tenders

Depending on the estimated amount, the following procedures can be used:

1. **Direct Award** – one-off purchases up to £500.
2. **Quotes** – For the purchase of goods and services above £500 and not exceeding £3,000:
 - Where total expenditure is below £3,000 (exc.VAT) at least three quotes should be obtained.
 - Competing quotes should be appropriately recorded and retained before any expenditure is incurred.
3. **Invitation to Quote (ITQ)** – For the purchase of goods and services between £3,000 and £25,000:
 - To ensure sufficient competition, at least three suppliers should be invited to quote.
 - Receipt of written quotes – verbal quotes not accepted.
 - An ITQ template to be used, setting out instructions to bidders, specifications, price/quality ratio, evaluation criteria and an assessment and scoring process.

Evaluation of ITQs: The closing date and time for the ITQ return must be advised within the ITQ as late quotes will not be considered. ITQs should be evaluation using the evaluation criteria and scoring process. Comments made about the ITQ should be recorded to enable feedback to be provided to unsuccessful bidders.

Award: The successful ITQ can then be turned into a contract to be signed by the Clerk. No work shall be carried out until signed copies of the contract is returned from the supplier.

4. **Invitation to Tender (ITT)** – For the purchase of goods and services between £25,000 and £138,760
 - In accordance with the Government's Procurement Policy Note (PPN) 09/21, contracts of £25,000 or more (inclusive of VAT) must be advertised on the Government's 'Contract Finder'.
 - To ensure sufficient competition, an appropriate and proportionate number of suppliers should be invited to quote.
 - Receipt of written quotes – verbal quotes will not be accepted.
 - Evaluation criteria, including price/quality ratio should be considered and the criteria must be relevant to the contract.

Evaluation of Tenders: Tender submissions received before the tender deadline will be recorded and kept in a secure place until the deadline for submissions has been reached. At that point, the Clerk and a Councillor will open and record details of submissions. Tenders must be evaluated and results recorded for every submission – it should be determined if bidders have met the minimum standards required. The Council will score bidders against the evaluation criteria (which must be recorded) and create a shortlist

to continue to tender where appropriate financial checks and references will be followed up.

Award: Suppliers will be notified of a successful or unsuccessful outcome, in writing. The submission will be turned into a contract and arrangements made for the supplier and authorising signatory (the Proper Officer) to sign copies of the contract. No works shall be carried out by the supplier until both parties have signed the contract.

5. Procurement of Goods and Services Over £138,760

Procurement of goods or services over £138,760 (inclusive of VAT) would be subject to the Government's 'Find a Tender' rules. A tender for this amount is unlikely to be of issue to a parish council the size of Whitehouse.

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