

Tendering Policy

The school has adopted a tendering policy for items or work of a significant value, which carefully analyses and compares all possible options to ensure that best possible value for money is obtained. This policy assumes the use, in appropriate cases, of outside consultants to draw up the specification, receive tenders, and make recommendations to the school. Goods purchased up to the value of £3,000 are at the discretion of the Head Teacher who should ensure best value is achieved. Goods and services with a value of between £3,000 and £10,000 are at the discretion of the Head Teacher and the Chair of Governors after two telephone or written quotations. Goods and services with a value of between £10,000 and £50,000 are subject to a minimum of two competitive quotations in writing and approval of the Governing Body. Goods and services with a value of £50,000 and £100,000 are subject to the full tendering procedure. And must have a minimum of three written quotations Recurring contracts should be reviewed to ensure Best Value is achieved

Tendering Procedure

Invitation to Tender Specification identifying the work to be performed will be drawn up by the Head Teacher in conjunction with the Governors and any other appropriate bodies; or in conjunction with the delegated person e.g. IT Technician Specification The specification should include:

- Technical details
- Health and Safety considerations
- Insurance requirements
- Contract

The School will also draw up the contract terms and conditions against which the tenders are to be prepared. The consultants will be required to provide reasons for the particular contract proposed. The school has a Service Level Agreement with the Local Authority which covers various aspects of the tendering process.

Form of Tender

The form of tender should include:

- The total contract price
- A breakdown of the price to specific elements of the works
- Timescale
- A timescale for the completion of the works will also be required.

Selection of Companies invited to Tender

The Local Authority, under the Service Level Agreement, will draw up a list of the organisations invited to tender. The list will be reviewed and agreed by the Head Teacher, who will check Governor's interests in any of the organisations

Receipt of Tenders

Tender documents will be sent to the Local Authority. All tender documents should be opened on the same day by more than one person, including the Chair of the appropriate Committee. The name of the tenderer and the contract price should be recorded.

Tender Evaluation

The tenders will be evaluated on the following criteria:

- Compliance with technical and contractual requirements
- Price / Value for Money
- Appropriate qualifications of the organisation
- Knowledge of quality of work and reliability
- Previous experience of similar work
- Previous experience of working with the School
- Time scale involved

The Local Authority will decide or recommend (as appropriate) to the Governing Body the tender to be accepted. Where it is recommended that the lowest tender is not accepted, the rationale behind the decision should be documented.

All the companies who have submitted a tender document will be informed of the result of the tender. No work may commence until formal letters of approval are issued.

Policy approved by Governors:	Nov 2022
Date of next review by Governors:	Nov 2023