



# Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CiLCA

# PROCUREMENT POLICY

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Congleton Town Council, Town Hall, High Street, Congleton, Cheshire CW12 1BN

Tel: 01260 270350

Email: [info@congleton-tc.gov.uk](mailto:info@congleton-tc.gov.uk) [www.congleton-tc.gov.uk](http://www.congleton-tc.gov.uk)



# CONGLETON TOWN COUNCIL

## PROCUREMENT POLICY

### Introduction

This guide is to provide an overview of procurement of goods and services and is not a replacement for the Town Council's Standing Orders and Finance Regulations

The Council will strive to attain best value for all goods, materials, and services which it purchases. "Best Value" will be defined as a balance of price, quality of product and supplier services.

The Council will operate a transparent procurement process in accordance with its Financial Regulations and Standing Orders for Contracts.

All procurement is to be made following the Standing Orders, Financial Regulations, and any internal processes in place.

### Principles

- Always adhere to Financial Regulations
- The Council will purchase locally wherever possible and where best value can be satisfied.
- In evaluating "best value," the past record of the supplier will be taken into account.
- For goods, materials, or services over £60,000 inclusive of VAT , an evaluation model will be developed in advance against which best value can be judged and Tender process followed.
- The environmental and social credentials of the supplier will be checked, in accordance with the Council's Environmental Policy and Community and Social Policy.
- The Council will purchase re-cycled goods or less environmentally damaging materials where they meet the required functional standard.
- Limits:
  - Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
    - the council for all items over £10,000.
    - a duly delegated committee of the council for items over £5,000; or
    - the Chief Officer for any items below £5,000.
    - Capital Purchases £3,000 and over must be approved by Council.

- Estimates/Quotes:
  - For contracts greater than £3,000 excluding VAT the Chief Officer/RFO or relevant lead officer shall seek at least 3 fixed-price quotes;
  - where the value is between £500 and £3,000 excluding VAT, the Chief Officer/RFO or relevant lead officer shall try to obtain 3 estimates which can include evidence of online prices, or recent prices from regular suppliers.
  - For smaller purchases, all officers shall seek to achieve value for money.
- Tenders
  - All contracts over £60,000 inclusive of VAT must follow our Financial Regulations Tender Processes.