



CORPORATE PROCUREMENT POLICY (2018)

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. Reference should be made to both the Governing Body and Staff Codes of Conduct for further information or clarification on such matters.

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 alleged or potential or actual breaches to the Association's Director (or Chairperson as appropriate).

3.0 SCOPE

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. 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 Public Contracts (Scotland) Regulations 2015

In order to achieve compliance with the regulations, 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 2018 are as follows;

Works	£4,551,143
Supplies or Services	£181,302
Light regime services – eg social services, legal services	£615,278
Small lots/Supplies or Services	£65,630
Small lots/Works	£820,370

(Thresholds apply to values over a 4 year period and 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 Act sits alongside the existing Scottish public sector procurement legislation, namely the Public Contracts (Scotland) Act 2014.

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. As a result of the substantive provisions of the Act which came into force in April 2016, the following contracts are deemed to be '**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.**

(Thresholds apply to values over a 4 year period and are net of VAT)

As such, a much wider range of contracts are now subject to these new procurement rules.

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.

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 although thereafter it will be up to the respective contractors to determine actual liability and take this into account in any tender submission.

5.0 GUIDANCE

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

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.

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 recognised however that where joint procurement is undertaken the control of particular appointments etc will be shared with partner organisations and although some of the administration may be the responsibility of another organisation 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.

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 / 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 and Quotations Opening Procedures (**see Appendices 1-5**);
- ✓ 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 and its tenants. 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.

6.6 Contract Register

The Association will record and monitor all its contracts through a "Contracts Register" which will be used to inform the preparation of an annual "Procurement Strategy" which amongst other things will confirm which contracts will be procured during the year and the manner in which they will be procured.

This process will be used to ensure compliance with procurement regulations, ensure that the most appropriate procurement process is adopted and that the amount of staff time spend on procurement remains proportionate to the size and scale of the contract being procured.

6.7 Procurement Strategy / Annual Procurement Statement

It is the Associations intention to prepare and publish an Annual Procurement Statement (based on information contained in the Contract Register) despite not being required to do so as the value of goods and supplies being procured annually are below the necessary threshold.

This statement will determine which procurement route is to be selected, and why, and will ensure amongst other things that our procurement processes and the administrative cost thereof are cost effective.

The Contracts Register and the Procurement Strategy / Annual Procurement Statement will be published on the Associations website.

7.0 PROCUREMENT OPTIONS

In establishing which procurement option should be applied selection will be made primarily on value.

7.1 Works, Materials and Suppliers

Where possible, materials /supplier requirements will be set out in 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 made aware of such circumstances with the details formally recorded in the Contracts Register.

7.2 Non- Regulated Procurement Thresholds (under £50K) (excluding Void Properties)

Procurement thresholds for non – regulated procurement activities i.e the method by which works orders / appointments are made (exclusive of VAT) are as follows:

- **Up to £750**
Work is **placed directly via a works order** or specific email or written request.
- **£751 - £2,500**
At least **One Quotation (electronic (email) or paper)**
- **£2,501 - £5,000**
At least **One Quotation** (electronic (email) or paper) in response to a **written specification or detailed description of the goods and services required.**

- **£5,001 - £49,999**

At least **Three Written Quotations** (electronic (email) or paper) in response to a **written specification (or detailed description of the goods and services required)**.

- **£50,000 and above**

Formal **Competitive Tender**

Any procurement with a value of **£50,000** (and above) will, in addition to being subject to competitive tender, require Committee approval.

Unless covered by a formal contract works of this value will require a formal written agreement approved and signed by the appropriate authorised signatories.

7.3 Approved Procurement Routes

Options include the following;

- ✓ Competitive Tendering - works are procured by competition.
- ✓ 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
- ✓ Framework Agreements – accessing existing OJEU compliant framework agreements be that established by other public sector organisations or available through “procurement clubs” (also referred to as “central purchasing bodies” like the Scottish Procurement Alliance (SPA), Northern Housing Consortium (NHC), Scotland Excel, Procurement for Housing (PfH) or the Scottish Governments own frameworks.

It will, however, be necessary for the Association to satisfy itself that it is entitled to use the framework agreement ie that it is listed in the contract notice either specifically or by definition of being an RSL as defined by the most recent legal definition of such” as this is the responsibility of the contracting authority (the Association) and not the purchasing body.

The Association currently pays an annual subscription to the following organisations;

- ❖ Procurement for Housing (PfH)
- ❖ Northern Housing Consortium (NHC)

There is no annual subscription to the Scottish Procurement Alliance (SPA) but all framework agreements accessed through SPA attract a % on cost.

- ✓ Quick Quotes
The quick quotes function within Public Contracts Scotland (PCS) may be used to procure any works as a single stage tender. A number of registered suppliers or contractors can be invited to tender via the portal and the secure post-box facility is available for submitting questions and returned completed tenders.
- ✓ Advertisement via Scottish Housing Publications
In some cases, particularly where the purchase or commission relates to specialist corporate or administration issues, advertising in the online Scottish News publications may be the most appropriate method of procurement.
- ✓ 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.
- ✓ 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.

7.4 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 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 recognised 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.

7.5 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 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.

7.6 Insurance

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

7.7 Voids

Works to void properties will be procured from the Associations sole Reactive Maintenance and Voids Contractor.

7.8 Tendering via Public Contracts Scotland

Public Contracts Scotland is a national advertising website and may be used to procure services or works via a secure portal. The facility accommodates single or two-stage tendering. The portal allows the Association to maintain a transparent tendering process and adhere to EU rules. The secure postbox function allows the Association to allocate “authorized openers”, ensuring the tenders remain locked until the closing date & time.

7.9 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).

8.0 **SELECTION PROCESS**

8.1 Balancing Quality and Price

The Association will follow guidelines for balancing quality and price in all its procurement decisions (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 or

- ✓ where the Association is not responsible for the appointment.

The quality/price ratio will be set using the most up to date guidance but is most likely to be 60:40 or 70:30 quality /price.

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>

9.0 **AUTHORISED PROCUREMENT LEVELS**

Acceptance of tenders/quotations can be made under delegated authority where the relevant authorised procurement levels have been adhered to subject to the work or project having already been approved by Committee in the annual budget (and is under £50,000 in value). Should this not be the case (including where the procurement process takes place ahead of any budgetary allocation) any acceptance must await the necessary Committee approval.

These thresholds are identical to the financial threshold included in the Associations Financial Regulations and Procedures document and are outlined below for ease of reference;

For the avoidance of doubt the types of goods and services which staff may authorise must relate to the work which they have a responsibility for as contained in the relevant job description.

Customer Services

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

Finance & Corporate Services

Up to £1,500	Corporate Services Administrator / Assistant Finance Officer
Up to £2,500	Finance Officer
Up to £10,000	Head of Finance & Corporate Services
Up to £250,000	Director

Acceptance of any expenditure over £250,000 in value requires approval of the Committee which has the appropriate delegated authority for such decisions.

10.0 OPENNESS AND ACCOUNTABILITY

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

- ✓ A corporate tender / quotations opening 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 whose tender has not been accepted;
- ✓ Procurement decisions will be administered in a manner that enables them to be checked against this policy.

11.0 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.

12.0 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 any 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.

13.0 RISK MANAGEMENT

13.1 Corporate Strategy / Register

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

All staff will be made aware of these documents and receive regular training in relation to their operation.

13.2 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.

13.3 Other Risk Mitigating Actions Required

Other risk mitigating actions to be applied include the following;

✓ Financial Checks

For major contracts the Head of Finance and Corporate Services may check Companies House and VAT registrations are valid.

✓ Independent Financial / Risk Assessment

It may be relevant to obtain a financial / risk assessment check through Dunn and Bradstreet with the judgement as to whether being applicable being delegated to the Head of Finance & Corporate Services or Director.

✓ Performance Bonds

The Association will require development contractors appointed to undertake contracts exceeding £50,000 to provide a Performance Bond (or equivalent) in the value of 10% of the contract sum. Due to the nature of reactive or planned maintenance works there will be no requirement for such “insurance”.

✓ 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.

14.0 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

16th February 2018

Policy Review Consultation Process

Considered by the Management Team (and other relevant staff)	27 th September 2017 (and at various other times)
Recommended by the Finance, Audit and Corporate Governance Committee on	15 th February 2018
APPROVED BY THE MANAGEMENT COMMITTEE ON	22nd FEBRUARY 2018
Date of Next Review	February 2023

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 (INTERNAL)

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 non-Public Contract Scotland tenders (with the exception of joint procurement projects where partner organisations tender procedures can be applied instead) submitted to the Association and 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 Depute 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 £50,000 will be opened by the Director (or the Director’s absence the Depute Director) and the appropriate Departmental Manager) in the presence of at least one Member of the Management Committee. 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 / Quotations Register.

12. The Tender / 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 are opened.

February 2018

Approved

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 Frontline staff who will issue a duplicate receipt as evidence that the quotation has been received. These will not be opened. These 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.
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 the 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 **Tender/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 **Tender / Quotations Register** will be held by the Director.
9. All quotations require to be recorded in the **Tender / Quotations Register**.
10. The **Tender /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.

February 2018

CORPORATE QUOTATIONS PROCEDURE

Estimated Value of Goods or Services - £2,501 - £5,000

1. Invitation

1 quotation is required and may be requested by the Association in writing or via 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 (Corporate Services 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 Frontline Staff 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 tender/quotations email address which is accessible by **Frontline** staff only.

3. Acceptance

The envelope with paper quotations should be marked 'Quotation – Value **Band £2,501-£5,000** (the description being provided by the member of staff inviting the quotations) and handed in to Reception. The contractor will be issued with a receipt and the Associations copy will stapled to the envelope. **Frontline** staff will advise the Departmental Manager to collect the envelope and it will be stored by the Departmental Manager until opening.

4. Email quotations should also remain unopen until the deadline.

5. Following the deadline the Departmental Manager will forward the quotations or emails to the member of staff administering the work to arrange for these to be opened.

6. Opening

The member of staff who requested the quotations will prepare the **Tender / Quotations** 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 **Tender / 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)

7. Notification

All parties who submitted unsuccessful quotations will be advised in writing or by email.

The successful quotation will be accepted in writing or by email.

February 2018

Approved

CORPORATE QUOTATIONS PROCEDURE

Estimated Value of Goods or Services: £5,001 - £49,999

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 (Corporate Services 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 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 tender/quotations email address which is accessible by **Frontline** staff only.

3. Acceptance

The envelope with paper quotations should be marked 'Quotation – Value Band **£5,001-£49,999** (the description being provided by the member of staff inviting the quotations) and handed in to Reception. The contractor will be issued with a receipt and the Associations copy will stapled to the envelope. **Frontline** staff will advise the Director to collect the envelope and it will be stored by the Director until opening.

4. Email quotations should also remain unopen until the deadline.

5. Following the deadline the Director will forward the quotations or emails to the member of staff administering the work to arrange for these to be opened.

In the absence of the Director, the Head of Finance and Corporate Services / Depute Director will arrange for safe storage until the deadline has passed.

6. Opening

The member of staff who requested the quotations will prepare the **Tender /Quotations** 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 Head of Finance & Corporate Services / Depute Director) will always attend.

All quotations will be recorded in the **Tender** / 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)

8. Notification

All parties who submitted unsuccessful quotations will be advised in writing or by email.

The successful quotation will be accepted in writing or by email.

February 2018

Approved

**PROCEDURE FOR TENDERS / QUOTATIONS SUBMITTED VIA PUBLIC CONTRACTS
SCOTLAND**

Estimated Value of Goods or Services –Up to £49,999

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 will 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 (Corporate Services Administrator) or above.

2. Submission

Submissions will be made by invited/interested bidders using the electronic post-box function on the Public Contracts Scotland website. Bidders who fail to submit the requested documentation will have their submission rejected.

All submissions made after the deadline will automatically be rejected.

3. Acceptance

All submissions will be made electronically and the time and date of receipt is recorded automatically. The information is therefore kept secure with contractors receiving an automatic receipt upon submission of their bid. For purposes of recording, information on times and dates when bids were submitted is made available upon staff unlocking the post-box.

4. Opening

The member of staff who requested the quotations will prepare the **Tender / Quotations Register** for opening, and arrange a time for the opening of the secure post-box on Public Contracts Scotland in the presence of the appropriate personnel as determined by the value of the work ie Departmental Manager or Director. The key aspect here is that the Director (or in the absence of the Director, the Depute Director) or Departmental Manager will always attend. Unlocking of the post-box will require 2 staff members at all times.

All tenders/quotations will be recorded in the **Tender / 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)

5 Notification

All parties who submitted unsuccessful quotations will be advised using the notification function on the Public Contracts Scotland website. This allows a statement to be provided to each bidder along with supplementary information including feedback on the value of bids received.

For all electronic tendering a Notice Award will be made on Public Contracts Scotland which will detail the successful bidder and other bids received.

In addition the successful quotation will be accepted in writing or by email.

February 2018

Approved

Associated Documents:

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

Approved