



Procurement and Tendering Policy

November 2018

Signed (Chair of Trustees):	
Date:	November 2018
Date of Review:	November 2019

The Arbor Academy Trust reviews this policy annually. The Trustees may, however, review the policy earlier than this, if the Government introduces new regulations, or if the Trust receives recommendations on how the policy might be improved. This document is also available in other formats e.g. e-mail and enlarged print version, on request to the School Offices and is displayed on the schools' websites.

QUOTATION AND TENDERING

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

- Above £1,000 and up to £2,500 two oral quotations;
- Above £2,500 (£5,000 for works) and up to £10,000, three written quotations;
- Above £10,000 and up to £50,000, three formal quotations to be submitted in writing by a specified date and time and based on a written specification and evaluation criteria;
- Above £50,000 and up to EU thresholds, four tenders;
- 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) are £164,176 from 01/01/2016 for supplies and Part A services and £4,104,394 from 01/01/2016 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

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 and authorised by the Chief Executive or her nominated representative in consultation with the relevant Headteacher and Chair of the Local Governing Body. It is anticipated that for any major building works of a value greater than £5,000 the services of an architect would be engaged to deal with the handling of specifications and suitability to tender.
2. Where appropriate, the suppliers invited to tender should be drawn from an approved list **or** from those agreed with the architect. 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 academy, or in the case of building works, to the architect or quantity surveyor.
3. All replies, if to an individual, should be addressed to the School Business Manager in a plain sealed envelope marked 'Tender' to reach him/her by a specified date. All replies must be kept sealed until that date and passed to the Chair of the Local Governing Body or the Chair of Finance and Resources Committee as appropriate.
 4. 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,
 5. No contractor will be allowed to amend the tender after the time fixed for receipt.
 6. The School Business Manager/Finance Officer will open a separate correspondence file for each tender, which will contain copies of all correspondence or other relevant information.
 7. For purchases up to £10,000, provided the expenditure is included in the budget, the decision as to which tender to accept will be taken by the Headteacher, in consultation with the School Business Manager/Finance Officer and the Chair of the Local Governing Body and reported to the Local Governing Body at its next meeting.
 8. For purchases exceeding £10,000, provided the expenditure has been budgeted for, a decision as to which tender to accept will be taken by the Headteacher, in consultation with the Trust's Financial Director and the Chair of the Local Governing Body and reported to the Local Governing Body at its next meeting.
 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 the Chief Executive, in consultation with the Trust's Finance Director and the Chair of the Trust and Resources Committee and reported to the next meeting of the Local Governing Body and the Trusts' Finance and Resources Committee.
 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 local 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 academy 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 laid down 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 academy.

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

The successful contractor should be informed that the school is a NON SMOKING site

The Schools' Funding Agreement should be considered when applying this policy