



**St Matthew's Primary School**

**Tendering Policy**



## **Introduction**

This document will be issued to any staff involved in the purchasing process. In addition, extracts from the following documents give further guidance on tendering procedures:

- Scheme for Financing of Schools.
- Financial Regulations for Schools.
- Contract Procurement Procedures.

The arrangements in this document relate to both capital and revenue expenditure from official school funds.

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

Where the value of the project is between £50,000 and up to £100,000 a minimum of 3 tenders will be invited. For projects over £100,000 in value a minimum of 6 tenders will be invited.

For projects over £100,000 in value the advice of the Corporate Procurement Manager will be sought.

A detailed specification will be prepared by the appointed project manager, and authorised by the Chair of Governors and Headteacher.

## **Invitations to Submit Tenders**

The invitations to tender will include:

- (i) An introduction/background to the project;
- (ii) The scope and objectives of the project;
- (iii) Any technical requirements;
- (iv) Implementation details for the project;
- (v) The terms and conditions of the tender;
- (vi) The form and closing date for any response to the School;
- (vii) The pricing schedule;
- (viii) A plain stamped addressed envelope addressed to the Headteacher for suppliers use in submitting tenders.

All replies will be kept sealed by the project manager and stored safely until the agreed date.

All tenders will be opened at the same time by the project manager. Details of the contractor, quotation and any other details will be recorded at the time of opening. No contractor will be allowed to amend the tender after the time fixed for receipt. The bursar will open a separate correspondence file for each tender, which will contain copies of all correspondence or other relevant information.

For purchases up to £50,000, provided the expenditure is included within the budget, the decision as to which quote to accept will be taken by the Finance Committee.

For purchases exceeding £50,000, provided the expenditure has been budgeted for, a decision will be recommended by the Finance Committee. The full Governing Body will take the final decision.

Where expenditure is not included in the budget, or anticipated expenditure exceeds the budget allocation, the decision as to which tender to accept must be taken by the full governing body.

Tenders should be evaluated against set criteria and the evaluation should be fully documented with documents retained. The following points will be considered when deciding which tender to accept:

- the overall price and individual items or services which make up that price;
- whether there are any 'hidden' costs, that is additional costs which the school will have to incur to obtain a satisfactory product;
- whether there is scope for negotiation;
- the qualifications and experience of the supplier;
- how well the technical requirements laid down by the school will be met;
- the supplier's own quality control procedure; pre sales demonstrations and after sales service;
- the financial status of the supplier; and
- references from other schools.
- adequate insurance cover eg, £5million public liability

The reasons for accepting a particular tender must be documented by the headteacher and reported to the full governing body, especially when a tender other than the lowest is accepted.

Once a tender is accepted all companies will be informed of the outcome and an order will be issued immediately to the supplier in the normal way.

The headteacher will be responsible for monitoring the completion of works in accordance with the contract. No payments will be made without their prior approval and they will certify the invoice to confirm that works have been completed satisfactorily.

The school will ensure that contract documentation clearly states the school's policy with respect to retention fees.

Advice on tendering procedures can be obtained from the Fixed Assets Division in the Commercial and Transformation Services Department.

Agreed by Governors:

10<sup>th</sup> December 2018