BERRYNARBOR PARISH COUNCIL

Quotation, Procurement & Tender Policy

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The Council, from time to time needs to obtain quotes and tenders to complete work. The Council is committed to spending public money wisely, efficiently and to achieve best value for money. 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”. This policy complements Berrynarbor Parish Council’s Standing Orders and Financial Regulations. In practice, this means preparing a clear specification, seeking the required number of quotes based on value thresholds, ensuring transparency, and recording decisions.

Establish the Need for Work

- Identify the issue, maintenance requirement, or project.
- Confirm whether the work is already budgeted or requires a new allocation.
- Undertake community consultation if relevant.
- Record the need in a report or agenda item so Council can authorise the Clerk to obtain quotes.

Estimated Contract Value

Procurement thresholds shall follow the Council’s Financial Regulations. The following requirements apply:

- (For contracts under **£500** (excluding VAT), the Responsible Financial Officer (RFO) may authorise purchases within an agreed budget, at least **one written quotation is required**.
- For contracts between **£500 and £3,000** (excluding VAT), the RFO shall issue a specification and seek **three estimates**.
- For contracts between **£3,000 and £30,000** (excluding VAT), the RFO shall issue a specification and obtain **three fixed-price quotations**.

- For contracts between **£30,000 and £60,000** (including VAT), the Council shall comply with publication requirements[1].

- For contracts exceeding **£60,000**, the full requirements of the Procurement Act 2023 and Procurement Regulations 2024 shall apply.

- Contracts must not be split to avoid procurement thresholds.

If emergency work is required (e.g., safety risk), the Clerk may act under delegated authority, but the reason must be recorded in the Minutes.

Quotation & Tender Process

Specification For Works

Before seeking quotes and to ensure suppliers quote on the same basis, a clear specification for the works must be prepared. This document becomes the basis for all quotes and later evaluation. Provide a clear deadline and method of submission (email or sealed envelope for tenders).

The Clerk/RFO prepares a written specification that includes:

- Description of the work
- Location and measurements
- Required materials
- Standards or compliance requirements, Public Liability Insurance
- Deadline for completion
- Deadline and format for quote submission
- Any constraints (access, environmental considerations, safeguarding, public safety)

Invite Quotes

For work under £25,000

- Publish a notice on the council website and other platforms
- Send the specification to interested suppliers.
- Local contractors are preferred.
- All quotes **must** be submitted to the Clerk/RFO, not individual councillors.

[1] Procurement Act 2023

For work over £25,000–£60,000

- A formal tender is required.
- Publish a notice on the council website and other platforms.
- Provide a full tender pack including:
    - Specification
    - Health & Safety requirements
    - Insurance requirements
    - Policies

Tenders must be opened by the Chair or Vice Chair and the Clerk after the deadline.

Evaluate Quotes

Councils are **not required to accept the lowest quote**. Evaluation criteria typically include:

- Compliance with the specification
- Cost and whole life value
- Quality & reliability
- Supplier experience
- Supplier reputation
- Environment or social value
- Risk & insurance cover
- Timescales and capacity to deliver

The Clerk/RFO will prepare a summary for the agenda.

Council Decision

- Quotes are reviewed and approved at a Full Council meeting.
- Any conflicts of interest must be declared.
- The decision and rationale must be recorded in the Minutes, including:
    - Number of quotes sought
    - Quotes received
    - Evaluation considerations
    - Final decision and reasons.
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- If an exception to the normal process is made (e.g., emergency work), the reason must be recorded.

Award the Contract

- Clerk issues a written confirmation to the successful contractor. Include:
  - Agreed price
  - Specification
  - Timescales
  - Any conditions (insurance, H&S, safeguarding, access)
- Notify unsuccessful contractors.

Adopted: 10 November 2026

Date of Review	Change Description	Minute No.
10 November 2026	New policy adopted	2611-15