

# STANNINGTON VILLAGE HALL

## PROCUREMENT POLICY AND PROCEDURE

### 1 Introduction

Stannington Village Hall (SVH) is a registered charity. It has limited resources which it aims to maximise in fulfilling its charitable objectives.

Where the Trustees commission the purchase of goods or services SVH aims to:

- Implement good purchasing practices
- Obtain best value for money
- Operate fairly and transparently
- Procure ethically, taking into account environmental concerns
- Ensure that existing buildings and facilities are not compromised by any procurement process (e.g. building damage).

### 2. Procurement practice

In seeking to implement its aims SVH will:

- Use open competition for tendering and seeking quotations, unless there are exceptional circumstances/reasons for not doing so (e.g. emergencies and strict time constraints)
- Set high ethical standards and quality systems which ensure fairness to suppliers
- Consider legal aspects – all contracts must be in writing, be fair and non-discriminatory
- Seek Environmental Impact assessments – all suppliers must consider adverse environmental impacts and aim to these
- Procure Fair trade or sustainably sourced products when possible but without compromising competition and within budget constraints
- Purchase locally – goods and services including food will be sourced from local suppliers when possible, but without compromising competition
- Ensure that providers of services have suitable third party/public liability insurance cover
- Make payment on time – suppliers must be paid on time in accordance with contractual arrangements.

### 3. Procurement Value Criteria.

The following procedure will be followed in terms of obtaining quotations.

Purchase value (£)	Action required
£1,000 and under	Two estimates
£1,001 to £5,000	Two written quotations
£5,001 to £10,000	Three written quotations
£10,001 upwards	Formal tender

Where two or three written quotations are specified, and it is not possible to obtain more than one/two in a reasonable timeframe the matter must be referred to the Trustee's Committee for approval. All relevant details should be made available to Committee members to enable them to make an informed decision.

#### **4. Use of brokers**

Where a broker is used to procure a service (e.g. gas and electricity) this is deemed to meet the requirements of two estimates or two written quotations.

#### **5. Product & services research**

Before proceeding to request quotes or put a service out to tender, it is good practice to research the service or goods in question and undertake some 'window shopping' to ensure that when the specification is developed it is for the best product or service and the one that is relevant.

#### **6. Procurement Procedures**

##### **Process for obtaining estimates or quotations:**

- 1 Specify the product or service in the light of experience and research
- 2 Identify potential suppliers
- 3 Request quotations from a shortlist of potential suppliers. Set a sensible deadline for the receipt of quotations, allowing potential suppliers adequate time to consider and submit a bid
- 4 Evaluate quotes on the basis of the specification, cost (both immediate and long term) and consider post purchasing costs such as maintenance, repairs and warranties
- 5 Select the supplier based on cost (short and long term) and quality issues. Remember a cheap upfront cost may not always be the best long term solution.

#### **7. Tender Process**

- 1 Agree specification for the service or product including quality issues
- 2 Advertise as widely as possible through local networks, web sites, Facebook and other social media and any other suitable sources allowing an appropriate time for responses
- 3 Ensure advertising sets clear guidance on how to apply
- 4 Send out a specification to interested parties with full information on how to submit a tender
- 5 Evaluate responses on the basis of the specification by a panel of at least two trustees or three if possible
- 6 Shortlist if necessary
- 7 Invite shortlisted suppliers for interview/presentation where required. For specific products and some services the purchase can be made on the basis of the quote, however for other services such as consultancy, it is desirable to interview potential suppliers. For some high value products or services it may be worth considering inviting a shortlist of suppliers to make a presentation
- 8 Take up references where appropriate and check that the supplier has Equality and Sustainability policies and public liability insurance
- 9 Award to the winning supplier issuing an appropriate contract.