



CORPORATE PROCUREMENT POLICY (2015)

1.0 INTRODUCTION

The Association purchases goods and commissions services amounting to several millions of pounds each year.

This policy sets out the procurement process which, provides guidance for operational activities, openness and accountability to our business partners and ensures strategic and legal compliance.

2.0 AIM

The aim of the policy is to achieve value for money and probity in the selection of consultants, contractors and suppliers whether such goods and / or services are procured using the Associations own resources or through the use of public funds.

It sets out the framework of fundamental rules, behaviours and standards applicable to procurement activity throughout the Association recognizing that procurement decisions are amongst the most important decisions officers will make. Not only is it imperative that best value is achieved, the Associations reputation is equally important and should be safeguarded from any accusation of dishonesty, fraud or corruption.

For these reasons it is a disciplinary offence to fail to comply with the Associations Corporate Procurement Policy and not only is compliance a requirement of employees there is also a duty to report any breaches to the Associations Director.

3.0 SCOPE

The Association purchases a wide range of goods and services ranging from less than £100 to major contracts worth several million pounds. This policy provides an appropriate level of control to reflect the size of the purchase and is intended to cover all of the Associations activities. The policy, therefore, covers **all** contracts, appointments and purchases across the Associations business.

4.0 LEGISLATIVE AND STRATEGIC CONTEXT

Considerable legislative and strategic changes have taken place in recent years and further changes are planned. Housing Associations are therefore operating within a rapidly changing policy environment. The changes generally reflect the increasing influence of European legislation and a move from exclusively price-based selection to balancing quality with price.

Key influences are as follows:

4.1 European Union

The Government accepted during 2004 the European Commission's view that Registered Social Landlord's (RSL's) were to be regarded as bodies governed by public law. From this point RSL's had to comply with EU Procurement Directives which came into force via the Public Contracts (Scotland) Regulations 2006 (as amended).

This has now been superseded by the Public Contracts (Scotland) Act 2014.

In order to achieve compliance with the Act, the Association requires to:

- ✓ Advertise, via the European Journal) all goods and services which are above the thresholds set by the EU and follow EU commissioning procedures;

These thresholds are reviewed annually and publicized on The Scottish Government website. EU thresholds for public contracts from 1st January 2014 are as follows;

❖	Works	£4,322,012
❖	Services	£172,514
❖	Supplies	£172,514

(Thresholds are net of VAT)

- ✓ Ensure that all its procurement is non-discriminatory with the use of adequate publicity

4.2 Procurement Reform (Scotland) Act 2014

The new Act sits alongside the existing Scottish public sector procurement regulations, namely The Public Contracts (Scotland) Regulations 2012.

The new Act creates a two-tier procurement regime for public contracts in Scotland.

While the Regulations will continue to apply to contracts above the thresholds set by the EU, the Act will apply to public contracts below those thresholds. When the substantive provisions of the Act come into force (April 2016), the following contracts will become 'regulated':

- ✓ public works contracts with a value of £50,000 or above; and
- ✓ public services and supply contracts with a value of £2 million or above.

As such, a much wider range of contracts will be caught by legislation than are presently subject to the Regulations.

The Act places new statutory duties on contracting authorities. The first is a 'general duty' (echoing fundamental EU Treaty principles) to treat economic operators equally and without discrimination and to act in a transparent and proportionate manner. The

second is a 'sustainable procurement duty', aimed at improving economic, social and environmental wellbeing, while boosting SME involvement and promoting innovation.

The Act requires contracting authorities to advertise contracts and contract award notices through Public Contracts (Scotland) and makes provision for community benefit clauses and technical specification provisions preventing reference to specific suppliers.

The Act creates some new obligations for contracting authorities, such as the requirement to prepare and publish a procurement strategy and an annual procurement report. In addition, a register containing details of all contracts awarded as a result of regulated procurements must be made available online. The Act also sets out specific rules relating to community benefits, which will apply to all regulated procurements with an estimated contract value of £4 million or more.

The timing of this ties in with the introduction of the new European procurement directives.

4.3 Transfer of Undertakings Protection of Employment Act (TUPE)

This legislation protects employees who might otherwise be vulnerable to unemployment. It covers work areas where the work continues after the term of the contract has expired such as landscaping maintenance and gas maintenance. The Association will alert tenderers to the potential liability where this exists and will facilitate communication between the old and new contracting parties where applicable.

5.0 GUIDANCE

The Association will utilise guidance that is available to continuously improve the procurement process and to ensure compliance with best practice. This will include reference to the following:

5.1 Scottish Government / SHR Guidance Notes

SHR Guidance continues to influence policy although this is now supported by guidance from the Scottish Procurement Directorate of the Scottish Government. Guidance also increasingly expects the Association to investigate and satisfy itself, e.g. on EU procurement.

5.2 Procurement Scotland

Procurement Scotland was launched by the Scottish Government in March 2008 with the task of developing and implementing procurement strategies for national category A commodities on behalf of all Scottish public sector organisations. As part of the Scottish Procurement Directorate of the Scottish Government, Procurement Scotland aims to deliver benefits to the people of Scotland through:

- ✓ improved value for money for taxpayers;
- ✓ improved goods and services for our citizens; and
- ✓ economic opportunities for our businesses.

This is achieved through effective collaboration throughout the procurement cycle and optimising compliance to national contracts.

Category A areas currently include; Corporate Services, IT Hardware, IT Software, eProcurement Systems, Office equipment, Professional Services, Telecoms, and Utilities.

The Association will endeavour to access opportunities through Procurement Scotland where appropriate.

The other categories of commodities which may be applicable for the Association to tap into are;

Category B - There are goods and services that are commonly used across a specific sector for example, medical supplies used by the NHS or laboratory equipment used by universities and colleges. Scotland Excel is responsible for all Category B contracts for local authorities.

Category C - These are goods and services for which contracts are established at a local level by a single organisation. In the local government sector, individual councils are responsible for developing and implementing Category C contracts. However, councils may work together to implement a collaborative contract on a regional level, (Category C1).

6.0 CONTROL

6.1 Responsibility

Procurement is generally the responsibility of the Association's Management Committee and this is administered through delegated authority to each of the Association's sub Committees who have authority to procure the goods, services, appointments etc in activities associated with their area of work. All sub Committees operate under an approved remit.

6.2 Joint Procurement

It is recognized however that where joint procurement is undertaken the control of particular appointments etc will be shared with partner organizations and although some of the administration may be the responsibility of another organization ultimate decision making in terms of final approval of proposals will remain with the Association.

6.3 Reporting

Reports to Committee will require to be adequately planned in advance to ensure that unnecessary delays do not occur. These principles are further outlined in Section 7.4.

Officers will alert the Director to any non-compliance with the Corporate Procurement Policy and procedures as soon as they are identified. The notification will include the reason for non-compliance and any action that can or should be taken to prevent recurrence of non-compliance.

6.4 Delegated Authority

Delegated authority is operated by officers in accordance with Detailed Financial Procedures and Regulations, Corporate Tender Procedures and Corporate Quotation Procedures as specifically agreed by Committee.

6.5 Operational Control

Operational control and management of the purchase of all goods, services and appointments is maintained with the use of:

- ✓ Project Briefs which sets out the procurement process and is issued to all relevant parties
- ✓ Letters of Appointment / Engagement which set out the terms, conditions and service requirements as drawn up and signed off by both parties prior to the commencement of the appointment or engagement;
- ✓ Signed Contracts or Service Level Agreements which establish price and scope of works
- ✓ Minuted meetings which formally advise of any changes to procurement
- ✓ Corporate Tender Opening Procedure (**see Appendix 1**)
- ✓ Corporate Quotations Opening Procedure (**see Appendices 2,3,4 and 5**)
- ✓ Reports to the appropriate sub Committee which recommend procurement options and recommend acceptance of submissions.
- ✓ Undertaking regular Internal Audits of the Procurement process

The Association will ensure that value for money is a key objective during the procurement process with the aim of achieving best value for the Association. Best value will be achieved by procuring at the lowest price possible without compromising quality, performance or reliability. The Association may not, therefore, consider that the lowest priced tender offers best value.

7.0 PROCUREMENT OPTIONS

Options will be selected in relation to value.

7.1 Works, Materials and Suppliers

Where possible, materials/supplier requirements will be set out in the form of a performance specification. Where this is not possible, a materials/supplier may be specified together with an 'or equivalent' option.

The Association notes that some works or appointments are specialist; in such situations it may be necessary to name companies, contractors, materials and suppliers and it may not be possible to obtain competitive tenders or quotations. In such circumstances the Departmental Manager or Director will require to be formally advised in writing.

7.2 Procurement Thresholds

Procurement thresholds ie the method by which works orders / appointments are made (exclusive of VAT) are as follows:

- **Under £250**
Work is placed via a work order or specific email or written request.
- **£251 - £1,500**
One verbal quotation is the minimum required but can be subject to competitive quotation.
- **£1,501 - £2,500**
One electronic or paper quotation submission which is based on a specification (or detailed description of the goods and services required) is the minimum required.
- **£2,501 - £5,000 (except void repairs see section 7.9, page 8)**
Written quotations are required from at least 3 firms selected from the approved list (or equivalent)
- **£5,001 - £15,000**
Written quotations are required from at least 3 firms selected from the approved list (or equivalent) in response to a written specification (or detailed description of the goods and services required).
- **Over £15,000**
Formal Competitive Tender

Any procurement over the value of £15,000 will in addition to being subject to competitive tender require Committee approval.

For property procurement this will typically be Joint Contract Tribunal Standard Form of Contracts. The form of contract will be selected by the Association following guidance from technical consultants or other advisers.

For non-property related activities this will require a formal written agreement approved and signed by the appropriate authorised signatories.

7.3 Disaggregation

In general it is not permissible for any employee to circumvent the above thresholds by way of disaggregation i.e. the deliberate manipulation of works or supply orders to reduce their individual value which has the effect of bringing them within specific authorization thresholds without prior authorization and /or unless it can be clearly demonstrated and evidenced that the intention of the action taken was to provide better value for money.

Any employee found to be operating the Corporate Procurement Policy in such a deliberate, unauthorized and unethical way will be subject to disciplinary action including dismissal.

“It must be made clear in the policy/procedures and to staff that where quotes for blocks of maintenance work of the same type are to be obtained, separate quotes should not be sought for individual addresses” (Quote from the Operational Review Report undertaken by TIAA – January 2012).

7.4 Formal Property Related Contract

Options include the following;

- ✓ Traditional procurement - works are procured by competition.
- ✓ Negotiated contract - Contracts negotiated with a selected provider. The Association will use this form of procurement less often as it may conflict with EU requirements for ‘adequate publicity’. However it will remain appropriate for some specialist, insurance and emergency works.
- ✓ Contract Extensions
It may also be appropriate from time to time to extend a period of an existing contract and where circumstance exist where this is deemed appropriate relevant Committee approval will be required.
- ✓ Design and Build – for development contracts works are procured along with design by negotiation with a developer, using the form of contract which incorporates the Contractor’s Design Supplement.
- ✓ Partnering Contract - for development or property maintenance contracts - not necessarily a standard JCT form of contract.

Off the Shelf - i.e. purchase of completed units

7.5 OJEU Thresholds, Framework Agreements and Approved Lists

Options include:

- ✓ Framework Agreement
Any contract or project which exceeds the OJEU threshold may be procured via a Framework Agreement where the OJEU requirements have been complied with in the creation of the Framework Agreement. This would require the Association to take the decision to establish a Framework Agreement or join another Framework Agreement. This would enable the Association to either negotiate or hold a mini competition with those contractors who are part of the Framework Agreement.
- ✓ Where No Framework Agreement
Other projects, in particular maintenance contracts which exceed the OJEU threshold, will follow OJEU notification procedures on a project by project basis. They will be procured traditionally in tandem with a balancing quality and price exercise where appropriate.

Best Value may be achieved by treating some purchases as if they were above OJEU thresholds.

✓ Approved Lists

The Association will maintain a list of approved Reactive Maintenance Contractors. The Association will also maintain an approved list of Planned Maintenance Contractors and Consultants. Work will be separated into various categories and, within each category work will be allocated with due consideration for expertise, capacity and value for money

Review meetings will be held on a monthly basis with major contractors to discuss performance. Sub - Committee will be advised on the performance of each contractor on a quarterly basis and ad hoc reviews will be carried out to consider the removal of existing and the acceptance of new contractors.

7.6 Joint Procurement

In situations where it is agreed that procurement is to be undertaken on a joint basis the following principles and procedures will apply;

- ✓ A specific point of contact for the Association will be determined and it will be the responsibility of that individual to administer the appropriate stages of the process and keep the Management Team and Sub-Committee advised of progress and refer appropriate aspects for consideration and approval as necessary;
- ✓ It is essential under such a joint procurement option that the Association's requirements are fulfilled although it is recognized that this form of procurement will involve a degree of flexibility and negotiation with partners. Where the lead is being undertaken by one of the Associations "partner" organisations the Associations requirements will be communicated effectively by the designate member of staff.
- ✓ Committee will be kept up to date with progress via reports to the relevant sub Committee;
- ✓ Approval in terms of the procurement route and final approval of proposals will remain with the Management Committee or relevant sub Committee unless delegated otherwise.

7.7 Emergency Situations

Certain situations may arise where the overriding priority is to instruct work. The Director (or most senior employee available at the point of the emergency situation) will have discretion to diverge from the above procurement options in these instances and will report all divergences to the relevant sub Committee.

Referring to emergency arrangements undertaken on behalf of the Associations Strath For partners this procedure may also apply with all divergences being reported in accordance with the Business Continuity Co-operation Agreement in place at the time.

7.8 Insurance

The Association accepts that a Loss Adjuster may direct particular firms in certain claims to undertake property remedial work.

7.9 Voids

Works to void properties will be procured from contractors who are on the Approved List and using rates supplied by them in competition. Competitive pricing of voids will take place at least once a year to ensure value for money, whilst minimizing the void rent loss.

The Procurement Threshold rules stated in section 7.2, page 5 for void works estimated to be between £2,501 and £5,000 are therefore not applicable due to the primary requirement to minimize re-let periods.

The controls stated in the preceding paragraph will however ensure that the procurement of void repairs will represent value for money and ensure that there is no delay in the works being instigated.

Opportunities will be taken for synergy with other contracts, in particular planned maintenance renewal contracts where these offer efficiencies. Where this opportunity arises a written report will be compiled by the Head of Customer Services and will be considered by the Management Team. Subject to the value involved this may also require Committee approval.

8.0 **SELECTION PROCESS**

8.1 Balancing Quality and Price

The Association will follow guidelines for balancing quality and price to appoint all contractors and consultants unless there is a specific reason not to do so.

For example, balancing quality and price may not take place on projects which are innovative and where expertise is limited to certain suppliers, consultants and contractors.

Balancing quality and price will also not take place on projects where the Association is not responsible for the appointment.

The quality/price ratio will be set using the most up to date guidance

Guidance on public procurement including applying a balancing quality and price approach can be found on the Scottish Government website
<http://www.gov.scot/Topics/Government/Procurement>

8.2 Authorized Expenditure Levels: Selection can be made on the basis that the relevant authorized expenditure levels are adhered to.

These are included in the Associations Financial Regulations and Procedures document but are outlined below for ease of reference;

Customer Services

Up to £250	Customer Services Assistants
£251 to £1,500	Assistant Technical Services Officer / Assistant Housing Services Officers
£1,501 to £2,500	Technical Services Officers (Contracts & Inspection) / Housing Services Officers
£2,501 to £5,000	Assistant Technical Services Manager / Assistant Housing Services Manager
£ 5,001 to £10,000	Head of Customer Services
£10,001 to £15,000	Director

Finance & Corporate Services

Up to £1,500	Corporate Services Administrator / Assistant Finance Officer
£1,501 to £2,500	Finance Officer
£2,501 to £10,000	Head of Finance & Corporate Services
£10,001 to £15,000	Director

Any expenditure over £15,000 in value require approval of the Committee with delegated authority for such decisions

8.3 Management of Approved Lists

Advertisements for access onto approved lists will take place every four years and these will invite firms to apply to be considered for inclusion. During the intervening period, additional firms may be invited by the Association to join the list.

Committee will be advised of the performance of consultants and contractors on active projects in quarterly management reports.

8.4 Negotiation

The Association may negotiate a price with contractors, suppliers or consultants on projects which are below approved list thresholds or which are specialist, emergency or relate to insurance works.

8.5 Procurement Club

For particular types of purchases eg office stationery, supplies etc the Association may enter into a procurement arrangement whereby the assessment of value for money is an integral part of the arrangement with a third party eg Procurement for Housing where the benefits of bulk purchasing and supply agreements and independent selection form attractive aspect of such arrangements.

9.0 OPENNESS AND ACCOUNTABILITY

In order to achieve openness and accountability in procurement the following principles will apply:

- ✓ Approved lists of consultants/contractors and suppliers will be maintained. A press advertisement will be placed every four years and will inform firms of the opportunity to apply to join the lists with firms already on the list invited to re-apply.
- ✓ The relevant sub Committee will be responsible for agreeing and reviewing approved lists, appointments and any departure from the corporate procurement policy. Decisions will be based on reports submitted by staff in line with procedures outlined above.
- ✓ A corporate tender opening procedure (and corporate quotations procedure) will ensure that tenders and quotations are safely received, stored and processed.
- ✓ The Director will have delegated authority, subject to homologation by Committee where a decision is required prior to a forthcoming Committee meeting.
- ✓ Feedback will be offered to firms unsuccessful in their application to be on approved list or whose tenders have been rejected.
- ✓ Procurement decisions will be administered in a manner that enables them to be checked against this policy.

10.0 EQUAL OPPORTUNITIES

The Association is committed to equality of opportunity and all consultants and contractors applying to join the Association's approved lists will be required to confirm whether or not they have an equal opportunities policy. All firms with more than 15 employees will be required to forward a copy of their policy before being accepted onto the list.

All service providers regardless of their number of employees are expected to comply with the goods and services code of practice issued under the Equality Act 2010.

11.0 PERFORMANCE MONITORING, EVALUATION AND CONTINUOUS IMPROVEMENT

The Association will:

- ✓ Collect Key Performance Indicators to objectively monitor the performance of its contractors and consultants and will use these to review their inclusion on the Approved List.
- ✓ Undergo ad hoc Internal Audit Inspections of procurement to ensure that the Association follows best practice and is compliant with guidance and legislation.
- ✓ Follow performance standards using guidance from the Scottish Government / Scottish Housing Regulator to ensure that the Association follows best practice and is compliant with guidance and legislation.
- ✓ Network with other RSL's to compare performance.
- ✓ Consider standardization of materials and specification where this does not conflict with EU procurement and where it is likely to generate efficiencies.
- ✓ Use electronic tendering where this is likely to generate efficiencies.

12.0 RISK MANAGEMENT

12.1 Corporate Strategy / Policy

The Association has a Risk Management Strategy, which covers the considerable risks associated with procurement. Committee reports include a standard item covering risk management.

All staff will be made aware of this policy and receive regular training in relation to its operation.

12.2 Operational Risk Management (Who we do Business With)

One key aspect associated with procurement is to ensure that all companies with whom we procure goods or services, particularly those of a particularly high value have the track record to ensure that any risk associated with the “business transaction” are minimised.

As a result the Association will only enter into a contract over £50,000 with contractors, consultants, and suppliers etc who can demonstrate the following;

- ✓ At least 3 years of operation in the business capacity in question
- ✓ Be able to provide at least 2 positive references from previous clients who procured similar works / services;
- ✓ Be able to provide the essential insurance cover required for the work / service to be provided

12.3 Other Risk Mitigating Actions Required

Other risk mitigating actions to be applied include the following;

- ✓ Financial Checks
Obtaining bank references for expenditure of over £10,000
- ✓ Performance Bonds
The Association will require contractors appointed to undertake contracts exceeding £50,000 to provide a Performance Bond (or equivalent) in the value of 10% of the contract sum.
- ✓ Insurance
The Association will hold current copies of professional indemnity insurance on all consultants who are actively working on Association projects or on projects which reached practical completion less than 6 years previous.

Contract administrators will ensure that appropriate insurance is taken out by the contractor for new build and property maintenance works contracts.

The Association will hold copies of public liability insurance on all contractors who are actively working for the Association.

13.0 POLICY REVIEW

This policy will be reviewed at least every 5 years. Other associated documents, policies and procedures are outlined at **Appendix 6**.

Any deviation from the Corporate Procurement Policy will only be permissible with prior approval from the relevant Committee.

George Tainsh
Director

28th October 2015

Policy Review Consultation Process

Considered by the Management Team	27 th / 28 th October 2015
Recommended by the Finance, Audit and Corporate Governance Committee on	3 rd November 2015
APPROVED BY THE MANAGEMENT COMMITTEE ON	26th NOVEMBER 2015
Date of Next Review	November 2020

DECLARATION

Signed..... Date

I(print name) have read and understood the aforementioned policy and accept the expectations and obligations contained therein.

Clarification and guidance as required, on any aspect of the policy, has been sought and obtained from the Director.

CORPORATE TENDER PROCEDURE

1. The Association will ensure that all specifications issued to firms tendering for work include the same requirements.
2. For the avoidance of doubt the following process will be applied to all tenders (with the exception of joint procurement projects where partner organisations tender procedures can be applied instead) submitted to the Association will therefore include all development, property services, housing, finance or audit orientated activities. Where partner organisations tender procedures are to be applied a copy of these must be obtained.
3. Envelopes issued by the Association to appropriately experienced companies will be clearly marked "**FOR TENDER**". Companies tendering will be required to return tenders to the Association's office in this envelope. Failure to do so may render their tender inadmissible. As indicated above this envelope will make clear that the document inside is a tender.
4. Tenders handed in at reception will be accepted by reception staff who will issue a duplicate receipt as evidence that the tender has been received.
5. Tenders received by post will be recorded in the mail log and the top copy of a duplicate receipt will be stapled to the tender which will be handed to the Director (or Deputy Director in the Directors absence) for safe keeping until the date and time of the tender opening.
6. The Association's policy on late tenders will be that these will only be accepted if agreed by the Committee Members attending the tender opening. Tenders which are not accepted will be returned unopened if the sender can be identified.
7. On receipt, reception staff will pass all tenders to the Director who will store them until the opening time. Other members of staff will not have access to these documents.
8. The Director (or senior member of staff responsible) will collect the tenders immediately prior to the time of opening.
9. Tenders which exceed £15,000 will be opened by the Director (or the Director's absence the Deputy Director) and the appropriate Departmental Manager) in the presence of at least one Member of the Management Committee. One other Management Committee member must be invited to attend. The key aspect here is the requirement for at least one Committee member to be present at the opening.
10. Where external consultants have been appointed, such as a Quantity Surveyor or Employers Agent, tenders will be passed to them for evaluation. Where quotations are to be assessed in house a tender style report will be compiled.
11. All tenders require to be recorded in the Tender Register.

12. The Tender Register will record the contract name, date, estimated value, firms invited to tender, the prices returned and a list of those present. The register will be completed and signed by those present when the tenders are opened. This register will also be used to record negotiated contracts such as Design and Build following approval by Committee.

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CORPORATE QUOTATIONS PROCEDURE

GENERAL REQUIREMENTS

1. The Association will ensure that all specifications issued to firms quoting for work include the same requirements.
2. For the avoidance of doubt the following process will be applied to all quotations submitted to the Association and will therefore include all development, property services, housing, finance or audit orientated activities.
3. Documents issued by the Association to appropriately experienced companies will be clearly marked "**FOR QUOTATION**". Companies will require to return quotations to the Association's office in this envelope. Failure to do so may render their quotation inadmissible. As indicated above the envelope sent out by the Association will make clear that the document inside is a quotation.
4. Quotations handed in at reception will be accepted by reception staff who will issue a duplicate receipt as evidence that the quotation has been received. These will not be opened.
5. Quotations received by post will be recorded in the mail log (but will not be opened) and the top copy of a duplicate receipt will be stapled to envelope which will be handed to the appropriate departmental manager (or in their absence the most senior member of staff in the department at the time) for safe keeping until the date and time of the quotation opening.
6. The Association's policy on late quotations will be that these will only be accepted if agreed by those attending the quotation opening that there are particular circumstances to consider. Where such a situation occurs this will be clearly stated in the Quotations Register.
7. Quotations which are not accepted will be destroyed unless the sender can be identified in which case they will be advised that the quotation has not been considered.
8. The Quotations Register will be held by the Director.
9. All quotations require to be recorded in the Quotations Register.
10. The Quotations Register will record the contract name, date, estimated value, firms invited to tender, the prices returned and a list of those present. The register will be completed and signed by those present when the tenders (or quotations) are opened.

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CORPORATE QUOTATIONS PROCEDURE

Estimated Value of Goods or Services - £1,001 - £2,000

1. **Invitation**

1 electronic or written quotation is required and may be requested by the Association verbally or in writing/email. It will be based on a specification (or detailed description of the goods and services required) and will be issued by officer level Grade 6 (Assistant Officer) or above or in the case of corporate services activities by Grade 5 (Office Administrator) or above. Where an approved list of companies exists, these should be used where the quotation relates to their expertise.

The member of staff inviting the quotations will advise the Officer Administrator of the forthcoming opening and advise of storage arrangements for the quotations.

2. **Submission**

Verbal quotes are not acceptable. Email submissions and paper submissions are acceptable but email submissions must be in pdf format and must be sent to the dedicated address which is accessible by Reception staff only.

3. **Acceptance**

The envelope of paper quotations should be marked 'Quotation – Value Band £1,001- £2000' (the description being provided by the member of staff inviting the quotations) and handed in to Reception, who will issue a receipt to the contractor and staple a copy of the receipt to the envelope. Reception will advise the Departmental Manager to collect the envelope and it will be stored by the Departmental Manager until opening.

Electronic quotations should be held by Reception staff until the deadline. They will then be forwarded to the Departmental Manager.

4. **Opening**

The member of staff who requested the quotations will prepare the Quotation Register for opening, print out email quotations and arrange a time for the opening in the presence of the Departmental Manager. The Director will always be invited to attend but the key aspect here is the requirement for the Departmental Manager to be present at the opening.

All quotations will be recorded in the Quotations Register which will note:

- ✓ Description of item receiving quotations
- ✓ Estimated value
- ✓ Time of receipt of quotations
- ✓ Names of parties submitting
- ✓ Prices returned
- ✓ Any qualifications
- ✓ Time and date of opening
- ✓ Persons present at opening (including their signatures)
- ✓ Conclusion

The Quotation Register will provide a file reference for the storage of paper and electronic copies of the quotations.

5. Notification

All parties who submitted unsuccessful quotations will be advised and this may be by email.

The successful quotation will be accepted in writing and this may be by email.

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CORPORATE QUOTATIONS PROCEDURE

Estimated Value of Goods or Services: £2,001 - £10,000

1. Invitation

Quotations will be required in writing from at least 3 parties and will be based on a written specification (or detailed description of the goods and services required). Where an approved list of companies exists, these be used where the quotation relates to their expertise. It will be based on a specification (or detailed description of the goods and services required) and will be issued by officer level Grade 6 (Assistant Officer) or above or in the case of corporate services activities by Grade 5 (Office Administrator) or above.

The member of staff inviting the quotations will advise Frontline Staff of the forthcoming opening and advise of storage arrangements for the quotations.

2. Submission

Verbal or email quotes are not acceptable. Paper submissions are required.

3. Acceptance

The envelope of paper quotations should be marked 'Quotation - Value Band £2,001 - £10,000' (the description being provided by the member of staff inviting the quotations) and handed in to Reception, who will issue a receipt to the party providing the quotation and staple a copy of the receipt to the quotation envelope. Reception will pass envelopes to the Director for safe storage or, in the absence of the Director, to the Depute Director and it will be stored in the safe until opening.

If the quotation has been requested by Finance and Corporate Services, the quotations will be stored by the Director. In the absence of the Director, the Finance and Corporate Services Manager will arrange safe storage by another member of the Senior Management Team.

4. Opening

The member of staff who requested the quotations will prepare the Quotation Register for the opening, monitor receipt of quotations and arrange a time for the opening in the presence of the Director. The key aspect here is that the Director (or in the absence of the Director, the Depute Director) will always attend.

All quotations will be recorded in the Quotations Register which will note:

- ✓ Description of item receiving quotations
- ✓ Estimated value
- ✓ Time of receipt of quotations
- ✓ Names of parties submitting
- ✓ Prices returned
- ✓ Any qualifications
- ✓ Time and date of opening
- ✓ Persons present at opening (including their signatures)
- ✓ Conclusion

The Quotation Register will provide a file reference for paper copies of the quotations.

5. Notification

All parties who submitted unsuccessful quotations will be advised in writing and this may be by email.

The successful quotation will be accepted in writing and this may be by email.

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CORPORATE QUOTATIONS PROCEDURE

Estimated Value of Goods or Services: £10,001 - £15,000

1. Invitation

Quotations will be required in writing from at least 3 parties and will be based on a written specification (or detailed description of the goods and services required). Where an approved list of companies exists, these be used where the quotation relates to their expertise. It will be based on a specification (or detailed description of the goods and services required) and will be issued by officer level Grade 7 (Departmental Manager) or above.

The member of staff inviting the quotations will advise the Officer Administrator of the forthcoming opening and advise of storage arrangements for the quotations.

2. Submission

Verbal or email quotes are not acceptable. Paper submissions are required.

3. Acceptance

The envelope of paper quotations should be marked 'Quotation - Value Band £10,001 - £15,000' (the description being provided by the member of staff inviting the quotations) and handed in to Reception, who will issue a receipt to the party providing the quotation and staple a copy of the receipt to the quotation envelope. Reception will pass envelopes to the Director for safe storage or, in the absence of the Director, to the Depute Director and it will be stored in the safe until opening.

If the quotation has been requested by Finance and Corporate Services, the quotations will be stored by the Director. In the absence of the Director, the Finance and Corporate Services Manager will arrange safe storage by another member of the Senior Management Team.

4. Opening

The member of staff who requested the quotations will prepare the Quotation Register for the opening, monitor receipt of quotations and arrange a time for the opening in the presence of the Director. The key aspect here is that the Director (or in the absence of the Director, the Depute Director) will always attend.

The Register will note:

- ✓ Description of item receiving quotations
- ✓ Estimated value
- ✓ Time of receipt of quotations
- ✓ Names of parties submitting
- ✓ Prices returned
- ✓ Any qualifications
- ✓ Time and date of opening
- ✓ Persons present at opening (including their signatures)
- ✓ Conclusion

The Quotation Register will provide a file reference for paper of the quotations.

5. Notification

All parties who submitted unsuccessful quotations will be advised in writing and this may be by email.

The successful quotation will be accepted in writing and this may be by email.

October 2015

APPROVED

Associated Documents:

- ✓ Risk Management Strategy
- ✓ Financial Regulations and Detailed Financial Procedures
- ✓ Development / Property Acquisition Strategies
- ✓ Equal Opportunities Policy
- ✓ Committee Remits
- ✓ Standing Orders and Delegated Authority
- ✓ Partner Organisation's Tender Procedures
- ✓ Strath For Business Continuity Co-operation Agreement

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