

St. Martin's Catholic Primary School



Policy on Quotations and Tendering

This policy should be read in the light of our:

- ❖ ***Our Mission*** to foster the personal development and academic achievement of each child by providing a caring and creative environment that adheres to the foundations and values of the Catholic Faith.
- ❖ ***Our Vision*** to inspire all to lead, through love and service, the life of purpose and excellence that God wants for us.

Approved by Committee:

March 15

Approved by FGB

March 15

Next Review date:

September 18

Policy on Quotations and Tendering

St. Martin's Catholic Primary School's Governing Body agrees that all purchases be made according to the Terms of Reference of the Finance and Staff Committee. Purchases under the value of £10,000 are delegated to the authority of the Head Teacher. Purchases over this value must be approved by the Finance and Staff Committee. Any purchase of £5,000 or over must be subject to quotation and where possible, 3 quotes will be obtained. For purchases between £5,000 and £10,000 the Head Teacher may place the order without further reference to the Committee. Above £10,000 all quotes are to be submitted to the Committee for final approval except in the case of emergencies, where the approval of the Chair of Governors must be sought. See A2 for financial delegation table.

Where a quotation other than the lowest is accepted, the reasons for this decision will be reported to the governing body and included in the minutes of the relevant meeting.

Expenditure limits – tendering

St. Martin's Catholic Primary School's policy on tendering is as stated within The Council's Financial Regulations on tendering procedures, and includes:

- Advertisement of tenders
- Compliance with EEC regulations
- The procedures for the submission, receipt, opening and recording of tenders
- The circumstances when financial or technical evaluation is necessary
- Acceptance of tenders
- The form of contract documentation
- Cancellation clauses in cases involving corruption or bribery

Details of the Council's Financial Procedures should be requested from the LA.

Contract specification defines service

A tightly drawn up contract specification is the best way for St. Martin's Catholic Primary School to ensure that it receives the service it was expecting. It is the basis on which St. Martin's Catholic Primary School can seek redress for service quality or quantity if it falls below the level specified and therefore provides a framework against which the success of the contract can be measured.

A contract specification should contain the following elements:

- Contract duration
- Definitions
- Contract objectives
- Services to be provided
- Service quantity
- Service quality standards (could include customer satisfaction surveys, number of user complaints, inspection checks)
- Contract value and payment arrangements
- Information and monitoring requirements
- Procedure for dealing with disputes
- Review and evaluation requirements