

# Quotations and Tenders

This policy should be read alongside the Council's Standing Orders and Financial Regulations.

## 1. Introduction:

1.1 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".

## 2. Purpose:

2.1 The purpose of this policy is to ensure that:

- a) 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.
- b) 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).
- c) The selection criteria are clearly identified.
- d) The tender or quote is selected which offers the best value to the Council over the whole life of the project.
- e) The tendering process, selection of bidders and the award of contracts are fair, open and objective.
- f) All tenders and quotes are evaluated to a consistently high standard.
- g) Equality, diversity and sustainability consideration are embedded in the Councils tendering and quotation processes.

## 3. Quotations:

3.1 The formal quotation process shall comprise of the following steps:

- a) A specification of the goods, materials, services and the execution of works should be drawn up.
- b) For goods or services estimated to exceed £100 (up to £24,999) a quotation pack will be compiled which will consist of a minimum of a project specification, health and safety requirements, a copy of the Council's relevant 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.
- c) A public notice for quotes estimated to exceed £100 will be placed on the Council's website, on the Parish Council noticeboard and if appropriate in Signpost magazine.
- d) Once received the quotes will be assessed by the Full Council.

e) Once quotes have been discussed a contractor will be appointed by resolution of the Council.

#### 4. Tenders:

4.1 The formal tender process shall be entered into for contracts of £25,000 or more and comprise of the following steps:

a) A specification of the goods, materials, services and the execution of works shall be drawn up.

b) A tender pack will be compiled which will consist of a minimum of a job specification, health and safety requirements, a copy of the Councils Management of Contractors Policy 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 website and noticeboard, on the .GOV tender finder site if appropriate, and in the Signpost magazine.

c) Tenders submitted are to be opened by the Clerk after the stated closing date and time. The Clerk will produce a brief report on the tenders received and will circulate the report and copies of the tenders to members with the agenda and background papers for the meeting at which they will be discussed.

d) Once opened the tenders will be assessed by the Full Council at the next meeting.

e) Once tenders have been discussed a contractor will be appointed by resolution of the Council.

#### 5. Tender Days:

5.1 A tender day is where all interested contractors will have the opportunity to attend the site with at least one member of the Council at a certain day and time.

5.2 The Group will walk around the site with the Council representative explaining what needs to be done as specified in the tender document. This allows all the contractors to be told the same information and to enable them to ask questions. Where possible all questions will be answered during the meeting; if any questions are unable to be answered straight away, the information will be obtained after the Tender Day and the answer will then be sent by an appropriate method to everyone who attended.

5.3 All questions asked and the answers given will be recorded by the Council's representatives.

5.4 After the 'tour' is completed the questions and answers will be compiled and circulated to all contractors interested in the work.

#### 6. Tenders/Quotes Not Received or Are Identical:

6.1 If no tenders or quotes are received the Council will:

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

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

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

7. Other:

7.1 The Council will compile a list of contractors who would be interested in tendering or quoting and what areas of work they could cover and that they would be able to comply fully with all relevant health and safety requirements, any other relevant legislation and Council policies. Any relevant quotes or tenders will be circulated to all appropriate contractors on the list. The Council will, as and when appropriate, place an article on the Council's website, in the Signpost magazine, on the .GOV tender finder website and/or other suitable publication to:

- a) Advertise any current invitations for quotations or tenders.
- b) Advertise any quotes or tenders anticipated in the next 6 months.
- c) Invite contractors to register an interest in submitting either quotes or tenders to the Council in their area of work for future reference.

7.2 Quotation and Tender packs can be circulated by email providing that relevant parts of the documents are locked so that applicants can only amend and complete the appropriate sections of the documentation.

8. Emergency Situations:

8.1 The Council will compile a list of contractors to contact in emergency situations.

An

emergency is any situation that requires immediate action and cannot wait for authorisation

at a Full Council meeting. The Clerk will report all emergency works completed to the next meeting of the Full Council. Examples of emergency situations could include a tree that has been damaged and unexpectedly become dangerous, a water leak, an electrical fault or any unexpected situation which could cause harm to councillors, employees, contractors, or members of the public. The Clerk will consult with the

Chairman of the Council (or Vice Chairman if necessary) before authorising any emergency works.

Policy Adopted: 27 October 2020

Policy Last Reviewed:

Mrs N Fox

Parish Clerk