



## **Pope John XXIII Catholic Multi-Academy Company**

# **PROCUREMENT AND TENDERING POLICY**

**Approved by Finance and Resources Committee: 15<sup>th</sup> September 2015**

**Ratified by the Board of Directors:**

**Date of Review: 1<sup>st</sup> September 2016**

**For: Corpus Christi Catholic Primary Academy  
Holy Rosary Catholic Primary Academy  
Our Lady and St Chad Catholic Academy  
St Mary's Catholic Primary Academy**

## **Pope John XXXIII Catholic MAC** **Procurement and Tendering Policy**

### **General**

This Policy is the Procurement and Tendering Policy for the Pope John XXIII Catholic Multi-Academy Company (MAC). It sets out the principle which staff, Directors and Academy Committee Representatives must follow when considering procurement on behalf of the MAC, including awareness of connected party transactions; it also sets out procedures for Procurement and Tendering; and responsibilities for implementation. It should be read in conjunction with the Financial Procedures

### **Principles**

- 2.1 The Board of Directors acknowledge that the MAC is in receipt of public funds and must carrying out its Procurement and Tendering processes in a manner which is fair, transparent and ensures value for money.
- 1.2 The Board of Directors recognises that when acquiring goods, works and services for the MAC, transparency is particularly important. Directors, senior staff and Academy Committee representatives are required to declare business interests and conflicts of interest during Committee meetings and the Board of Directors maintains a Register of Business Interests for Directors, senior staff and Academy Committee Representatives.
- 1.3 Senior staff, Directors and Academy Committee Representatives are made aware of the EFA requirements concerning connected party transactions.

### **2. Quotations and Tendering**

- 3.1 The minimum required numbers of tenders or quotations from appropriate contractors for a given estimated value of contract are:
  - Up to £5000 two oral quotations – notes must be kept of action taken:
  - Above £5,001 and up to £50,000, three written quotations;
  - Above £50,001 and up to EU Threshold, formal tender process with three quotations to be submitted in writing by a specified date and time and based on a written specification and evaluation criteria;
  - Above EU thresholds, formal tendering procedures in accordance with EU Procurement Directives.

The values are for single items or groups of items, which must not be disaggregated artificially.

The sterling equivalents of EU thresholds (net of VAT) are £172,514 from 1/1/14 for supplies and Part A services and £4,322,012 from 1/1/14 for works. The sterling equivalents are changed on 1 January of each even-dated year.

*For tenders expected to exceed EU thresholds, advertisements must also be placed in OJEU (the Official Journal of the European Union) and must follow EU procurement requirements with particular regard to be given to the timescale for such tenders.*

**Pope John XXXIII Catholic MAC**  
**Procurement and Tendering Policy**

**3. Procedure for Quotations and Tendering**

**4.1 Purchase of Value under £50,000**

All purchases with a value of less than £50,000 should conform to the following procedure:-

1. Internal purchase order requisition to be completed by the originator, supplier quotations and comparison quotes attached with reason for choice of supplier.
2. Completed requisition to be sent to budget holder / line manager for approval.
3. Once approved by the line manager, final authorisation should be obtained from SLT.
4. Once final authorisation has been obtained from SLT, the order will be passed to Finance/Business Manager for order to be raised and registered on the finance system.

**4. Purchases of Value greater than £50,000 but below EU threshold**

All purchases with a value greater than £50,000 must be put out to formal tender. The following procedures must be followed in such circumstances:

1. A specification will be prepared, authorised by the Chair of the relevant committee and Principal and sent to at least three suppliers (four suppliers if value of contract is above EU threshold). It is anticipated that for any major building works of a value greater than £5,000 the services of an architect would be engaged to deal with the handling of specifications and suitability to tender.
2. Where appropriate, the suppliers invited to tender should be drawn from an approved list **or** from those agreed with the architect. Otherwise, invitations to submit tenders will be advertised in local newspapers and trade journals if appropriate. The invitations to tender will include:
  - (a) an introduction/background to the project;
  - (b) the scope and objectives of the project;
  - (c) any technical requirements;
  - (d) implementation details for the project;
  - (e) the terms and conditions of the tender; and
  - (f) the form and date of response to the MAC, or in the case of building works, to the architect or quantity surveyor.
3. All replies, if to the school, should be addressed to the Business Manager in a plain sealed envelope marked 'Tender' to reach him/her by a specified date. All replies must be kept sealed and secure until opening. A separate record should be kept of the date and time of receipt.
4. All tenders will be opened at the same time and details of the contractor, tender value and any other details recorded at the time of opening, Tenders should be opened by 2 people. Tender documents should be initialled and dated at time of opening; and the people opening the tenders must sign the tender receipt log.

**Pope John XXXIII Catholic MAC**  
**Procurement and Tendering Policy**

5. No contractor will be allowed to amend the tender after the time fixed for receipt.
6. The Business Director will open a separate correspondence file for each tender which will contain copies of all correspondence or other relevant information.
7. For purchases up to £50,000, provided the expenditure is included in the budget, the decision as to which quotation to accept will be taken by the Principal, in consultation with the Business Director and the Chair of Finance and Resources Committee.
8. For purchases exceeding £50,000, provided the expenditure has been budgeted for, a decision will be recommended by the Finance and Resources Committee. The decision will need to be ratified by the Board of Directors.
9. Where expenditure is not included in the budget or anticipated expenditure exceeds the budget allocation, the decision as to which tender to accept will be taken by the Core Finance and Resource/Audit and Risk Committee, in line with their terms of reference and then ratified by the Board of Directors; and
10. The reasons for accepting a particular tender must be documented, especially if it is decided to accept other than the lowest tender. All decisions must be reported to the Board of Directors.

**4. Acceptance of Tenders**

- 4.2 Evaluation of tenders should be undertaken by at least two members of staff.
- 4.3 The following points will be considered when deciding which tender to accept:
  1. The overall price and the individual items or services which make up that price.
  2. Whether there are any 'hidden 'costs; that is additional costs which the MAC will have to incur to obtain a satisfactory product.
  3. Whether there is scope for negotiation, while being fair to all tenderers.
  4. The qualifications and experience of the supplier, including membership of professional associations.
  5. Compliance with the technical requirements laid down by the school.
  6. Whether it is possible to obtain certificates of quantity.
  7. The supplier's own quality control procedure; pre sales demonstrations, after sales service and, for building works, a six month defects period and insurance guarantees.
  8. The financial status of the supplier.
  9. References from other establishments.
  10. Understanding & compliance with Health & Safety at Work legislation, Construction, Design and Maintenance Regulations and Child Protection legislation related to working on a school site and any other relevant MAC policies.

**Pope John XXXIII Catholic MAC**  
**Procurement and Tendering Policy**

- 4.4 In the case of building works, where the tendering process is being carried out by the architect or quantity surveyor, they will be responsible for checking the documents of the lowest tender before making a recommendation to the MAC.
- 4.5 Once a tender is accepted an order should be issued immediately to the supplier in the normal way.
- 4.6 The successful contractor should be informed that schools are NON SMOKING sites

**Pope John XXXIII Catholic MAC**  
**Procurement and Tendering Policy**

**6. Third Party Procurement**

**6.1** Where a third party undertakes a procurement process on behalf of the MAC e.g. (architect or SLA service provider) the third party must show due diligence has been undertaken to ensure compliance with relevant MAC policies.

**7. Retention of Tender Documents**

**7.1** Tender documents must be retained, in accordance with the MAC document retention procedure, for six years following the contract termination date.

This policy will be reviewed regularly and at least 3-yearly.

<b>Version 1.0</b>	Date approved by Finance and Resources Committee	15 <sup>th</sup> September 2015
	Date ratified by Board of Directors:	
	Signature of Chair of Board of Directors	