



Brightwell Cum Sotwell Parish Council

Tender Policy

BCSPC – POL 4.1

Version	Release Date	Distribution	Notes	Reviewed	Date Adopted
BSCPC Pol 4.1	April 2023			April 2023	April 2023

Document Sign Off & Adoption

This document was distributed to Councillors prior to the 18th April 2023 Parish Council Meeting. The Policy was discussed at the meeting. No revisions were required and the Policy was formally adopted (Ref: 5c of the minutes of that meeting).

Adoption Witnessed by the Clerk to Brightwell Cum Sotwell Parish Council

Name: _____ Gabrielle McEvoy _____

Signature: _____ *G. U. McEvoy* _____

Date: _____ 18/04/23 _____

Brightwell Cum Sotwell Parish Council, hereinafter referred to as “the Council”.

1. Introduction

2. Every Contract by the Council or person acting on its behalf shall comply with this Tender Policy.

3. A Contract is an agreement between the Council and an individual or organisation for the individual or organisation to provide works, goods or services (including the engagement of consultants) for which the Council will provide consideration.

4. Persons involved in the awarding of a Contract on behalf of the Council must ensure that the best value for money is obtained. Before commencing a tender, it is essential that the authorised person leading the tender has identified the need and fully assessed the options for meeting those needs.

5. Specifications. Enquiries and invitations to Tender shall be based on a written specification. The specification shall adequately describe the requirement procedure in sufficient detail to enable effective procurement in accordance with these rules.



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6. Supplier Pre-qualification & Due Diligence. The Council shall only enter into a contract with a supplier if it is satisfied as to the supplier's suitability, eligibility, financial standing and technical capacity to undertake the contract by carrying out appropriate due diligence.

7. Requirement for Quotation/Tender and Public Advertising. Consideration shall be given to other costs associated with the procurement (Lifetime costings including for example maintenance costs and power consumption.) Where these could be significant such as in the final disposal of a product appropriate arrangements shall be put in place to consider these costs against alternative options.

8. Contracts above £500 and below £3,000. The Clerk/Councillor shall strive to obtain 3 estimates.

9. Contracts above £3,000 and below £25,000.

Written quotations must be sought by not less than three individuals or organisations that could undertake the contract.

10. Contracts above £25,000

- A public notice must be made setting out particulars of the contract and inviting persons interested to apply, within a period of not less than 7 days, for opportunity to tender.
- After the expiration of the period specified in the public notice invitations to Tender shall be sent to not less than four individuals or organisations that could undertake the contract (or, if fewer than four apply, to those that are suitable)
- Every contract which exceeds £25,000 and is either for the execution of work or the supply of goods or materials shall provide for payment of liquidated damages by the contractor in case the terms of the contract are not performed.

11. Every written contract shall specify:

- The work, materials, matters or things to be furnished, had or done:
- The price to be paid, with a statement of discounts or other deductions (if any); and
- The time or times within which the contract is to be performed.

12. Submissions of Tenders Submission procedures for contracts above £25,000.

- Where an invitation to tender is made, such invitation to tender shall state the general nature of the intended contract and the Responsible Financial Officer shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitations shall in addition state that tenders must be addressed to the Responsible Financial Officer in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed dates for opening tenders for the contract.
- The tenders shall be kept in the custody of the appropriate nominated person until the time and date specified for their opening.
- Tenders shall be opened by the Clerk or Councillor who is lead for the project in the presence of at least one councillor. Tenders shall be date stamped and signed on all pages containing price information.



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- Quotations and tenders may be received electronically provided they are kept in a separate secure folder under the control of the Clerk which is not to be opened until the deadline has passed for receipt of tenders.

13. Acceptance of Quotations and Tenders.

- The tender that offers best value to the Council shall be accepted. Each tender shall be evaluated for the price and quality to ascertain the most economically advantageous tender. Local companies should be encouraged to apply.
- For contracts over £25,000 the questions and scoring systems used shall be written before tenders are received. The basis of this exercise shall be explained in any invitation to tender documentation.
- Where the authorised person considers it in the best interest of the Council he/she may negotiate with the tenderers whose tenders are being considered for acceptance. No negotiation on contracts whose value is in excess of £25,000 can take place without reference to the Chairman of the Council. Any negotiations which would distort competition is expressly forbidden. Details of the negotiations must be placed on the contract file.
- Arithmetical errors found in any tender when checking shall be dealt with as follows:
 - The tenderer shall have the error pointed out to them and be offered the opportunity to stand by their original tender, or their corrected tender, or withdraw it.

14. Signing and Sealing of Contracts. Every successful quotation/tender shall be accepted in writing.

15. Nominated Sub-Contractors and Suppliers. Where a sub-contractor or supplier is to be nominated to a main contractor, the procurement of the services of the sub-contractor or supplier shall be subject to these Contract Procedure Rules. In the event of a main contractor nominating any sub-contractor for delivery of all or part of the services, the Council's contract will remain with the main contractor and the main contractor remains responsible and liable for delivering the agreed contract. The main contractor holds responsibility for delivery of the contract and any associated penalties, financial or otherwise, to the Council as agreed in the main contract.

16. Contracts Record. A record of all contracts in excess of £25,000 in value placed by the Council shall be kept by the Clerk. This record shall specify for each contract the name of the contractor, the works to be executed or the goods or services to be supplied, the contract value and the contract period. This is the responsibility of the appointed person authorising the contract to ensure that an accurate record is maintained.

17. Contract Variations to Scope.

Any necessary instructions to vary a contract shall be made in writing by the Chairman, Clerk or Councillor responsible for supervising the contract. Where a variation occurs during the currency of the contract that is material and cannot be met from within the original contract sum an immediate report shall be made to the Council who shall decide what further action is necessary.

17. Bonds, Guarantees and Insurances.



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- For procurement projects where the spend is greater than £25,000 consideration must be given as part of the pre-qualification assessment and evaluation process as to whether a performance bond and/or parent company guarantee (if applicable) shall be required from the successful tenderer.
- Consideration must be given as to the appropriate type (employee liability, public liability, professional indemnity, etc.) and level of insurance requirements for each contract. Compliance with other relevant legislation.

18. Termination of Contracts. The Council reserves the right to terminate any contract immediately for any of the following reasons:

- Termination for Cause – where a supplier commits a material breach of the agreement to deliver services or fails to deliver agreed services in the agreed timeframe without a plan to address the failings.
24. Status

This policy was reviewed and adopted on 18th April 2023 (as detailed in the minutes of that date).