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Policy Name	Procurement Policy
Policy Author	Deputy Director
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West Whitlawburn Housing Co-operative will provide this policy on request at no cost, in larger print, in Braille, in audio or other non-written format, and in a variety of languages. Please contact the office.

Registered with the Scottish Housing Regulator No. 203
Registered Charity No. SCO38737, VAT Registration No. 180223636
Registered society under the Co-operative and Community Benefit Societies Act 2014



1 Introduction

This Procurement Policy sets out the procedures which West Whitlawburn Housing Co-operative (WWHC) will follow when procuring contracts for the supply of services, the supply of goods and materials and works from external providers.

All procurement exercises completed by WWHC will meet current legislation and best practice including adopting the principles of equal opportunity, non-discrimination, transparency and proportionality.

1.1 Scope

The term 'Procurement' as used in this policy covers the process of purchasing all services, supplies and works by all sections of West Whitlawburn Housing Co-operative (WWHC).

This includes, but is not restricted to, property improvement and maintenance contracts, property, IT, consultants' services, energy, office supplies etc.

The term 'Supplier' as used in this policy will be deemed to include the supply of all services, goods, supplies or works, including contractors and consultants.

1.2 Overview of Procurement Policy

WWHC will operate procedures and systems that demonstrate probity, quality and value for money through the procurement process.

Any query regarding the application or interpretation of this Policy should be made in the first instance to the Director.

This Policy is subject to the over-riding provisions of European Union, United Kingdom and / or Scottish legislation. It is also subject to any EU Commission, UK Government or Scottish Government guidance on public procurement that may be issued from time to time.

WWHC will work in collaboration with other organisations where this would enhance the procurement process, provide value for money and the benefits received by partners.

2 Policy

It is the policy of WWHC to:

- Achieve best value for all goods and services including property improvement and maintenance contracts and appointment of consultants procured by the Co-operative, through the operation of

efficient and effective procurement procedures, recognising that lowest cost will not always represent best value.

- Ensure probity through transparency and accountability at all stages of the procurement process, including public advertising of contracts.
- Ensure compliance with statutory legislation and guidance, in the carrying out of any procurement activity.
- Contracts below the 'Lower Value Regulated Contracts' threshold will be procured in accordance with WWHC's Procurement Policy following the same overall principles in terms of demonstrating probity and value for money, and in a manner proportionate to the nature of such smaller contracts.

Objectives

The objectives of this policy are to:

- Ensure that WWHC is able to demonstrate that value for money has been achieved, both in the commissioning of individual contracts, and as an organisation as a whole.
- Ensure that WWHC complies with all legal and regulatory requirements governing procurement and related best procurement practice when procuring contracts;
- Ensure that procurement accords with the requirements of WWHC's policy in respect of entitlements, payments and benefits;
- Maximise opportunities to jointly procure services on a collaborative basis with colleagues in other local registered social landlords and related organisations
- Ensure that all Suppliers appointed by WWHC are sufficiently competent, have sufficient resources and are committed to improving the service provided to customers

3 Legal Framework

3.1 Legislation Updates

Following the United Kingdom's withdrawal from the European Union and the expiry of the transition period on 31 December 2020, the Public Contracts (Scotland) Regulations 2015 (PCSR 2015) have been amended to reflect the exit from the European Union.

3.2 Legislation

When procuring contracts for goods, services or works, WWHC must comply with:

- the Public Contracts (Scotland) Regulations 2015 ("**the Regulations**")
- the Procurement Reform (Scotland) Act 2014 ("**the Act**").

The procedure for the award of any contract depends upon the estimated value of that contract.

WWHC is subject to a two-tier procurement regime where the Regulations will apply to contracts with a value which meets or exceeds the relevant EU thresholds (£213,477 for supplies or services and £5,336,937 for works including VAT) and the Act will apply to contracts with a value below such EU thresholds but with a value which is equal to or greater than the thresholds set out in the Act (£50,000 for supplies or services and £2,000,000 for works).

The EU procurement thresholds values change every 2 years, and the table below lists updated contract value thresholds that Contracting Authorities (Housing Associations) must follow for all European procurement procedures using SPPN 8/2021 and applying from 1 January 2022.

3.3 Equalities

We are committed to ensuring equal opportunities and fair treatment for all people in our work. In implementing this Policy, we will provide a fair and equal service to all people, irrespective of factors such as gender, race, disability, age, sexual orientation, language or social origin, or other personal attributes.

4 Contract Values and Legislation

4.1 Procurement Thresholds

WWHC is subject to a two-tier procurement regime where the Regulations will apply to contracts with a value which meets or exceeds the relevant EU thresholds (£213,477 for supplies or services and £5,336,937 for works including VAT) and the Act will apply to contracts with a value below such EU thresholds but with a value which is equal to or greater than the thresholds set out in the Act (£50,000 for supplies or services and £2,000,000 for works).

The relevant threshold values and the associated procurement procedure that must be applied are detailed in the tables below.

The EU procurement thresholds changed (to the values listed in the table below) from 1st January 2022. From 1st January 2022, it is a requirement to allow for VAT (if applicable) when calculating the estimated contract value.

Contracting	Public Contract	Threshold	Threshold
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Authority	Type	(ex VAT)	(inc. VAT)
Central Government Bodies	Supplies or Services	£115,633	£138,760
Other contracting authorities (RSL, LA, etc.) and subsidised services contracts	Supplies or Services	£177,897	£213,477
All contracting authorities	Works (inc. subsidised work contracts)	£4,447,447	£5,336,937
	Light touch regime for Services	£552,950	£663,540
	Small Lots Goods	£58,982	£70,778
	Small Lots Works	£737,267	£884,720

Scottish Procurement Thresholds – Procurement Reform (Scotland) Act (2014) at 1 January 2022

Contracting Authority	Public Contract Type	Threshold (ex VAT)
All contracting authorities	Supplies or Services	£50,000
	Works	£2,000,000

The prescribed threshold values set out in the above table will be automatically revised in accordance with any subsequent amendment to the threshold values set within the regulations for supply, services or works contracts.

Approval levels are detailed in WWHC Standing Orders Scheme of Financial Delegation attached at **Appendix 1**.

4.2 Regulated Procurements under the Public Contracts (Scotland)

Regulations 2015

The Regulations will apply to contracts with a value which meets or exceeds the relevant EU thresholds which are reviewed every 2 years.

Regulated procurements must be advertised throughout Europe. This is done online via the [Official Journal of the European Union \(OJEU\)](#). When a procurement is carried out using [Public Contracts Scotland](#) to advertise, the Contract Notice is then automatically published within 48 hours on OJEU if it is over the relevant EU threshold.

Contracts under the Regulations must be awarded on the basis of the "most economically advantageous tender".

The "most economically advantageous tender" means the tender offer that is most economically advantageous from WWHC's point of view having regard to the subject matter of the contract and including matters such as:

- quality;
- price;
- technical merit;
- aesthetic and functional characteristics;
- environmental characteristics;
- running costs;
- cost effectiveness;
- after-sales service;
- technical assistance;
- delivery date; and
- delivery period or period of completion

(all as may be considered appropriate in relation to any particular contract).

Contracts which are subject to the Regulations cannot be awarded on the basis of lowest price only and must be awarded on a mix of price and quality.

Requirements under the Regulations cannot be artificially split to avoid the application of the Act and/or the Regulations.

4.2.1 Summary of Procurement procedures available under the Regulations

Open Procedure

The open procedure is a single stage procedure in terms of which all interested parties may submit a tender in response to the contract advertisement.

There is no separate pre-qualification stage in the open procedure.

Tenderers will be required to complete a document known as a Single Procurement Document ("**SPD**") as part of their tender submission.

Restricted Procedure

The restricted procedure is a two stage procedure. All interested parties may submit an expression of interest in response to the contract advertisement. WWHC then issues an SPD to interested parties and follows a pre-qualification stage – only those candidates which meet WWHC's selection criteria (as set out in the SPD) will be short-listed and invited to the tender stage of the process.

Competitive dialogue procedure

The competitive dialogue procedure is suitable for more complex and / or high value procurements. Interested parties submit an expression of interest in response to the contract notice.

WWHC may then carry out a short-listing exercise (using an SPD) and only those meeting WWHC's selection criteria will be invited to dialogue. A minimum of three suppliers must be invited to dialogue.

Competitive with negotiation procedure

The competitive with negotiation procedure is suitable for more complex and / or high value procurements.

This procedure is a "hybrid" procedure because, as with the restricted procedure, it allows WWHC to award a contract on the basis of an initial tender and to negotiate with tenderers who submitted an initial tender, and any subsequent tenders, until it decides to conclude those negotiations. There is no limit to the number of negotiation and tender stages.

Negotiated Procedure without Prior Publication:

These exceptions should be limited to cases where publishing a call for competition e.g. Contract Notice, is not possible. Organisations relying on this procedure should provide reasons why there are no reasonable alternatives or substitutes. Scottish Government guidance examples are: no bids or no suitable bids are received; no requests to participate or no suitable requests to participate to a previous Open or Restricted tender exercises; where it is necessary for reasons of extreme urgency and these events have been caused by unforeseeable events and not caused by your Organisation; or where the supplies or services can only be provided by a particular supplier (such as the purchase of a unique work of art or artistic performance).

Innovation Partnership

An Innovation Partnership must only be used where there is a need for the development of an innovative product or service and the subsequent purchase of these cannot be met by solutions already available on the market.

The use of this procedure must be justified. The Innovation Partnership Procedure aims to solve an existing problem i.e., organisations not being able to purchase directly from the developer without further competition. This was because the original research and development contract was awarded without competition.

WWHC will generally tend to follow the 'Open' (single stage) or 'Restricted' (two stage) Procedures as set out in the regulations.

Both processes require:

- Initial project notifications as soon as the decision to proceed has been made, where streamlined procedures are to be followed
- Publication of a Contract Notice to start the tender procedure
- A pre-selection shortlisting process, in the case of two stage tendering
- A tendering exercise to all interested parties (single stage) or shortlisted parties (two stage)
- Ideally between 3 and 5 Tenders or Quotations should be sought
- A Quality/Price assessment of tenders submitted
- Publication of a Contract Award Notice
- The observation of a 10 day 'Contract Standstill' period before appointment of the preferred tenderer, for EU Regulated and Lower Value Regulated Contracts
- The provision of constructive feedback on submissions to all successful and unsuccessful bidders
- If the nature of the contract is such that three suitable Suppliers cannot be identified WWHC will seek quotes from one or two suitable suppliers, provided that value for money can be demonstrated
- All suppliers must complete the relevant Pre-Qualification Questionnaire, and this must have been assessed and deemed to be satisfactory, prior to the supplier being appointed
- Where a procurement exercise results in a 'Framework' of shortlisted suppliers being appointed, the tender documentation will set out clearly how 'Call Off' contracts will be awarded to suppliers on a fair and consistent basis
- Quotations and Tenders should be issued, received and retained as set out in WWHC procedures.

WWHC Procedures for the Receipt and Recording of Tender Documents are attached at **Appendix 2**.

4.3 Regulated Procurements under the Procurement Reform (Scotland) Act 2014-effective from April 2016

This legislation introduced lower thresholds for contracts procured by public bodies. The procurement of such contracts are termed 'Lower Value

Regulated Procurements’.

Such contracts require to be advertised on the Public Contracts Scotland website. [Public Contracts Scotland](#).

Lower Value Regulated Contract Thresholds:

Supplies	£50,000
Services	£50,000
Works	£2,000,000

All figures are exclusive of VAT.

Current values: <http://www.legislation.gov.uk/asp/2014/12/section/3>

4.3.1 Specific statutory duties under the Act

There are a number of specific statutory duties under the Act which will apply to the procurement of any contracts which are subject to the terms of the Act or the Regulations.

The sustainable procurement duty

WWHC must consider how might improve the economic, social and environmental well-being of the area, how it might facilitate the involvement of small and medium enterprises, third sector bodies and supported businesses and to consider how it can promote innovation.

Having considered and identified how these aims might be achieved, the Act requires WWHC to conduct its procurements in a way designed to secure the improvements identified.

Annual procurement strategy

The Act requires WWHC to prepare and publish an annual procurement strategy for each year if it considers its total expenditure on regulated procurements will exceed £5,000,000.

If this level is met or estimated to be met, WWHC is obliged to prepare an annual procurement strategy approved by the Management Committee and published on the website and an annual procurement report updating on outcomes of regulated procurement.

Contracts Register

WWHC must keep and maintain a contracts register which must include details of all contracts entered into by WWHC following a regulated procurement under the Act.

In relation to each contract, the contracts register must contain the following information:

- the date of award;
- the name of the contractor;
- the subject matter of the contract;
- the estimated value of the contract;
- the start date of the contract;
- the end date provided for in the contract (disregarding any option to extend the contract) or, where there is no date specified, a description of the circumstances in which the contract will end;
- the duration of any period for which the contract can be extended.

WWHC may delete an entry in its contracts register only after the contract to which it relates has expired or been terminated.

WWHC must make the information contained in its contracts register publicly available on the internet and by such other means as it considers appropriate.

WWHC may withhold an entry or part of an entry in the contracts register if it considers that making it publicly available would:

- impede law enforcement or otherwise be contrary to the public interest;
- prejudice the commercial interests of any person; or
- prejudice fair competition between economic operators.

Community Benefit Requirements

The Act requires that, for any regulated procurement with an estimated value equal to or greater than £4,000,000 (excluding VAT), WWHC must consider whether to impose community benefit requirements as part of the contract delivery before carrying out the procurement, a summary of which would be in the contract notice.

Further guidance:

<https://www.gov.scot/publications/guidance-under-procurement-reform-scotland-act-2014/pages/1/>

4.4 Non-regulated procurements - Contracts which are below threshold value

Contracts with an estimated value below the thresholds set out in the Regulations and the Act do not require to be procured in accordance with the terms of the Regulations or the Act but must be procured in accordance with the requirements of this Policy.

There is an over-arching requirement of EU Directives that probity be demonstrated at all times when public bodies procure services, supplies

and works.

For all contracts the procurement methods and levels in the table at **Appendix 3** applies.

4.4.1 Quick Quote

Quick Quote is an online request for quotation facility on Public Contracts Scotland for suppliers who are registered on their website. It is used to obtain competitive quotes for low value/low risk procurement exercises or for mini competitions within framework agreements.

Access to Quick Quotes is restricted to those individual supplier accounts that have been invited by the Buyer (WWHC) through the system.

Quick Quote invites would usually be to 3 or 4 suppliers with expertise in a particular field for a one off piece of work.

Quick quote can be used for any contract cost up to £50,000.

5 Framework agreements

A framework agreement is an 'umbrella agreement' that sets out the terms (particularly relating to price, quality and quantity) under which individual contracts ("call-offs") can be made throughout the period of the agreement.

In certain circumstances, it may be beneficial for the Co-operative to procure works and services through Public Procurement Frameworks where a public body has completed the procurement exercise following all legislation and good practice.

Public Procurement Framework Agreements take full account of value for money, community benefits, environmental issues, the need for openness and transparency in the appointment process.

WWHC will consider procuring goods and services through a Framework Agreement that has been procured for specific works, services or supplies on behalf of public bodies, provided that Value for Money can be demonstrated through this method of procurement.

WWHC will satisfy itself that all EU and Scottish procurement legislation has been complied with prior to entering into any contract through this route.

Use of Public Procurement frameworks over regulated procurement values require Management Committee Approval.

<http://www.gov.scot/Topics/Government/Procurement/directory>

6 The Scottish Social Housing Charter and Regulation

The Scottish Social Housing Charter is aimed at helping to improve the quality and value of the services that social landlords provide. This Charter includes two key outcomes relating to procurement:

- Outcome 13 – Value for Money - Social landlords manage all aspects of their businesses so that: tenants, owners and other customers receive services that provide continually improving value for the rent and other charges they pay.
- Outcomes 14 & 15 – Rents & Service Charges - Social landlords set rents and service charges in consultation with their tenants and other customers so that: (1) a balance is struck between the level of services provided, the cost of the services, and how far current and prospective tenants and other customers can afford them; and (2) tenants get clear information on how rent and other money is spent, including any details of individual items of expenditure above thresholds agreed between landlords and tenants.

This policy supports WWHC in complying with some aspects of the Scottish Housing Regulator Regulatory Standards of Governance and Financial Management:

Standard 3

The RSL manages its resources to ensure its financial wellbeing, while maintaining rents at a level that tenants can afford to pay.

GS 3.1: the RSL has effective financial and treasury management controls and procedures to achieve the right balance between costs and outcomes and control costs effectively. The RSL ensures security of assets, the proper use of public and private funds, and access to sufficient liquidity at all times.

7 Scottish Government Guidance

The Scottish Government has developed comprehensive procurement guidance for public bodies to improve the quality of and value delivered through procurement of public contracts in Scotland. This guidance can be accessed on the following websites:

<http://www.gov.scot/Topics/Government/Procurement/policy/procurementpolicyguidance>

Detailed guidance on individual aspects of procurement practice is available from:

<https://www.procurementjourney.scot/procurement-journey>

Standard notifications are available from:

<https://www.procurementjourney.scot/scottish-government-standard-forms-and-documentation-post-april-2016>

WWHC will comply with Scottish Government procurement legislation and guidance and will make reference to the current guidance in place at the time of each procurement exercise.

Scottish Procurement



Scottish Model of Procurement



The Scottish Model of Procurement aims to be business friendly and socially responsible. Looking at outcomes not outputs, it uses the power of public spend to deliver genuine public value beyond simply cost and /or quality in purchasing.

The Value for Money triangle sums up the Scottish Model of Procurement; it is not just about cost and quality, but about the best balance of cost, quality and sustainability.

7.1 The Procurement Journey

The Procurement Journey is intended to support all levels of procurement activities and to help manage the expectations of stakeholders, customers and suppliers alike. It facilitates best practice and consistency across the Scottish public sector.

The Procurement Journey provides one source of guidance and documentation for the Scottish public sector which is updated on a continual basis with any changes in legislation, policy and facilitates best practice and consistency.

WWHC will use the source documentation in the Procurement Journey for every procurement exercise to ensure we are always using the most recent guidance and templates on an ongoing basis.

The Procurement Journey is compliant with the Public Contracts (Scotland) Regulations 2015, Procurement (Scotland) Regulations 2016 and the statutory guidance.

The Journey is designed to be used in conjunction with guidance on current [public procurement legislation](#) and the [Scottish Procurement Policy Handbook](#). It is also consistent with the use of electronic procurement systems for example, those provided as part of the Scottish Government's national [eCommerce Shared Services](#).

The guidance is designed for use by professional procurement staff or staff who are authorised by their Organisation's Procurement Function and/or formally authorised by the Organisation to conduct procurement activities.

8 Exceptions to the requirement to publicly procure a contract

There are certain exceptional circumstances in which tenders are not required for the procurement of contracts for supplies, services or works which are above the applicable threshold value under the Regulations or the Act, including:

- where the tender may only be awarded to a particular supplier for technical or artistic reasons or where a particular supplier has exclusive rights, including, but not limited to, intellectual property rights, which mean they are the only supplier capable of meeting WWHC's requirements;
- where WWHC has already entered into a contract with a supplier and requires additional services or works to be supplied which were not included in the original contract but which, through unforeseen circumstances, have become necessary;
- where WWHC wants a supplier with which it already has a contract to provide new works or services which are a repetition of works or services carried out under the original contract and such new

works or services were provided for in the original contract notice;
or

- where (but only if it is strictly necessary) for reasons of extreme urgency brought about by events unforeseeable by WWHC, the time limits for one of the standard procurement procedures cannot be complied with.

The above exceptions may only be relied upon in limited circumstances and are subject to a range of specific conditions. Management Committee approval will be required with appropriate legal advice before relying on any such exception.

9 Renewals, extensions and changes to existing contracts

A proposed extension, renewal or amendment to an existing contract may be considered equivalent to the award of a new contract if it constitutes a material change.

Material changes to a contract are those which demonstrate the intention of the parties to renegotiate the essential terms of the original contract. Amendments to a contract may be regarded as “material” where they:

- introduce conditions which, would have potentially changed the participants in and / or the outcome of the original procurement process – examples include extensions or price increases;
- extend the scope of the contract considerably to encompass services not initially covered; and / or
- change the "economic balance" in favour of the contractor in a manner not provided for in the terms of the original contract – ie, they make changes which improve the contractor’s position or alter the balance of risk under the contract in favour of the contractor – examples include extensions or price increases or agreeing to renegotiate a contract in a way which relieves a contractor of an obligation.

Any consideration of modifying any terms of a publicly procured contract must be approved by the Management Committee who will take appropriate legal advice.

10 Roles and Responsibilities

The key roles and responsibilities in relation to procurement by WWHC are:

Management Committee	Ensure effective governance and organisational arrangements are in place. Ensure sufficient skilled resources and that the
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	procurement function is recognised in wider organisational policies.
Director	Ensure the effective implementation of this policy and procedures Ensure value for money in procurement activity is achieved Ensure the contract register is published
Relevant Section Head	Oversee and monitor the implementation of this policy Ensure that the function is appropriately staffed, organised and supported to deliver procurement requirements. Deliver user requirements whilst ensuring compliance with legislation and achieving Best Value. Ensure the contract register is kept up to date

11 Other Related Policies / Documents

This policy should be read in conjunction with the following related documents:

Business Plan

The Business Plan is underpinned by WWHC's robust approach to strategic asset management and it sets out our objectives for the next three years (i.e. what we want to achieve over the term of this plan) and the actions we intend to take in order to achieve them.

Financial Regulations

The Financial Regulations detail committee and staff responsibilities together with details of generally accepted best practice. They form a part of the overall system of financial and management control and take account of the Scottish Housing Regulator's (SHR) Standards of Governance and Financial Management.

Standing Orders

WWHC's Standing Orders contain authorisation levels that must be observed when procuring contracts, goods or services:

- The appointment of suppliers, including contractors and consultants
- Applications for and acceptance of offers of funding
- Payment of suppliers

Risk Management Strategy

WWHC recognises that risk is an inevitable part of our work, and effective risk management optimises the balance between risk and control. The Risk Management Policy/Strategy sets out:

- Risk management process
- Key roles and responsibilities
- Procedures for assessment, evaluation, monitoring and reporting

Asset Management Strategy

The Asset Management Strategy sets out how WWHC will ensure the long term sustainability of all housing stock. It sets out:

- What information will be gathered for all housing and non-housing assets
- How this information will be analysed
- How WWHC will tackle issues identified as a result of this assessment

Entitlements, Payments & Benefits Policy:

This policy describes the entitlements, payments or benefits employees and Committee Members are able to receive.

It also describes what is not permitted and the arrangements that WWHC has in place to ensure that the requirements of this policy are observed.

This includes restrictions or conditions in relation to contracts that can be awarded depending on the nature of relationships between companies and employees and Committee Members.

Fraud and Anti Bribery Policy

WWHC has a responsibility to its tenants, owners, staff, partners, suppliers and other stakeholders in general to take all reasonable steps to prevent the occurrence of fraud. This policy sets out in more detail procedures for:

- fraud prevention and detection
- the investigating and reporting of fraud
- recording of fraud
- responsibilities

12 Review

This policy will be reviewed on a 5-yearly basis unless legislative changes require further review.

Approval of Commitment to Spend

Capital and Revenue Expenditure

a)	Under £20,000	Director or Deputy Director
b)	Over £20,000	Management Committee

Capital Expenditure

d)	Purchase of a property	Management Committee
e)	Consultants Fees / Works Costs payments within approved contract sums	Director, Deputy Director, Property Manager
f)	Component replacement costs within approved contract sums	Director, Deputy Director, Property Manager

Staff Appointments, Salaries & Staff Costs

g)	Staff structure and permanent appointments	Management Committee
h)	Temporary Staff	Director
i)	Salary Reviews	Management Committee
j)	Staff Expenses	Deputy Director / Corporate Services Officer / Finance Officer
k)	Committee Expenses	Director / Deputy Director / Finance Officer
l)	Director Expenses	Chairperson or other Office Bearer
m)	Overtime	Deputy Director, Assistant Director (Tenant Services) and Concierge Manager within approved budget
n)	Redundancies / settlements	Management Committee

Property Management Costs

o)	up to £500	Property Assistant
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p)	Up to £1,500	Property Officer
q)	Up to £5,000	Property Manager / Assistant Director
r)	Up to £20,000	Director, Deputy Director
s)	Over £20,000	Management Committee

Office Administration and Other General Expenses

t)	Up to £500	Reception / Admin / Finance Assistant
u)	Up to £2,500	Corporate Services Officer / Finance officer
v)	Up to £20,000	Director or Deputy Director
w)	Over £20,000	Management Committee

Housing Management

x)	Legal fees up to £500	All Senior Staff
y)	Up to £20,000	Director or Deputy Director
z)	Over £20,000	Management Committee

The above noted have the same authority levels for authorising invoices for payment.

WWHC Procedures for the Receipt and Recording of Tender Documents

(Approved by management Committee Aug 19)

1. Before tenders are due to be received the staff member responsible for issuing the tenders will provide the Assistant Director (Corporate Services) (or The Finance Assistant in their absence) with a note of the number of tenders due to be received and the date and time the tender documents have to be returned by.
2. In the event that a tender envelope received through the mail is torn or damaged in any way, this will immediately be secured by the receiving person and countersigned by a witness.

Where tenders delivered in person are in any way damaged, the tender package will be immediately secured by the delivering party and countersigned by them and the receiving person.

3. Under no circumstances should the tender documents/envelope be opened upon receipt.
4. If received by a member of staff outwith the Corporate Services Section, the tender document should be passed immediately to the Corporate Services Section for recording and safe keeping.
5. The envelope should be stamped with the date stamp and the time of receipt should be written beside it.
6. The person receiving the envelope should sign it to confirm date and time of receipt.
7. The unopened envelopes should then be placed in the tender book in the security cabinet in the Corporate Services Section.
8. The Assistant Director (Corporate Services) (or The Finance Assistant in their absence) should mark up in the Tender Book which tenders have been received and record the date and time of receipt.
9. The tenders should be handed to the appropriate member of staff on request at or after the deadline for receipt of the tender documents.
10. Late tenders will only be accepted with prior agreement of the Senior

Officer responsible in conjunction with the Director or Depute Director.

11. Tenders received by fax or email will be accepted with prior agreement and will be placed in a sealed envelope immediately on receipt. The receiving party should then mark the envelope as outlined in Point 5 and have it countersigned by another member of staff.
12. Committee members will be invited to the tender opening as appropriate. The appropriate Senior Members of Staff shall also be in attendance and the Assistant Director, Corporate Services (or her deputy) will be responsible for recording the appropriate details in the tender book.
13. Details of opened tenders must be recorded in the tender book. Information must include: name of company, date and time of tender return, date and time of tender opening, amount of tender, witnessed by at least two appropriate persons (committee members if in attendance).
14. If the information received is not as requested, the person responsible for the tender will ask for clarification where required prior to assessment of tenders.
15. Under no circumstances should tippex be used to correct any entries in the tender book. Should errors be made, the correct words or figures should be inserted, a single score put through the wrong words or figures, and the amendment initialed by two appropriate persons.
16. Details of bids will be assessed as appropriate and formal appointments will proceed in line with Policy.

Procurement Methods and levels

Appendix 3

Estimated Contract Value	Procurement Method	Approval Levels
Goods and Services		
Up to £1,500	Orders from approved suppliers or Supplier may be directly engaged without any form of public procurement exercise.	Work may be authorised within individual officer limits (see appendix 1)
£1,501 - £10,000	Orders from approved suppliers or Aim 3 written quotes with minimum of 2 quotes Or PCS quick quote	Work may be authorised within individual officer limits (see appendix 1)
£10,001 - £49,999	PCS quick quote Or Mini tender procedure	Work may be authorised within individual officer limits up to £20,000 (see appendix 1) Over £20,000 – Management Committee
£50,000 - EU Threshold	PCS Procedure	Management Committee
EU Threshold	PCS and OJEU Procedure under the 2015 Regulations	Management Committee
Works		
Up to £1,500	Orders from approved suppliers or Supplier may be directly engaged without any form of public procurement exercise.	Work may be authorised within individual officer limits (see appendix 1)
£1,501 - £10,000	Orders from approved suppliers or Aim 3 written quotes with minimum of 2 quotes	Work may be authorised within individual officer limits (see appendix 1)

	Or PCS quick quote	
£10,001 - £20,000	Aim 3 written quotes with minimum of 2 quotes Or PCS quick quote Or Tender within framework	Work may be authorised within individual officer limits (see appendix 1)
£20,000 – £2m	Tender within framework Or PCS procedure	Management Committee
£2m - EU Threshold	PCS procedure	Management Committee
EU Threshold Works	PCS and OJEU Procedure under the 2015 Regulations	Management Committee

Policy Implementation Checklist

Equality and Diversity Compliant	Yes
Equality Impact Assessment required	No
Data Protection (GDPR) compliant	Yes
Health & Safety compliant	Yes
Training requirements	As required
Regulatory Framework Assurance Information Bank Updated	CS 3.1 6.11.19
Policy Implementation	
Reporting arrangements	Management Committee
Policy register updated	6.11.19
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Related Policies	Standing Orders Risk Management Financial Regulations Entitlements Payments and Benefits Fraud and Anti Bribery Business Strategy and Internal Management Plan Asset Management Startegy