

STONELEIGH AND ASHOW JOINT PARISH COUNCIL

POLICY STATEMENT – Purchasing

The Council will ensure that everything it does as part of a tender is fair, transparent and does not discriminate for/against any supplier. This applies to all procurement, whatever the value. Its actions are subject to scrutiny under the Freedom of Information Act as well as our own financial regulations.

The tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:

- A specification for the goods, materials, services or the execution of works shall be drawn up
- An invitation to tender shall be drawn up to confirm (i) the council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process
- The Parish Council will outline the specification and evaluation criteria and legal terms and conditions of contract
- The invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate
- Tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer
- As a matter of good procurement practice all tenderers should be made aware of the criteria being used for the particular bid assessment. Any changes made to the evaluation process must be communicated to ALL potential bidders to ensure parity of tendering
- No bidder should be given preference, or assisted with clarification, without the same advantage being given to other tenderers
- Tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed
- Tenders are to be reported to and considered by the appropriate meeting of the council or a committee or sub-committee with delegated responsibility
- Neither the council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender

Where the value of a contract is likely to exceed the threshold set out by the Eu Public Procurement requirements, the council must consider whether the Public Contracts Regulations 2006 (SI No. 5, as amended) and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the council must comply with EU procurement rules.

The task of the exercise is to select the bid or tender which will give the Best Value for money at best overall cost. This will most likely result from balancing cost, quality, delivery, performance and risk. The necessary criteria used in making this decision will include technical compliance, the capacity and capability of the bidder, the quality offered and the prices/costs of alternative bids.

Once the evaluation is completed the Parish Council will be in a position to award the contract. The contract award should be in writing and reference the terms and conditions of contract issued at the tender stage. The full contract will include the specification, the bid and the terms and conditions of contract. Good practice is to provide all unsuccessful bidders with feedback on their bids, and this should be done as soon as possible after the winning bidder is decided. Actual pricing or any other

commercial in confidence information must not be disclosed amongst bidders but the Parish Council must tell them their position relative to the winning tender.

This statement will be reviewed as required and within 5 years.

Last review date: 9th May 2019