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## **REGULATIONS GOVERNING COMPETITIVE TENDERS OR QUOTATIONS**

The regulations described below shall apply to all contracts entered into by the school unless the Governing Body or, in an emergency, one of its Committees with delegated powers, directs otherwise. If such a direction is given, the reasons for it shall be recorded in the minutes of the meeting of the Governors or of the appropriate Committee.

All contracts to which the directives of the European Economic Community apply shall also be advertised for the purpose of inviting tenders in the official Journal of the European Communities in accordance with the relevant European Economic Community directive.

The Standing Orders with respect to contracts shall not apply to contracts with a professional person for the execution of any work in which the personal skill of that person is of primary importance.

1. **Competitive Tenders or Quotations**

The Headteacher shall, wherever practicable, obtain at least three competitive tenders or quotations for the supply of any article, goods or service.

Procurement Policy (Tenders and Quotations) – 2020

1. **Verbal quotations are acceptable for values of more than**

**£1,000 and less than £5,000 but the quoted sums must be noted on the relevant copy order.**

1. **Where the estimated value of the goods, service or work is in excess of £5,000 the tenders or quotations shall be evidenced in writing.**
2. **Where the estimated value of the goods, services or work is £10,000 or more, or where tenders are to be obtained for goods in regular demand, appropriate legal advice shall be sought in good time on the form of tender and the contract conditions**.
3. **Tenderers shall be informed that no tender shall be received except in a sealed plain official envelope, which shall bear the word ‘Tender’ followed by the subject to which it relates. It shall not bear any name or mark indicating the sender and such envelope shall remain in the possession of the Headteacher until the time appointed for its opening.**
4. **Orders to approved purchasing organisations such as the Wirral and North Wales Purchasing Consortium or HMSO (where it is the sole supplier) are excluded form the requirement to obtain three quotations.**
5. **School to seek LA officer counter signature for any contracts for goods or services in excess of £60,000 in any one year**
6. **School to seek a minimum of three quotations in respect of any contract between the values of £10,000 to £49,999.99 in any one year.**
7. **School will seek a minimum of five quotations in respect of any contract with a value exceeding £50,000 in any one year.**
8. **Submission and Opening of Tenders or Quotations**

Where, under condition 1 (iii), invitation to tender is required the following shall apply:

1. The tender shall be opened in the presence of a Governor and the Headteacher (or his deputy or other senior member of staff nominated by the Headteacher for that purpose).
2. All opened tenders shall be numbered by the Headteacher and entered in an appropriate register and initialled by the Headteacher and Governor present at their opening.
3. Any tender that is for any reason received by the Headteacher after the time specified for the receipt of tenders shall not be considered.
4. No tender shall be amended after it has been received by the Headteacher.
5. **Contractual Formalities**
6. Unless acting within delegated powers no member of the Governing Body shall enter, either orally or in writing, into any contract on the School’s behalf.
7. The Governing Body may delegate to the Headteacher acceptance of tenders up to a sum to be determined by them and then only if the tender is the lowest (if payment is to made by the school) or the highest (if payment is to be received by the school). Tenders in excess of the sum determined may only be accepted by the Governing Body or by a Committee of Governors to whom that power has been delegated by the Governing Body.
8. The Governing Body or a Committee of Governors to whom the power to accept tenders has been delegated, may only accept a tender which is other than the lowest (if payment is to be made by the school) or the highest (if payment is to be received by the school) if:
9. The Governors or Committee (as the case may be) have considered a written report from the Headteacher specifying reasons for its acceptance, and
10. The reasons for its acceptance are recorded in the minutes of the meeting of the Governors or the Committee (as the case may be).
11. Every contract which exceeds the sum determined by the Governing Body in value or amount and not being a contract requiring extreme urgency (which shall be put in writing as soon as possible) shall be in writing and shall be signed by the Chair of Governors.
12. In the case of financial leasing, agreements shall be signed by the Director of Finance, or his designated officers.