



Tendering Procedure

December 2022

Tendering Procedure

Tenders should be obtained for all purchases, which exceed the limit, specified in the summary of financial authorisation levels.

Approval of contracts over £65,000 net will only be made after the following procedure has been followed: In certain circumstances the tendering process can be set aside as long as the reasons for doing so have been recorded.

- the use of a specialist supplier; must be approved by Trust board
- where single source suppliers exist; must be approved by Trust board
- where the Chair of Trustees or the Chair of Finance/Resources/Audit committee is directly involved in the process with school representatives, e.g. Executive Principal or SBM. The reasoning for not using a traditional tender method must be documented and approved by the Finance/Resources and Audit committee
- Under circumstances where timescales prevent these tender procedures from being followed
- The specification will include where applicable:
 - ❖ the nature and purpose of the contract including due regard for data protection, freedom of information, performance bonds, insurance, health and safety, audit and termination together with any other relevant information.
 - ❖ the last date and time on which tenders can be received, normally not less than fourteen days after the invitation is published.
- All tenders received must be in a plain sealed envelope bearing only the words 'tender' and the subject to which the tender refers, addressed to the SMB. Tenders will be kept in a safe place.
- All tenders will be opened at the same time and details of contractor, quotation and any other details recorded at the time of opening.
- Tenders will be opened and their values shall be recorded in accordance with the following procedures:
 - ❖ All tenders exceeding £65,000 to be opened by the Executive Principal and SBM or Governor.
 - ❖ Tenders received after the closing date and time will not be considered except in exceptional circumstances and the reason shall be recorded.
- No contractor will be allowed to amend the tender after the date and time fixed for receipt of tenders. However, if genuine and obvious errors are found in tenders, contractors will be allowed to withdraw, confirm or amend the tender as appropriate. All contractors concerned will be given the opportunity to check their tenders in these circumstances.

- Where a tender other than the lowest is accepted the reasons for acceptance must be documented and reported to the Finance/Resources and Audit committee.
- Governors and staff should declare their personal interests whether pecuniary or non-pecuniary (to be reviewed annually) in any proposal to call for tenders for supply of goods, materials or services. Any person with a personal interest must withdraw from any consideration of the matter at a meeting of the governing body or Finance/Resources and Audit Committee.

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Author of Policy	J O'Keefe
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