

## **STEEPLE CLAYDON PARISH COUNCIL PROCUREMENT POLICY**

### **General**

The overall objective of this policy is to secure the best value for money though the Council shall not be obliged to accept the lowest tender, quote or estimate, taking in to account other prevailing factors. This policy is designed to take into account cost, knowledge, experience, capability and financial understanding.

Wherever possible the Council will try to support local suppliers and organisations.

### **Procurement of tasks or items up to £300.00.**

The Clerk/RFO is authorised to order as necessary from any supplier any item required for the administration of the Council subject to the provisions made in the Parish Council's budget up to a maximum of £300 in one calendar month. All other items of expenditure thereafter must be referred to Full Council.

### **Procurement of tasks or items where the estimated value exceeds £300 but does not exceed £1000**

At least three verbal or telephone quotes are sought and a record must be kept. Orders will only be placed following resolution of three councillors out of the whole council or finance team

### **Procurement of tasks or items where the estimated value exceeds £1000 but does not exceed £25,000**

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 £30,000 in value for the supply of goods or materials or for the execution of works or specialist services, the following procedures apply;

- The Clerk shall advertise for formal tenders via the Parish Council website, and noticeboards for formal tenders to be submitted by a specific date if directed by council.  
OR
- The Clerk shall invite tenders from suppliers who have provided previous positive experience if directed by council.  
OR

- The clerk shall invite tenders from known suppliers recommended by Bucks CC or known neighbouring Parish Councils.

Such invitations 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.

- Tenders must be addressed to the Clerk.
- Each tendering company 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.
- 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 the Full Council.
- The Clerk will place the order with the winning supplier following resolution of the Council.

**Reviewed Full Council May 23**