

Woolsery Parish Council – Competitive Tendering Procedure

1. Contracts and tenders should, wherever possible, be let through competitive tendering procedures to ensure value for money and propriety. Competitive tendering involves identifying the need for the purchase normally in an output based specification, the invitation of tenders (see table below for the actions required), full evaluation of those tenders against clear, pre-established and recorded criteria, and award of the contract to the tenderer which provides the best overall value for money, which may not necessarily be the lowest tender. However, there should be good, transparent, legally watertight reasons for not accepting the lowest tender.

Estimated Value of Goods or Services	Tender Action Required
Below £500	No quote required
£501 up to £2,500	Single written quote
£2,501 up to £14,999	Minimum of three written quotes. <u>Or</u> If there is only one available supplier, use a Single Tender Action. You should agree this in advance with the Local Action team.
£15,000 up to £49,999	Minimum of 3 written quotes based on a clear written specification of requirement. <u>Or</u> Single Tender Action. You should agree this in advance with the Local Action team.
£50,000 up to £156,442	Minimum of 4 written competitive tenders invited. <u>Or</u> Single Tender Action. You should agree this in advance with the Local Action team.
£156,442 or above for Supplies and Services. £3,927,260 or above for Works.	Follow the EU procurement process, as in “An Introduction to the EU Procurement Rules” (check latest version with Local Action team)

2. Single tender action may be justified in certain circumstances, for example where there is a sole supplier with a unique service or product. Where single tender action is used, a formal record must be kept of its justification and that it has been properly authorised.

3. A sufficient audit trail in the form of a tender record should be kept, detailing the issue of tenders, the outcome of the tender board and a record of any post-tender discussions. All variations to specifications must be notified to each bidder, who should be given the opportunity to amend their bid. In order to avoid conflicts of interest where any project partnership members bid for a contract they must be excluded from the contract awarding process.

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4. It may be considered appropriate at the outset of any project to lay down criteria for a minimum level and or type of goods and services that would require tendering procedures to be employed in their purchase.
5. Larger projects will need to take into account the requirements of all applicable public tendering rules and in particular, of rules governing works and services.
6. When tendering, you should ensure that:
 - you have a clear idea of what you want to tender and make this clear when advertising;
 - Invitations to Tender are circulated widely to ensure real competition for contracts;
 - all tenders are recorded and receipted;
 - evaluation criteria are set in advance of the receipt of tenders;
 - an assessment of each tender is recorded by the project manager/operator; and
 - any decisions to award or refuse contracts are well documented.