



NORTH FERRIBY C E PRIMARY SCHOOL

TENDERING POLICY

Date of Policy:	Autumn 2013
Review Date	Autumn 2016
Policy Type:	School
Coordinator:	Russ Orr
Link Governor:	Matthew Brailsford
Committee:	F&GP

Policy

The LA has a tendering policy for the purchase of items below £10 000.

The School will adopt the LA Policy for the purposes of such purchases as it covers the requirements needed for a school to satisfy the following criteria:-

That the principles of best value, as quoted in the Ofsted handbook, are central to the School's management and use of resources and are therefore met by agreeing to;

- challenge (why tasks are necessary and what needs to be achieved)
- compare (use of performance data and response to Auditor's report)
- consult (and forge partnerships)
- compete (derive the best service and price)

whenever any purchases are made.

All purchases reflect the school's evolving development priorities.

Best Value Purchasing

Governors and school managers will develop procedures for assessing need, and obtaining goods and services which provide "best value" in terms of suitability, efficiency, time, and cost. Measures already in place include:

- competitive tendering procedures for goods and services above £5,000;
- procedures for accepting "best value" quotes, which are not necessarily the cheapest (e.g. suitability for purpose and quality of workmanship) £1000 to £5000;
- procedures which minimise office time by the purchase of goods or services under £1000 direct from known, reliable suppliers (e.g. stationery, small equipment)

(extract from School Best Value Statement)