

# Transition Bro Gwaun Ltd

## Procurement Policy

### Introduction

Transition Bro Gwaun will always adopt fair and open practices including competitive tendering when letting contracts and when making a purchase or paying for a service. Transition Bro Gwaun will always aim to get the best value for money consistent with offering a range of businesses the opportunity to provide those goods or services in a fair and transparent manner.

Transition Bro Gwaun will whenever possible ensure that the following procurement procedures are adopted according to the estimated value (inc. of VAT) of the contract. The outcome will demonstrate best value and records which supports the arrival at a decision will be kept for scrutiny by interested parties.

<b>Contract Value</b>	<b>Tender Action Required</b>
<b>Up to £5,000</b>	At least one written Quotation will be obtained. Transition Bro Gwaun will be satisfied that best value for money has been obtained and that all reasonable care has been taken in order to obtain goods, works or services of adequate quality at a competitive price.
<b>£5,000 to £25,000</b>	A minimum of 3 quotations will be sought from competitive sources. An evaluation of the quotations will be undertaken by a minimum of two staff from Transition Bro Gwaun. A full record of the evaluation and decision to award must be kept.
<b>£25,000 to £75,000</b>	Procurements valued between £25,000 and £75,000 will be based on a competitive tendering process based on the tenderer receiving a project specification, evaluation criteria and closing date seeking a minimum of 3 quotations from competitive sources. An evaluation of the quotations will be undertaken by a minimum of two staff from Transition Bro Gwaun.

### Avoiding conflicts of interest

It is possible that staff and trustees of [name of organisation], or persons connected with them (such as relatives, business partners or friends) may wish to tender for a contract being offered by Transition Bro Gwaun or to supply goods or services to Transition Bro Gwaun. This is not unacceptable, but Transition Bro Gwaun will pay particular attention to ensuring that the procurement process and transactions are conducted as openly and in as transparent a manner as possible.

If a staff member or trustee of Transition Bro Gwaun or any person connected with them, has an interest in any of the potential bids for a contract offered:

- the staff member or trustee should declare their interest and not be involved in any part of the procurement process i.e. opening and selection of tenders or assessing quotes.
- the staff member or trustee should consider how these procurement guidelines should be applied to ensure not only that the procedure is fair to all bidders but can be seen to be fair.
- every stage in the procedure should be recorded formally and the records retained on file and be made available for inspection at a later date by interested parties.

Please note catalogue, internet and e-mailed prices are not acceptable; quotations must be obtained directly from suppliers or contractors.

Adopted 14<sup>th</sup> Sept 2023

Signed

A handwritten signature in black ink, appearing to be 'R. K. O.' followed by a period.