



ENERGY COAST UNIVERSITY TECHNICAL COLLEGE

TENDERING POLICY

Approved:

Signed:

Date: January 2017

Date for Review: January 2019

Revision History:

Revision History			
Revision	Date	Owner	Summary of Changes
1	January 2017	MR	New
2			
3			
4			
5			

TENDERING

The minimum required numbers of tenders from appropriate suppliers for a given estimated value of contract are:

- Above £50,000 and up to £100,000, at least four tenders
- Over £100,000, at least five tenders (see note 3. below)

The values are for single items or groups of items, which must not be disaggregated artificially.

PROCEDURES

All purchases with a value greater than £50,000 must be put out to formal tender. The following procedures must be followed in such circumstances:

1. A specification will be prepared, authorised by the chair of the relevant committee and Principal and sent to at least four (up to £100,000) or five (over £100,000) suppliers.
2. A list of appropriate suppliers invited to tender will be drawn up. Dependent upon the service, this will be drawn up from business associations, local knowledge, information from other educational establishments and contact with the Energy Coast Business Cluster.

The invitations to tender will include:

- (a) an introduction/background to the project / service;
 - (b) the scope and objectives of the project / service;
 - (c) any technical requirements;
 - (d) implementation details for the project / service;
 - (e) the terms and conditions of the tender; and
 - (f) the form and date of response to the UTC.
3. For tenders expected to exceed EU thresholds, advertisements must also be placed in OJEU (the Official Journal of the European Union) and must follow EU procurement requirements with particular regard to be given to the timescale for such tenders.
 4. All replies, should be addressed to the Business Director in a plain sealed envelope marked 'Tender' to reach him/her by a specified date. All replies must be kept sealed until that date.
 5. All tenders will be opened at the same time and details of the contractor, quotation and any other details recorded at the time of opening.
 6. No contractor will be allowed to amend the tender after the time fixed for receipt.
 7. The Business Director will open a separate correspondence file for each tender which will contain copies of all correspondence or other relevant information.
 8. A decision will be recommended by the Finance committee. The decision will need to be ratified by the full governing body.
 9. The reasons for accepting a particular tender must be documented, especially if it is decided to accept other than the lowest tender.

ACCEPTANCE OF TENDER

The following points will be considered when deciding which tender to accept:

1. The overall price and the individual items or services which make up that price.
2. Whether there are any 'hidden 'costs; that is additional costs which the UTC will have to incur to obtain a satisfactory product.
3. Whether there is scope for negotiation, while being fair to all tenderers.
4. The qualifications and experience of the supplier, including membership of professional associations.
5. Compliance with the technical requirements laid down by the school.
6. Whether it is possible to obtain certificates of quantity.
7. The supplier's own quality control procedure; pre sales demonstrations, after sales service and, for building works, a six month defects period and insurance guarantees.
8. The financial status of the supplier.
9. References from other establishments.
10. Understanding & compliance with Health & safety, CDM regulations and Child Protection issues related to working on a school site.

Once a tender is accepted an order should be issued immediately to the supplier in the normal way.