

YATTON PARISH COUNCIL

PROCUREMENT POLICY (adopted 9 March 2009, revised 10 January 2011, 14 November 2016, 10 December 2018, reviewed no amendment 14 December 2020, reviewed no amendment 13 December 2021, reviewed and revised December 2022, reviewed 11 December 2023, reviewed and amended November 2024 and May 2025.

General

1. All members and officers of the Council are responsible for obtaining value for money at all times.
2. The RFO may award a contract under £1,000, provided that there is budgetary provision. Any such award shall be reported to the next meeting of the committee.
3. Contracts for £1,000 or more shall be awarded by the appropriate committee. The procedures to be followed are set out below.
4. The procedures set out below shall not apply to contracts of the following types:
 - for the supply of open space maintenance, gas, electricity, water, sewerage and telephone services;
 - for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant and building repairs;
 - for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - for additional audit work of the external Auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of Council);
 - for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price
 - for purchases required as a matter of urgency resulting from an incident which could not have been foreseen, and occurred as a result of circumstances beyond the Council's control, and financial loss or damage to persons or property would otherwise arise (any such purchases shall be reported to the next meeting of Full Council)
5. In some cases 'framework' or collaborative purchasing arrangements are available (for example, from the Office of Government Commerce) to public sector bodies. The appropriate committee may authorise access to

such arrangements, where the conditions of the arrangements permit such access, in place of the procedures set out below.

6. Full Council (but not any committee) may suspend the procurement policy where in an exceptional case the policy is inappropriate.

Contracts £1,000 - £4,999

7. At least one written quotation must be obtained but as far as is reasonable and practicable the RFO should attempt to obtain three written quotations. The appropriate committee may agree to accept estimates by email, or by reference to a catalogue, or may require a formal letter. Any quotations obtained shall be reported to the next meeting of the appropriate committee.

Contracts £5,000 - £25,000 ex vat

8. The RFO must obtain quotations from not less than three organisations that could undertake the contract.
9. The invitation to quote must include as a minimum:
 - (a) Specification
 - (b) Conditions of Contract
 - (c) Quotation Assessment Criteria
 - (d) Insurance requirements
 - (e) Time & place for return of quotations.
10. If fewer than three quotations are received the appropriate committee may decide to award the contract to one of the organisations that has tendered, or to repeat the tender process.

Contracts over £30,000 inc VAT.

11. Contracts over 30,000 inc vat must comply with the full requirements of The Procurement Act 2023 and the Procurement Regulations 2024 or any superseding legislation using the Find-Tender website to advertise contract opportunities and to publicise the awards of new contracts and any other requirements within the regulations in regard to awarding public supply, service or works contracts.
12. An Options Appraisal may be undertaken to ensure that the most effective route to deliver the requirements is being progressed.
13. A minimum of 3 organisations which could undertake the contract shall be invited to tender. The invitation to tender shall state the general nature of

the intended contract. The RFO shall obtain any technical assistance necessary to prepare a specification.

14. The invitation to tender must include as a minimum:

- a. Specification
- b. Conditions of contract
- c. Assessment criteria
- d. Insurance requirements
- e. Submission information

15. At the time of opening the RFO shall maintain a register of all such tenders received including brief particulars of the tenders.

16. If fewer than three tenders are received the appropriate committee may decide to award the contract to one of the organisations that has tendered, or to repeat the tender process.

17. The contracts shall be assessed to identify if a performance bond or parent company guarantee is required.

18. Canvassing of members of the Council or of any committee, directly or indirectly, for any contract to be awarded by the Council shall disqualify the tenderer for the award of the contract.

A member of the Council or of any committee shall not solicit for any person any contract to be awarded by the Council or recommend any person for the award of such contract; but, nevertheless, any such member may give a written testimonial of a tenderer's ability, experience or character for submission to the Council with a tender or quotation.

The Council is not obliged to accept any tender/quotation, or the lowest tender/quotation.

Discrepancies

19. If checking of any tenders or quotations received identifies any errors or discrepancies affecting any tender sum, the tenderer is to be given details of the error. The tenderer is to be offered three choices:

- a. confirming the tender offer, as written and submitted;
- b. withdrawing; or;
- c. correcting the error.

This choice shall be offered to the tenderer in writing and confirmation of the tenderer's option shall be made in writing.