



OXLEY PARK ACADEMY

Competitive Tendering Policy

Authorisation of expenditure shall be in accordance with the levels already set by the Governing Body.

If the lowest quotation is not acceptable, there should be a written statement attached to the order stating why the lower quotation is not accepted.

Tendering Evaluation

- Three **written** quotations must be obtained for any new works between £500 and £100,000 with the exception of localised specialist services. A list of persons/ organizations invited to quote should be prepared by the Budget holder and countersigned by the Principal to confirm the list is impartial and likely to encourage competition.
- All contracts over £100,000 will be put out to formal tender.

A specification of the work/service will be sent to at least three suppliers. It is anticipated that for most building works architects will be engaged to deal with the handling of specifications and suitability to tender.

The suppliers invited to tender will normally be drawn from known local firms, or following advertisement in local newspapers and trade journals. The invitations to tender will include:

- An introduction / background to the project.
- The scope and objectives of the project.
- Any technical requirements.
- Implementation details for the project.
- The terms and conditions of the tender.
- The form and date of response to the school.

All replies should be addressed to Principal in a plain sealed envelope marked "Tender" to reach them by a specified date. All replies must be kept sealed until that date and passed to the chair of the relevant committee.

All tenders will be opened at the same time and details of the contractor, quotation and any other details recorded at the time of opening.

No contractor will be allowed to amend the tender after the time fixed for receipt.

The Senior FO will open a separate correspondence file for each tender which will contain copies of all correspondence or other relevant information.

The Principal will report to the Governing Body for them to make the final decision.

The reasons for accepting a particular tender must be documented by the Clerk to the Governors, especially if it is decided to accept other than the lowest tender.

The following points will be considered when deciding which tender to accept:

- The overall price and individual items or services which make up that price.
- Whether there are any 'hidden costs' that are additional costs which the school will have to incur to obtain a satisfactory product.
- Whether there is scope for negotiation.
- The qualifications and experience of the supplier.
- How well the technical requirements laid down by the school will be met.
- Whether it is possible to obtain certificates of quantity.
- The suppliers own quality control procedure; pre sales demonstrations and after sales services.
- The financial status of the supplier.
- References from other schools.

Reviewed: Spring 2016

Next review: Spring 2017