Procurement Policy

Reviewed on	2026/27, Term 1	Review frequency	Annual
Next review due	2027/28 Term 1	Template Yes / No	No
Owner	CFO	Approved by	Board of Trustees

History of Policy Changes

Date	Page	Change	Origin of Change
Sep 26	All	Changed reference of "the Trust" to "HET"	Annual Review
	4	Updated UK Public Procurement tendering threshold amounts for general tendering	
	5	Updated UK Public Procurement tendering threshold amounts for SCA tendering	
	5	Added that HET will consider DfE opportunities when tendering	Annual Review – ATH update
	Item 2	'at the earliest opportunity' added to process of informing Audit & Risk Committee where an exception takes place	Internal Audit outcome

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Introduction

Hamwic Education Trust (HET) believe that all pupils should receive a high quality, enriching, learning experience in a safe and inclusive environment, which promotes excellence through a broad curriculum that prepares them for their future and opens doors to a diverse array of opportunities as well as that all pupils and adults within HET flourish as individuals and together. This policy sets out how HET aims to achieve the best value for money from all purchases in order to achieve the best price possible for the correct quality quantity and time.

For the purpose of this document, all references to HET refers to Hamwic Education Trust and its schools.

1. Financial Scheme of Delegation

HET's Financial Handbook stipulates the following Financial Scheme of Delegation:

Approval Limits	Approver
£0 - £9,999	School Leader (or appropriate Budget Holder)
£10,000 - £49,999	Chief Financial Officer (CFO)
£50,000 - £99,999	Chief Executive Officer (CEO)
£100,000 +	Board of Trustees (BoT)

In addition to the above approval limits, each school may have their own internal scheme of delegation to ensure appropriate approval levels are in place between the following individuals/committees:

- Budget Holders
- Business Manager
- School Leader

2. Tendering Limits

HET has set the below thresholds for specific forms of tendering:

Tendering Thresholds	Tendering Requirements
£0 - £9,999	No formal requirements, but value for money must be obtained
£10,000 - £24,999	3 Written Quotes
£25,000 +	Formal Tendering (see below)
UK Public Procurement Limits: Supplies-£207,720 (inc. VAT)+ Works-£5,186,260 (inc. VAT)	Formal Compliant Tendering

The above amounts refer to the lifetime contract cost, not the annual cost.

Any tenders over with a value of over £25,000 must be completed in consultation with the Chief Financial Officer.

In exceptional circumstances (for example, if a supplier were not able to continue as an essential service at short notice and a replacement supplier is required), the CEO may authorise a tender procedure that does not comply with the above. This will only be utilised when value can clearly be demonstrated. Where this situation arises, the CFO will inform the Chair of the Audit & Risk Committee at the earliest opportunity.

3. Schools Condition Allocation Capital Tendering

HET has set the below thresholds for tendering required for capital works through the Schools Condition Allocation (SCA):

SCA Tendering Thresholds	Tendering Requirements
£0 - £24,999	No formal requirements, but value for money must be obtained
£25,000 - £49,999	3 Written Quotes
£50,000 +	Formal Tendering (see below)
UK Public Procurement Limits: Supplies-£207,720 (inc VAT)+ Works-£5,186,260 (inc VAT)	Formal Compliant Tendering

4. Forms of Tenders

Any item of expenditure of over £25,000 (£50,000 for SCA capital expenditure) is required to go through a formal tendering processes. Schools must complete an Invitation to Tender document (see below) which must be approved by the CFO.

HET will consider Department for Education opportunities when making tendering decisions.

There are four forms of tender procedure: open, restricted, negotiated and framework. The circumstances in which each procedure should be used are described below:

Open Tender – this is where all potential suppliers are invited to tender. Schools must discuss & agree with the Chief Financial Officer how best to advertise for suppliers or how to identify potential suppliers.

Restricted Tender – this is where suppliers are specifically invited to tender. Restricted tenders are appropriate where;

- there is a need to maintain a balance between the contract value and administrative costs,
- a large number of suppliers would come forward or because the nature of the goods are such that only specific suppliers can be expected to supply HET's requirements,
- the costs of publicity and advertising are likely to outweigh the potential benefits of open tendering.

Negotiated Tender – the terms of the contract may be negotiated with one or more chosen suppliers. This is appropriate in specific circumstances:

- the above methods have resulted in either no or unacceptable tenders,
- only one or very few suppliers are available,
- extreme urgency exists,
- additional deliveries by the existing supplier are justified.

Framework – this is where the terms of supply of goods or services directly match an existing framework that HET is able to access as a public body.

Preparation for Tender

Full consideration should be given to the:

- Objective of project
- Overall requirements
- Technical skills required
- After sales service requirements
- Form of contract

Invitation to Tender

If a restricted tender is to be used, then an invitation to tender must be issued. If an open tender is used an invitation to tender may be issued in response to an initial enquiry.

An invitation to tender should include the following:

- Introduction/background to the project
- Tender process, timescales & forms of response
- Scope & requirements of the project
- Evaluation criteria
- Terms & conditions of tender

A basic template is included in appendix 1 of this document.

Evaluation Criteria

All tenders must include clear evaluation criteria that provide for the award of the most advantageous tender. A weighting must be provided for each criteria, which will vary depending on the type of goods or service being tendered. Cost must be included in the evaluation criteria for every tender and a minimum weighting of 30% must be applied to this.

Other factors to consider can include:

- Financial
    - Like should be compared with like and if a lower price means a reduced service of lower quality this must be borne in mind when reaching a decision
    - Care should be taken to ensure that the tender price is the total price and that there are no hidden, indirect or extra costs
    - Scope for negotiation

- Technical/Suitability
    - Qualification of the contractor
    - Relevant experience of the contractor
    - Descriptions of technical & service facilities
    - Certificates of quality/conformity with standards
    - Quality control procedures

  - Details of previous sales & references from past customers

- Other Considerations
  - Pre sales demonstrations
  - After sales service
  - Financial status of supplier
  - Quality monitoring
  - Bid quality

Tender Acceptance Procedures

The invitation to tender should state the date and time by which the completed tender document should be received by HET. Tenders should be submitted by online portal, email and/or in plain envelopes clearly marked to indicate they contain tender documents. Envelopes should be stored in a secure place prior to tender opening. Tenders received after the submission deadline should not normally be accepted.

Tender Opening Procedures

All tenders submitted should be opened & reviewed at the same time.

A record should be established to record the names of the suppliers submitting tenders and the amount tendered.

Tender Evaluation

The evaluation process should involve at least two people. Those involved should disclose all interests, business & otherwise, that might impact upon their objectivity. If there is a potential conflict of interest, then that person must withdraw from the tendering process.

Those involved in making a decision must take care not to accept gifts or hospitality from potential suppliers that could compromise or be seen to compromise their independence.

Full records must be kept of all criteria used for evaluation and approval must be obtained from the Chief Financial Officer.

Where required by the conditions attached to a specific grant from the Department for Education, the department's approval must be obtained before the acceptance of a tender.

The accepted tender should be the one that is economically most advantageous to HET. All parties should then be informed of the decision.

Group Procurement

Where identified by HET, central tendering will be utilised for procurement of goods & services across schools. Schools will be consulted where value is considered to be achievable through group procurement. Examples include, but are not limited to:

- Energy
- Term Servicing
- IT Equipment
- Photocopiers
- Catering

Local Suppliers & Small to Medium Sized Enterprises

HET is committed to encouraging smaller, charitable and locally based suppliers as well as social enterprises to compete for business and to support them in improving their ability to meet HET's requirements, while complying with relevant regulations. In order to support these suppliers HET aims to:

- Utilise smaller lots where possible
- Reduce bureaucracy and keep documentation jargon free
- Set realistic timescales and deadlines

Appendix 1 – Template Invitation to Tender

INVITATION TO TENDER
for (Tender Project Name)
for (School Name)

Closing Date: (Closing Date of Tender)

Contact:
(Name of School Contact)
(Title of School Contact)
(Email Address of School Contact)

Contents

1) Introduction
2) Tender Process
3) Scope & Requirements
4) Evaluation Criteria
5) Terms & Conditions

1) Introduction

(Provide an introduction to HET/School and what the tender is for)

Example

Xxxxxx School is inviting companies to tender for cleaning services for its entire site under a three year contract to start on xxxxxx. Xxxxxxx School has outsourced the provision of cleaning for the past 4 years.

Xxxxxx School is an over-subscribed primary school with xxx students situated in central Southampton. The School has xx teachers and xx support staff. Details of the School site are included within the Scope of the tender.

2) Tender Process

(Provide details of how companies are to submit tender proposals and the timescales)

Example
Tenders should be submitted to finance@school.sch.uk. A hard copy of each tender should also be made in a plain unmarked envelope address as Private & Confidential to Mrs Smith, Business Manager. The deadline for submission of tenders is xxxxxx at xxxxxx.

The address for hand, post or courier delivery is:
Xxxxxx School
School Lane
Southampton
SO1 1AA

Submissions received after the deadline will not be considered.

Tenderers should ensure that they allow enough time to submit their bid response. The School will accept no responsibility for difficulties during the process of submission and/or late or lost submissions.

Please study the documentation carefully. If you are in any doubt as to any aspect of the scope, or require clarification of any part of the document please contact xxxxxx.

Companies will be offered the opportunity to conduct a site visit. Any site visits must be completed by xxxxxx. To arrange a site visit please contact xxxxxx.

Tenders will only be considered if they provide competitive prices strictly in accordance with the scope of the tender.

The School expects to appoint the successful company on xxxxxx.

3) Scope & Requirements

(Provide specific details of the tender)

Example
Xxxxx School is based on a single site with an internal floor area of 1,020 m2. A site map of the school is provided below.

(Insert site map)

Cleaning is required to be completed five days a week between the hours of 6am and 8am. The cleaning is to include xxxxxxxxxxxxxx. (include all requirements of the tender)

In addition, a deep clean of the entire site is required during the summer holidays. The deep clean is to include xxxxxxxxxxxx. (include all requirement of the tender)

4) Evaluation Criteria

(Provide information as to how tenders will be evaluated)

Example
All tenders will be subject to a detailed evaluation process. The School will select the best value for money tender considering the following factors with associated weightings:
Cost (50%)
Ability to meet or exceed the requirements of the tender (30%)
Quality and performance track record (15%)
Bid quality and compliance (5%)

The School may request additional information as part of the bid clarification process to enable to School to better understand the tenderer's bid.

5) Terms & Conditions

(Include the below terms & conditions. If any further terms & conditions are required include them)

The Supplier acknowledges that a response to this tender does not commit the School to any course of action resulting from its receipt and that the School may, at its discretion:
Reject any tender. The School is not bound to give any reason for the rejection.
Reject any tender which does not conform to the Scope & Requirements of the tender.
Reject all responses.
Terminate the tender process.

The Supplier must be prepared to discuss any aspect of its response if requested by the School.

The School may, at its request, require unsuccessful Suppliers to immediately return or destroy all documentation relating to this tender. The Supplier may, at the Schools request, be required to confirm in writing that all such documentation has been destroyed.

Nothing contained in this tender or any other communication made between the School and the Supplier shall constitute an agreement, contract or representation between the School and the Supplier. Receipt of this tender by the Supplier does not imply the existence of a contract or commitment by or with the School for any purpose.

Suppliers must note that this tender may not result in the award of any business. The School reserves the right to change any aspect of, or cease, the tender process at any time.

The information contained in this tender is subject to updating and amendment in the future. It does not purport to contain all of the information which a Supplier may require. While the School has taken all reasonable steps to ensure that, as at the date of this document, the facts which are contained in the tender are true and accurate in all material respects, the School does not make any representation or warranty as to the accuracy or completeness or otherwise of this tender, or the reasonableness of any assumptions on which this document may be based. All information provided by the School to Suppliers, including that contained in this tender, is subject to the Supplier's own due diligence. The School accepts no liability to Suppliers whatsoever and however arising and whether resulting from the use of this tender, or any omissions from or deficiencies in this document. The School shall rely upon the information provided by Suppliers.

All intellectual property rights in this tender are and will remain the property of the School. No part of any such materials may be reproduced, stored in a retrieval system or transmitted in any form or by any means electronic, mechanical, optical or otherwise, now known or hereafter invented, for any purpose other than the preparation and submission of a response to this tender, without the written permission of the School. The School may exclude from this tender process any Suppliers who have been found to be in breach of confidentiality or intellectual property provisions and may pursue any remedy or take any other action for breach as it considers appropriate.

It is the responsibility of the Supplier to obtain for itself at its own expense all additional information necessary for the preparation of its response to this tender. No claims of insufficient information will be entertained.

Suppliers are required to declare any existing or potential interests they have in the School. Suppliers should state the nature of the relationship. This may be, but is not limited to, current of former employee, governor, pupil, parent or other close relative of pupil, relationship with spouse, relative, friend or any other connected party. The scope of the declaration is drawn extremely widely to capture all situations where there may be, or be seen to be, potential for a conflict of interest to arise.

Any Supplier who directly or indirectly canvasses any employee or governor of the School concerning the award of the tender will be disqualified.

The School will not be obligated to consider any late responses to this tender, nor will it be obliged to consider any requests for extension of time from the date fixed for submission of responses to this tender. The School may, however, in its absolute discretion, extend the time or date fixed for submission and in such event, the School will notify all potential Suppliers of any change.

Suppliers are responsible for all costs, liabilities and expenses which may be incurred in the preparation of its response to this tender. The School will not be held liable for any costs incurred by the Supplier regardless of the outcome or whether or not a contract is awarded.

Information contained in the tender and any further information that comes into the possession of the Supplier during any subsequent discussion, correspondence or negotiations shall be deemed confidential information. The School may, at their discretion, request a Non-Disclosure Agreement be signed by Suppliers.

Should any Supplier not wish to proceed with the tender process, they must immediately destroy this document.

Suppliers must obtain by written consent of the School before disclosing to third parties or any Supplier group company and confidential information of the School or any part of this tender. Suppliers must ensure that all third parties to whom disclosure is made shall keep any such information, material, specification or other document confidential and are subject to confidentiality obligations no less onerous than those set out in any Non-Disclosure Agreement. The School shall be entitled to require the Supplier to maintain a register of all employees and third parties who have access to such information and make such register available to the School for inspection on request.

Suppliers must not announce or release any information regarding this tender process or the existence of this tender without prior written approval of the School.