

Boyton Parish Council Procurement Policy

General

The Council's overall objective is to secure best value for money and be able to demonstrate same. The Council will try, where possible to support local suppliers and organisations that help the disadvantaged in the community.

The Council shall not be obliged to accept the lowest or any tender, quote or estimate. Past performance may be taken into account in selecting a supplier.

It will be acceptable to join with other Parish Councils or bona fide organisations to place joint orders in order to secure economy of scale.

Requirements shall not be broken down into individual package in order to deliberately avoid a more onerous tendering procedure. Conversely it will not always be cost effective to place a single order for a task made up of a number of aspects provided adequate project management arrangements are in place.

Recurring tasks

At the beginning of the financial year the Council will seek quotations & tenders as appropriate for all types of work of which there is likely to be a recurring need during the year.

Having established a supplier for the year for any recurring works, if sufficient confidence exists that tasks will be done economically based on past performance it would not generally be necessary to seek a quotation for individual tasks with the chosen supplier.

Individual items or tasks

For individual tasks not covered above, the following procedures will apply:-

Tasks or items where the estimated value is less than £50

Parish Council & Office Administration.

The Clerk is authorised to order as necessary from any supplier approved by the Council any item required for the administration of the Council or parish office subject to the provisions made in the parish council budget up to a maximum amount of £500 per month and £100 per item.

Items for officers (excluding the Clerk).

Officers are authorised to order items from any supplier approved by the Council provided that the item required is necessary to carry out their day to day duties for which prior authorisation has been given by the Clerk and/or Chairman up to a maximum of £250 per month and £100 per item.

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Tasks or items where the estimated value exceeds £100 but does not exceed £500

At least three verbal or telephone quotations are obtained. A record of the verbal or telephone quotation must be kept. Orders will only be placed following resolution of the council.

Tasks or items where the estimated value exceeds £500 but does not exceed £1,000

At least two written quotations will be obtained from different suppliers. Orders will only be placed following resolution of the Council.

Tasks or items where the estimated value exceeds £1,000 but does not exceed £5,000

At least three written quotations will be obtained from different suppliers. Orders will only be placed following resolution of the Council.

Formal tender policy

Where the Parish Council intend to enter into a contract exceeding £5,000 in value for the supply of goods or materials or for the execution of works or specialist services, the following procedures apply:-

- 1) The Clerk shall advertise in the Parish Magazine (eg Village Voices) and a Local Newspaper (eg EADT) for formal tenders to be submitted by a specified date.
- 2) Such an invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 3) The invitation to tender shall state that tenders must be addressed to the Clerk in the ordinary course of post.
- 4) Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- 5) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of the Chairman and /or Vice-Chairman or in a closed session of a full parish council meeting.
- 6) If less than three tenders are received for contracts exceeding £5,000 or if all the tenders are identical the Parish Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- 7) The Parish Council shall not be obliged to accept the lowest or any tender.
- 8) The Clerk will place the order with the winning supplier following resolution of the Council.