

WEST DOWN PARISH COUNCIL



West Down Parish Council Quotation and Tenders Policy

Date of Annual Review	Notes and comments	Change Description	Minutes Number
5.10.2022		New Policy	4781
4.10.2023	Change Font	Annual review	5078
2.10.2024	Updated format	Annual review	5362
01.10.2025	No updates req'd	Annual Review	237/25



Introduction

The Council from time to time needs to obtain quotes and tenders to complete its aims and objectives. The Council is committed to spending public money wisely, efficiently and to achieve best value. Neither the Council, nor any committee, is bound to accept the lowest tender. All issue and acceptance of tenders and quotes shall be subject to the overriding principal of “Best Value”. This policy complements the Council’s Standing Orders and Financial Regulations.

Purpose

The purpose of this policy is to ensure that:

- The Council procures supplies, services and works that meet the defined and agreed essential needs of the Council as specified in the quotation or tender documents;
- In all cases, a specification is produced and agreed prior to the quotation or tender documents being issued that clearly identifies the essential requirements (needs), along with the highly desirable (discretionary added value) and desirable (wants);
- The selection criteria are clearly identified;
- The tender or quote is selected which offers the best value to the Council over the whole life of the project;
- The tendering process, selection of bidders and the award of contracts are fair, open and objective;
- All tenders and quotes are evaluated to a consistently high standard;
- Equality, diversity and sustainability consideration are embedded in the Councils tendering and quotation processes.

Note: All threshold figures below are exclusive of VAT.

Quotations

Estimated contract value £500 – £9,999

The formal quotation process shall comprise of the following steps:

1. A specification of the goods, materials, services and the execution of works shall be drawn up;
2. A quotation pack will be compiled which will consist of a minimum of a job specification, health and safety requirements, and any other appropriate policies, timescales and all appropriate deadlines, details of when, how and where to return the quote. Any quotations that are not received in the specified format will be excluded and not considered by the Council.



3. A public notice for quotes estimated to exceed £500 will be placed on the Council's notice board and website plus other advertising medium if the Council deem appropriate.
4. The Clerk/RFO shall strive to obtain 3 quotes detailing priced descriptions of the proposed supply.
5. Once received, the quotes will be assessed by the Full Council.
6. Once quotes have been discussed, a contractor will be appointed by resolution of the Council.

Tenders

Estimated contract value £10,000 – £24,999

The formal tender process shall be followed for all works or contracts likely to have an estimated contract value between £10,000 - £24,999. The formal tender process shall comprise of the following steps:

1. A specification of the goods, materials, services and the execution of works shall be drawn up;
2. A tender pack will be compiled which will consist of a minimum of a job specification, health and safety requirements, and any other appropriate policies. It will also contain relevant timescales and all appropriate deadlines, tender return sheet, details of when, how and where to return the tender including how to mark the envelope that the quotation will be returned in. Any quotations received in an unmarked envelope will be excluded and not considered by the Council. A public notice of the tender will be placed on the Council's notice board and website plus other advertising medium if the Council deem appropriate.
3. Tenders submitted are to be opened by the Clerk/RFO in the presence of at least one councillor after the stated closing date and time. The Clerk/RFO will produce a report on the tenders received and will circulate the report and copies of the tenders to members with the agenda and any background papers for the meeting at which they will be discussed.
4. Once opened the tenders will be assessed by the Full Council.
5. Once tenders have been discussed a contractor will be appointed by resolution of the Council.

Estimated contract value £25,000 or more

Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by ("the Regulations") within The Public Contracts Regulations 2015 which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations.



The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts.

Tenders/Quotes Not Received or Are All The Same

If no tenders or quotes are received the Council will:

- Re-advertise using the methods already used;
- Consider other methods of advertising i.e. newspaper, radio, other local media;
- Consider advertising further afield e.g. in the Western Morning News, other national websites/media publications etc.;
- Review the tender/quotation documents;
- Contact contractors who have requested the tender and quotation documentation and enquire as to why they did not submit a tender or quote.

If the tenders or quotes received are identical the Council will:

- Assess each quote or tender individually;
- Consider 'Best Value';
- Consider requesting additional information from each contractor i.e. how they propose to complete the work, timescales, staffing etc.;
- Consider holding an interview with each contractor;
- Request copies of health and safety information and any other relevant information etc.;
- Reassess all of the tenders/quotes against the additional information and/or interview and Best Value.