



**Watford Grammar School for Girls**

# **Competitive Tendering Policy**

<b>This policy adopted by Board of Governors</b>	<b>26<sup>th</sup> November 2018</b>
<b>Next review date</b>	<b>November 2021</b>
<b>Committee Responsible</b>	<b>F &amp; GP</b>

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### 1. Purpose, Scope and Principles

The purpose of the policy is to provide a framework for the Governors and Headmistress for all formal tendering process is to ensure that the School has a fair and transparent process for large expenditure items; that work and services are provided on fair, open and best value basis.

### 2. Tender limits

The Governing Body has agreed that all goods/services ordered with a value over £50,000 or for a series of contracts over a 3 year period which in total exceed £50,000, must be subject to formal tendering procedure with 3 tenders required.

EU law also requires that public bodies advertise contracts through the Official Journal of the European Union (OJEU) where they exceed certain monetary thresholds. Details of the current thresholds can be found on the Crown Commercial Service website – <https://www.gov.uk/government/organisations/crown-commercial-service>

### 3. Types of Tender

Tenders can be open, restricted, negotiated. In deciding the type of tender procedure to be used, consideration will be given to the number of providers/suppliers available, time constraints and the costs involved in each tender process.

The Finance and General Purposes Committee will take advice from the School's project manager before deciding the type of tender process.

### 4. Tendering Procedure:

1. Suppliers will be invited to tender by advertisement or personal contact
2. A closing date will be set by which all tenders must be received
3. Tenders received will be stored securely unopened until the closing date
4. Invitations to tender/tender documents will be sent out
5. All tenders of the following anticipated amounts will be opened at the same time in the presence of the required staff
  - 5.1. £50,000- £499,999 – Business Director, Budget Holder and a member of the Finance Office or appointed (GB approved) 3<sup>rd</sup> party professional advisors
  - 5.2. Over £500,000 – Member of the Governing Body, Head and Business Director or appointed (GB approved) 3<sup>rd</sup> party professional advisors
6. A record will be established to record the tenders received –(name of company and amount of tender) and any tenders to specific suppliers where they declined to quote
7. Each tender will be evaluated against a predetermined set of criteria
8. Full records of the criteria used for evaluation will be kept, together with the minutes of the evaluation meeting
9. Interviews will be carried out
10. Reports will be prepared following the evaluation process

- 10.1. £3,000 - £49,999 a report highlighting the relevant issues and documenting the decision taken
- 10.2. £50,000- £499,999 a report highlighting the relevant issues and recommending a decision to the Finance and General Purposes Committee for their authorisation
- 10.3. £500,000 or above - a report highlighting the relevant issues and recommending a decision to the Governing Body for their authorisation
11. Procurement decisions made by the Governing Body or Finance and General Purposes Committee will be recorded in their minutes
12. All documentation relating to the process will be held by the Budget Holder

## **5. Two Stage Tender Process**

If a two stage tendering process is to be followed then the companies providing tenders will be invited to attend an interview, a member of the Finance and General Purposes Committee will be present at the interviews. Once a decision has been made using step 10 above the preferred supplier will be invited to work with the School to develop the project. This is not contractually binding at this stage.

## **6. Insufficient tenders**

It may be that in some cases and for certain services there is a sole provider. In such cases as well as demonstrating and evidencing that this is the case, alternative tests will need to be applied to ensure that value for money is obtained. These might include benchmark comparisons with similar services and comparisons with services that may be on offer elsewhere in the country. This will all need to be evidenced for audit purposes.

## **7. Conflicts of Interest**

Staff and Governors involved in the tendering process should disclose all interests, business and otherwise, that might impact upon their objectivity. If there is a potential conflict of interest then that person must withdraw from the tendering process.

Those involved in making a decision must take care not to accept gifts or hospitality from potential suppliers that could compromise or be seen to compromise their independence.