

## COOKSTOWN DISTRICT COUNCIL

## PROCUREMENT POLICY



# Cookstown

## DISTRICT COUNCIL

*COMHAIRLE CHEANTAR NA COIRRE CRÍOCHAÍ*  
*DISTRICK COONCIL O COOKESTOUN*

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## **1. Introduction**

This document aims to set out clear formal procedures to govern each stage of the purchasing process in Cookstown District Council, from initiation of a transaction to payment of the supplier.

Each department of the council should place orders in compliance with this policy and hence each department director is responsible for all orders issued on behalf of that department. The finance section of the Corporate Services department is responsible for the payment of all goods and services (from here on called items).

The intended audience of this policy are Cookstown District Council staff.

## **2. Objectives of the procurement procedures**

The procedures are designed so as to ensure as far as possible that:

- All transactions are conducted in compliance with Council regulations, EC procurement law, and other legislation;
- Value for money and cost effectiveness are maximised in the procurement of goods and services;
- Goods and services acquired are consistent with Council needs in terms of quality and quantity;
- Settlements are timely, accurate, and in accordance with suppliers' terms and conditions;
- Payments are made only for goods and services duly authorised, properly ordered, and received in good condition;
- All invoices are properly checked and approved;
- All transactions are accurately recorded in the accounting records;
- All taxation is correctly accounted for – including value added tax (VAT)
- Scope for fraud and error is minimised;
- The creditors' ledger and other records are accurately maintained.
- Council can meet its obligation to operate in an efficient and business like matter within statutory and properly audited financial guidelines.
- Council will, where possible, consider sustainability and environmental issues when procuring items.

**All staff members who fail to comply with the procurement procedures as laid down by this policy may face disciplinary action.**

### **3. Roles and responsibilities**

#### **Directors**

Each Director is responsible for all orders issued by that Department and is responsible for ensuring that sufficient provision is available in the relevant budget.

Whenever possible Directors should ensure that the same staff are not involved in requisitioning, ordering, certifying the receipt of goods and authorising the invoice for payment.

#### **Designated staff**

Designated Officers in user Departments requiring goods or services for the purpose of discharging their official duties are responsible for;

- a Fully obtaining and completing the appropriate documentation, i.e. requisitions, purchase order numbers.
- b Ensuring value for money is obtained.
- c Researching the market when preparing technical specifications.
- d Carefully preparing tender documentation.
- e Obtaining necessary approval at stages of procurement.
- f Placing official orders and progressing delivery of items.
- g Obtaining, checking and certifying (if content) supplier invoice within a reasonable time.
- h In addition lead project staff should ensure; All specifications and/or bills of materials are checked and meet the requirements of the Council.

#### **Corporate Services Department**

- a Ensuring the compliance of staff with this policy.
- b Preparing, checking and processing all payments to suppliers.
- c Issuing purchase order numbers.

#### **ICT Manager**

All procurement of ICT equipment (hardware and software) must involve consultation with the ICT Manager.

#### **Health & Safety Officer**

All procurement of goods and products involving members of the public, staff and/or safety of children must involve consultation with the Health & Safety Officer.

#### **Equality Officer**

Equality Considerations

In terms of procurement, the Council will take all reasonable measures to ensure that outside organizations used to provide goods or services adhere to the principles enshrined in Section 75 (Equality Scheme Duties).

Specifically in meeting the needs of disabled people the Council will adhere to appropriate Codes of Practice, such as BS8300:2001. The Council will also have due regard to the need:

- To promote positive attitudes towards disabled people; and
- To encourage participation by disabled people in public life.

Guidance will be available from the Equality Officer.

## **4. Types of Expenditure**

### **Revenue Expenditure**

This is normally day-to-day recurring spending on consumable items/services etc. Examples are heating oil, electricity, stationary etc. Spend of this type is budgeted for in the Revenue Budget on an annual basis and charged off to Council, as costs are incurred.

### **Capital Expenditure**

Capital Spend would in accounting terms normally result in a Fixed Asset. Examples of Fixed Assets are Land & Buildings, Plant and Machinery, Motor Vehicles etc.

A fixed asset/capital spend would have the following characteristics.

1. Have an expected life of 3 years or more.
2. Normally would be tangible (software would be intangible).
3. Usually will have a value of £2,000 or more.

All Capital spend in excess of Tender Level (see Appendix 1) for any one purchase requires Council approval.

## **5. Methods of Expenditure**

The majority of revenue spend is by creditors cheque payments whilst petty cash and credit card payments are also employed in some cases. Some recurring payments, e.g. phone and electricity bills are made by direct debit

All capital payments are made using cheque payment.

## **6 Training**

All existing staff with a current responsibility for purchasing will be trained on revised procurement policy. Training will be carried out by the Corporate Services Department.

This policy will be available to all staff as advised in the Distribution section of the document control table on the policy cover page.

## **7 Review Date**

As and when required with the agreement of the Director of Corporate Services.

## Appendix 1. Quotation threshold requirements

Estimated value of item (excluding VAT)

Requirement

### **Level A: “VFM Level”**

£1,000 or less

No quotations need be obtained, however it is the responsibility of the officer acquiring the goods or services to ensure that value for money is obtained. This will be monitored and may have to be demonstrated to internal or external audit.

### **Level B: “Quotation Level”**

Over £1,000 but not exceeding £10,000

At least four competitive quotations should be requested. A minimum of three competitive quotations should be received.

### **Level C: “Tender Level”**

Over £10,000

Tenders should be invited by way of public advertisement.

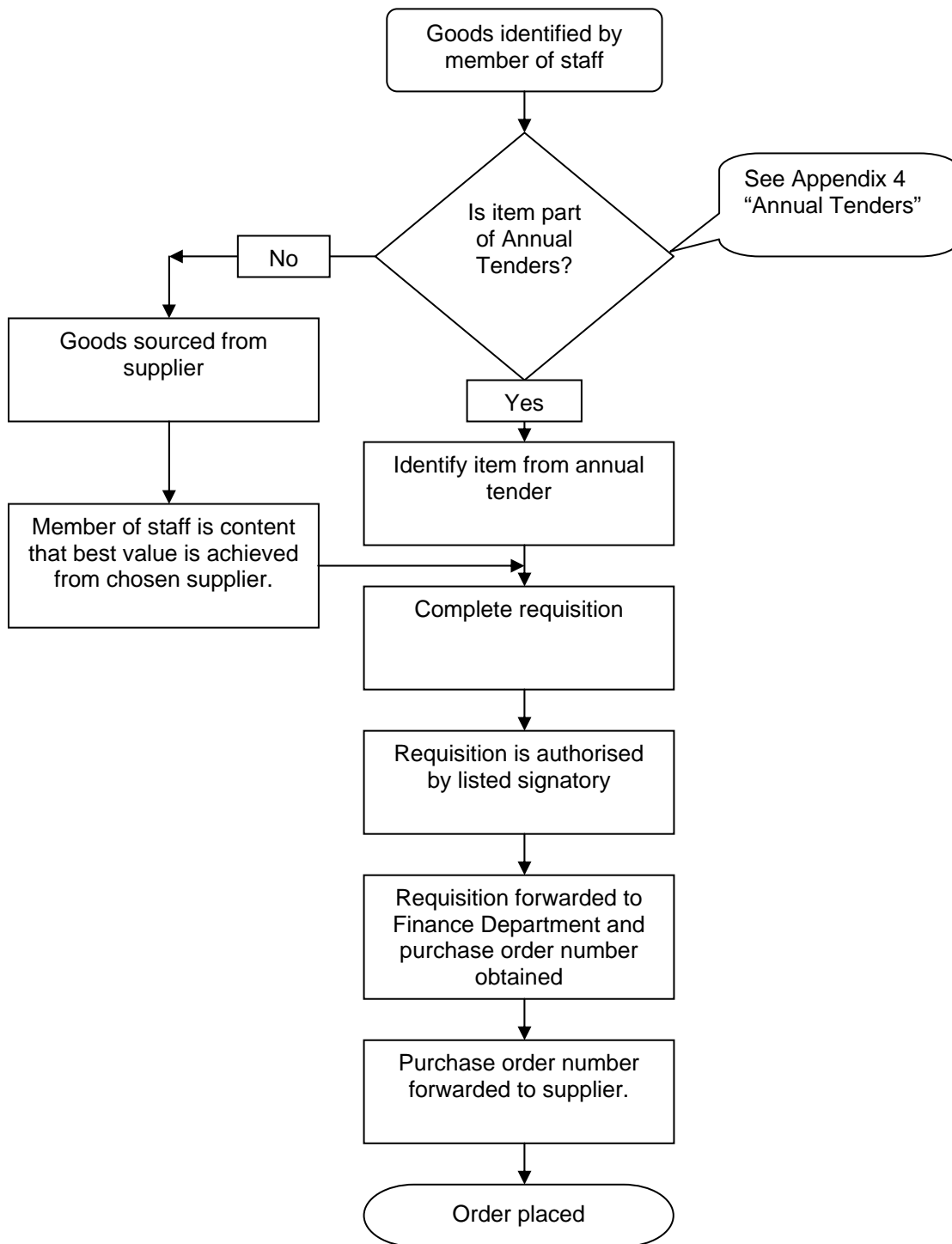
Note OJEC advertisement is required if estimated value of works or supply contract exceeds OJEC limits. Please see Appendix 11 for latest OJEC limits.

Orders **must not** be split so as to avoid the need for competitive procurement and this will be monitored accordingly.

Where three competitive quotations have not been obtained a memo detailing the reasons and authorised by department director and Director of Corporate Services or Head of Finance must be furnished to the Finance Department. See also Appendix 10.

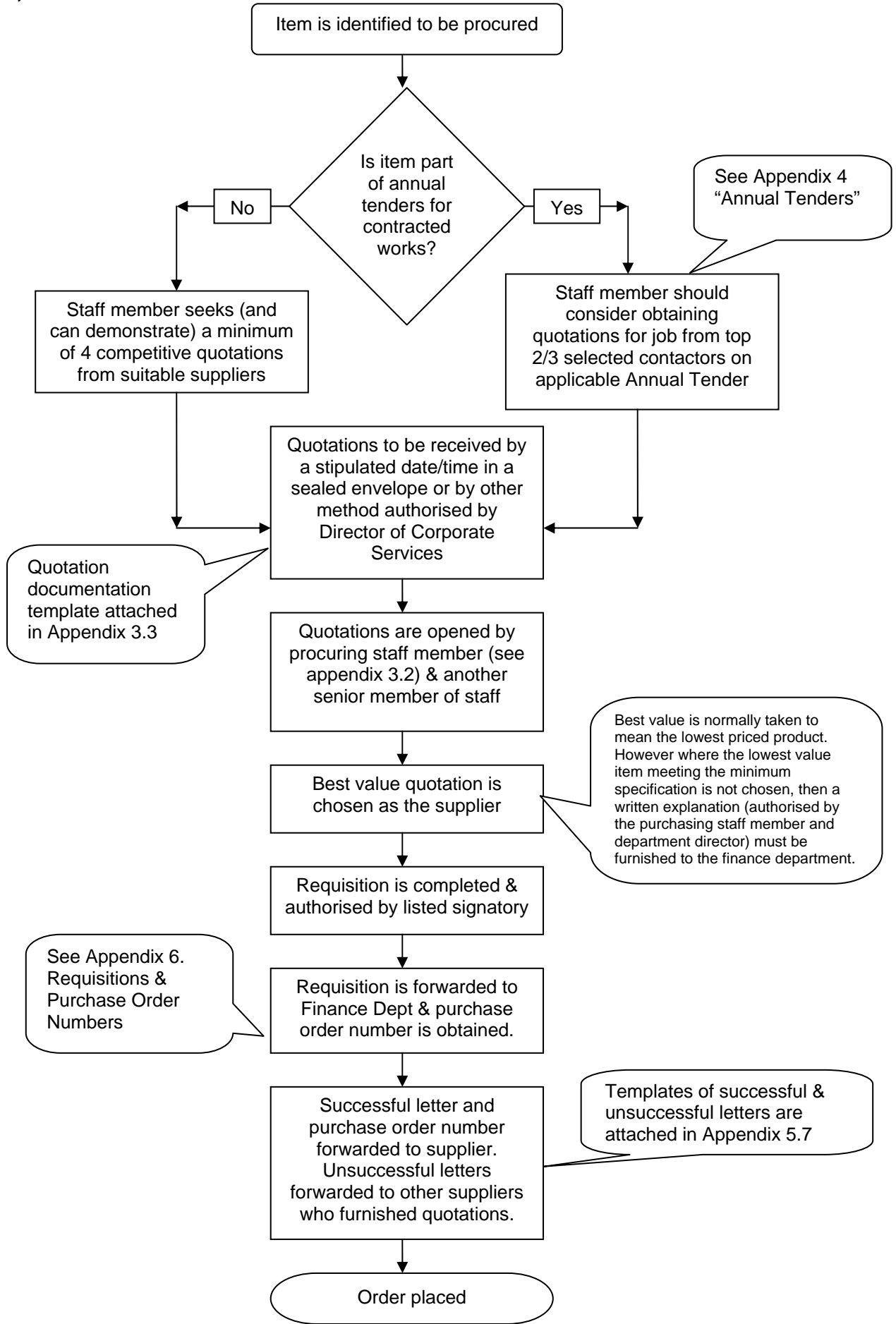
**Appendix 2**

**Procedure to be followed when item is estimated to cost less than £1,000 (VFM Level).**



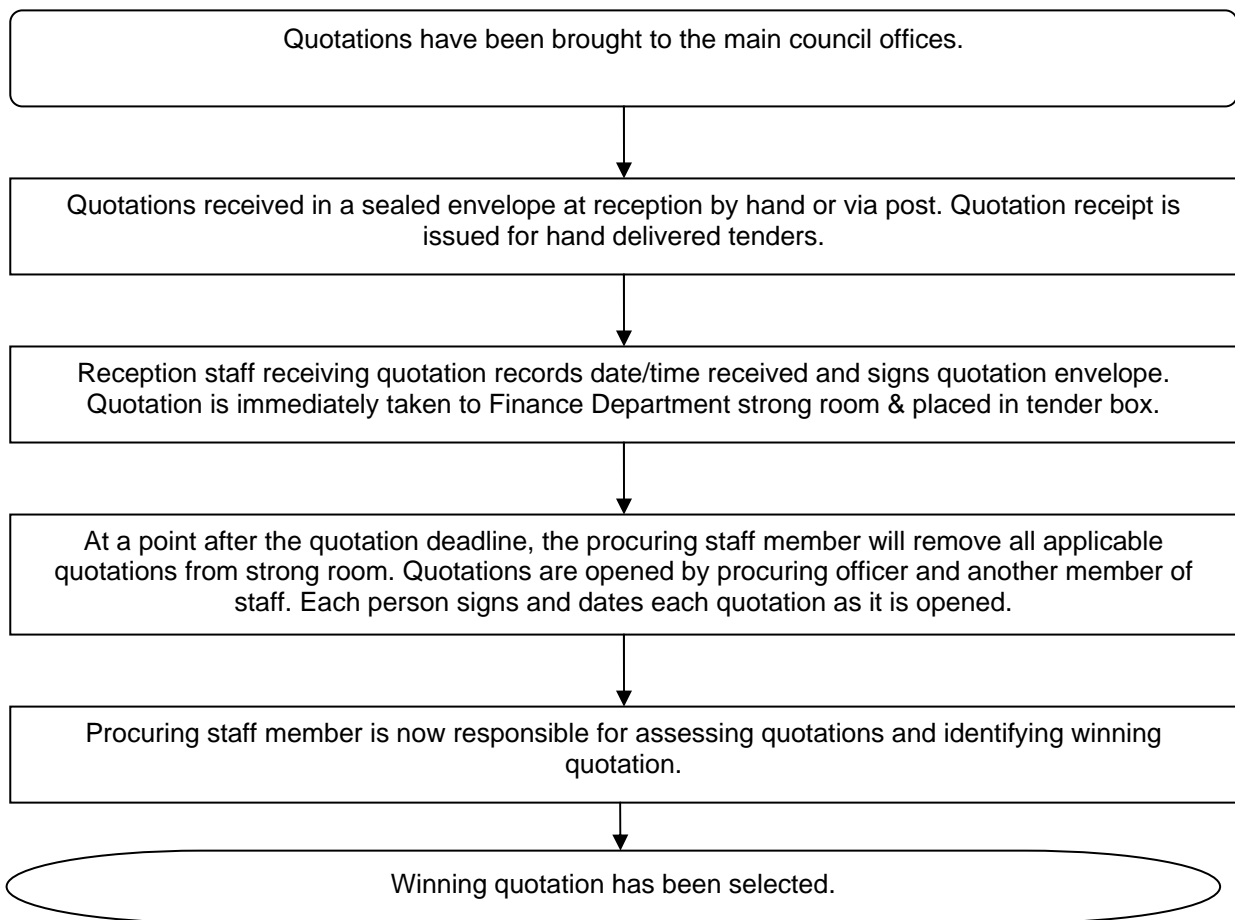
**Appendix 3.1**

**Procedures to be followed where item is estimated to cost between £1,000 and £10,000**



## Appendix 3.2

### Procedure to be followed for receiving and opening quotations



Late quotations **will not** be accepted.

## Appendix 3.3 Quotation documentation template

### Instructions

#### 1 Invitation to Quote

The supplier shall be deemed to have satisfied itself before submitting its quotation as to the accuracy and sufficiency of the prices stated in the quotation.

#### 2 Submission of Quotation

##### 2.1 Quotations should be returned no later than 12noon on **<insert closing date>**

Quotations received after this time will NOT be considered.

##### 2.2 Quotations submitted by post should be registered or sent by recorded delivery. An official receipt should be obtained for the quotation if delivered by hand.

##### 2.3 Quotations submitted by fax or electronic mail will NOT be considered.

##### 2.4 The quotation, duly completed, must be returned in a sealed envelope endorsed **<insert quotation name> sealed and returned (bearing no name or other distinguishing matter or mark revealing the identity of the sender) to:**

**Mr M J McGuckin  
Clerk/Chief Executive  
Cookstown District Council  
Burn Road  
Cookstown  
BT80 8DT**

##### 2.5 All submissions must be in English. All prices quoted must be in pounds Sterling and exclusive of VAT.

#### 3 Period Quotations are to be held open

Quotations are required to be kept open for acceptance for a period of six months from the closing date for submission of quotations.

#### 4 Right to Issue Further Instructions

During the quotation period, the Council reserves the right to make changes to the Contract Documentation, which changes shall be accepted by the tenderer without reservation.

#### 5 Expenses and Losses

The Council shall not be responsible for, or pay for, any expenses or losses that may be incurred by any tenderer in preparing their quotation proposals.

#### 6 Preparation of Quotation

It is the responsibility of prospective tenderers to obtain for themselves, at their own expense, any additional information necessary for the preparation of their quotation.

## **7 Interviews**

The Council reserves the right to interview some or all of the suppliers as part of the evaluation process.

## **8 Samples**

The Council reserves the right to ask for samples of items offered to be supplied (if applicable).

## **9 Standard Specification**

All materials not specified in detail shall comply with the relevant UK Standard Specification. Successful quotations must, upon request, produce evidence to this effect for materials supplied.

## **10 Confidentiality**

All information supplied by the Council in connection with this invitation to quotation shall be treated as confidential by prospective tenderers, except that such information may be disclosed so far as is necessary for the purpose of obtaining sureties, guarantees and quotations necessary for the preparation and submission of the quotation.

## **11 Ownership of Quotation Documents**

The attached documents are, and shall remain, the property of the Council and shall be returned with the quotation.

## **12 Lowest Quotation**

The Council does not bind itself to accept the lowest or any quotation received.

## **13 Invoicing**

It should be noted that the Council does not make payment for goods or services prior to delivery.

## **14 Freedom of Information**

Quotation and commercially sensitive information provided to the council is likely to be requested for disclosure by members of the public and other interests. Contractors' quotations for supplies should be aware that as a public authority Council has a duty under the Freedom of Information Act 2000 to disclose information deemed to be in the public interest. Information deemed to be "Commercial in Confidence" may not be disclosed.

## Points of Contact

If in the event of any queries regarding this quotation please contact:

### <insert: first contact>

email <insert email address>

fax: 028 867 64360

tel: 028 8676 2205

mob: <insert mobile telephone number>

### <insert: second contact>

email <insert email address>

fax: 028 867 64360

tel: 028 8676 2205

mob: <insert mobile telephone number>

**Specification**

<insert specification here>

**QUOTATION FOR <INSERT NAME OF QUOTATION>**

**I/We hereby offer to provide the above mentioned goods/services as detailed in the specification for the sum of:**

**£ \_\_\_\_\_(exclusive of VAT).**

**Amount in words**

\_\_\_\_\_pounds.

**I/We have read and understand the instructions and specification and agree:**

***to the terms and conditions set in this Quotation; to any additional terms and conditions set out in the invitation to quotation; that having completed this form a binding contract shall be constituted by this Quotation and our acceptance thereof.***

**I/We understand that that you are not bound to accept the lowest or any quotation you may receive**

**Authorisation of Quotation**

***The Quotation must be signed by a person authorised to sign on behalf of the contracting firm.***

Signed

\_\_\_\_\_

Date

\_\_\_\_\_

**CERTIFICATE AS TO CANVASSING**

I/We hereby certify that I/we have not and will not canvas or solicit any Member, Officer or Employee of the Council in connection with the preparation, submission and evaluation of this Quotation or award or proposed award of the Contract and that to the best of my/our knowledge and belief, no person employed by me/us or acting on my/our behalf has done, or will do, such an act.

I/We hereby certify that, to the best of my/our knowledge and belief, no person who is a Councillor, Officer, Servant or Agent has any direct or indirect interest, in or connection with, the Organisation.

Signed \_\_\_\_\_

Date \_\_\_\_\_

duly authorised to give such certificates for and on behalf of:-

NAME OF ORGANISATION \_\_\_\_\_  
(in BLOCK CAPITALS)

**DECLARATION AND UNDERTAKING TO BE SIGNED BY ALL MAIN CONTRACTORS AND  
NOMINATED SUB-CONTRACTORS QUOTATIONING FOR THE  
EXECUTION OF WORKS OR THE SUPPLY OF GOODS OR SERVICES**

**COOKSTOWN DISTRICT COUNCIL  
FAIR EMPLOYMENT AND TREATMENT (NORTHERN IRELAND) ORDER 1998**

- 1 Article 64 of the Fair Employment and Treatment (N.I.) Order 1998 ("The Order") provides inter alia that a public authority shall not accept an offer to execute any work or supply any goods or services where the offer is made by an unqualified person in response to an invitation by a public authority to submit offers. Article 64 also provides that the public authority shall take all such steps as are reasonable to secure that no work is executed or goods or services supplied for the purposes of such contracts as are mentioned above by an unqualified person.
- 2 An unqualified person is either an employer who, having been in default in the circumstances specified in Article 62 (1) of the Order, has been served with a notice by the Fair Employment commission stating that he is not qualified for the purposes of Articles 64 to 66 of the Order, or an employer who, by reason of connection with an employer on whom has been served a notice to that effect, has also been served with such a notice.
- 3 Mindful of its obligations under the Act, COOKSTOWN DISTRICT COUNCIL has decided that it shall be a condition of quotation that a contractor shall not be an unqualified person for the purposes of Articles 64 to 66 of the Order.
- 4 Contractors are, therefore, asked to complete this Declaration / Undertaking to confirm that they are not unqualified persons and to undertake that no work shall be executed or goods or services supplied by an unqualified person for the purposes of any contract with a Council to which Article 64 of the Order applies.

I / We hereby declare that I am / we are not an unqualified person for the purposes of the Fair Employment and Treatment (Northern Ireland) Order 1998. I / We undertake that no work shall be executed or goods or services supplied by an unqualified person for the purposes of any contract with the COOKSTOWN DISTRICT COUNCIL to which Article 64 of the Order applies.

Signed \_\_\_\_\_

Date \_\_\_\_\_

duly authorised to give such certificates for and on behalf of:-

NAME OF ORGANISATION \_\_\_\_\_  
(in BLOCK CAPITALS)

## CONTACT DETAILS

Please complete this form with your Company details and include it with your quotation submission:

1 Company name: \_\_\_\_\_

2 Address: \_\_\_\_\_

3 Postcode: \_\_\_\_\_

4 Telephone number: \_\_\_\_\_

5 Fax number: \_\_\_\_\_

6a Name of person to contact in connection with this submission: \_\_\_\_\_

6b Name of person to contact in connection with project delivery: \_\_\_\_\_

7 Position in Company: \_\_\_\_\_

8 Telephone number: (if different from above) \_\_\_\_\_

9 Fax number: (if different from above) \_\_\_\_\_

10 e-mail address: \_\_\_\_\_

11 Mobile telephone number: \_\_\_\_\_

12 Website (if applicable): \_\_\_\_\_

13 Number of employees in Company: Full time \_\_\_\_\_ Part time \_\_\_\_\_

14 Vat Registration Number \_\_\_\_\_

15 Cookstown District Council invites feedback from tenderers regarding the quotation process. Any suggestions regarding how this quotation exercise might have been improved are welcome:

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## DECLARATION FOR TENDERERS

It is a requirement of all quotations made to Cookstown District Council that tenderers complete this declaration.

I / We

have completed the enclosed documentation and declare that the following documents have been enclosed with my / our quotation:

Completed quotation form	Yes / No
Completed certificate as to canvassing	Yes / No
Completed fair employment declaration	Yes / No
Completed contact details form	Yes / No
Brochures attached	Yes / No
Have read and agree to the specification/conditions/instructions	Yes / No
<b><i>Any other additional information requested?</i></b>	Yes / No

Signed \_\_\_\_\_

Name (Block Capitals) \_\_\_\_\_

Company \_\_\_\_\_

Position in Company \_\_\_\_\_

Date \_\_\_\_\_

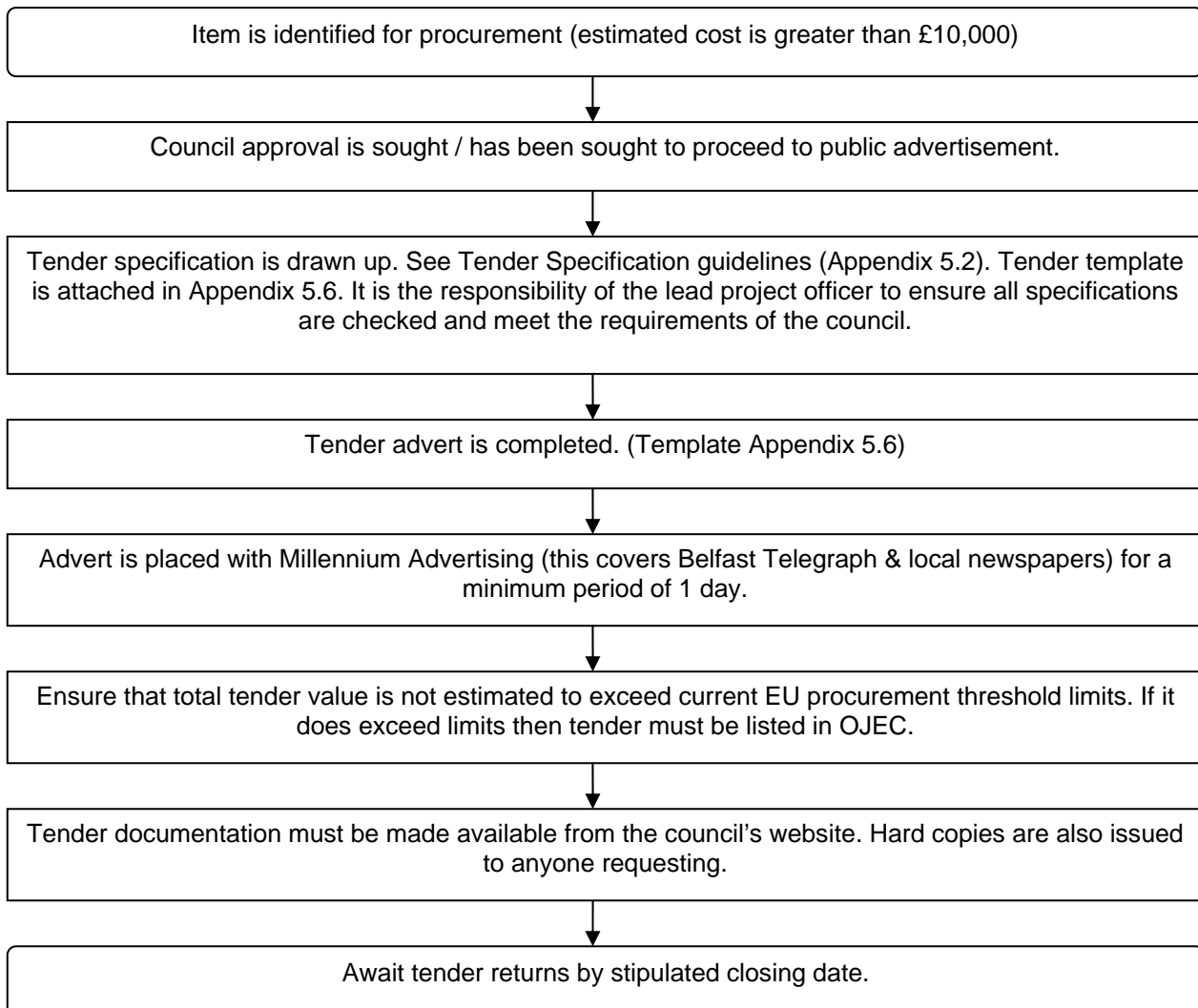
## Appendix 4 Annual Tenders

List of current annual tender contracts is listed in Appendix12

Tender Number	Requirement
1 – 16A, 19	These tenders relate to supply of goods. Each item is itemised and is procured using procedures listed in Appendix2 (Procedure to be followed when item is estimated to cost less than £1,000).
16B, 16C, 20, 21, 22, 23, 24, 25, 26	<p>These relate to rate per hour costed annual tenders for labour based work.</p> <p>Where the total cost of the works is not estimated to exceed £1,000 (VFM Level) then the purchasing procedure in Appendix2 should be followed.</p> <p>Where the total cost of the works is estimated to cost between £1,000 and £10,000 (quotation level) then the officer should consider following the purchasing procedure in Appendix3.</p> <p>Where the total cost of the works is expected to exceed £10,000 then “Tender Level” procedures must be followed.</p>
17, 18A	These tenders relate to hire of plant. Normal procurement procedures are bypassed here owing to the nature of the tender. This is compensated by use of time sheet recording plant on hire with dates and times. Contractor forwards a monthly invoice which is then subject to Creditors payment procedures (Appendix6.3).
18B, 18C	These tenders relate to hire of road tanker and skip transport services. Normal procurement procedures are bypassed here owing to the nature of the tender. Contractor forwards a monthly invoice which is then subject to Creditors payment procedures (Appendix6.3).

## Appendix 5.1 Procedure to be followed when preparing a tender

Tender template documentation is attached in Appendix 5.6

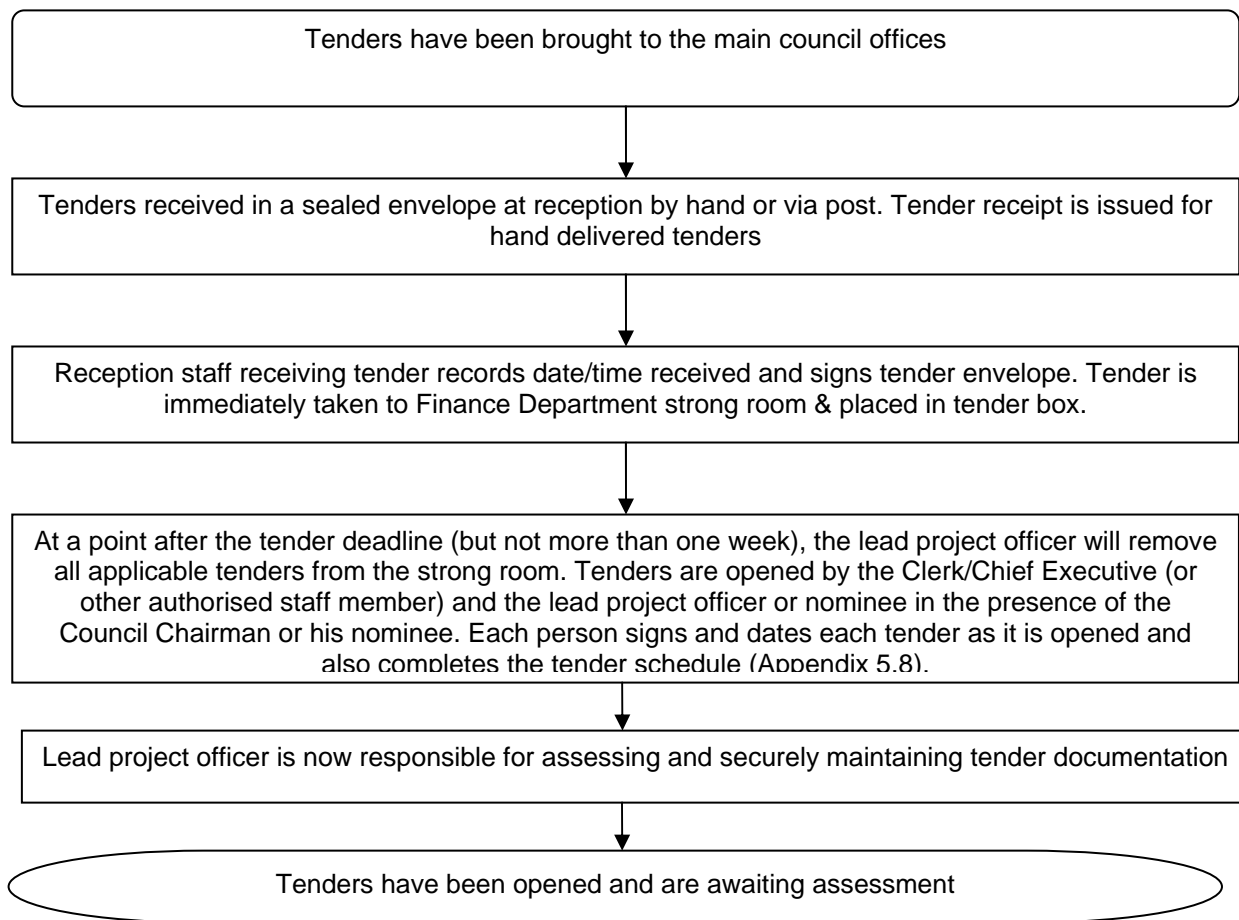


## **Appendix 5.2**

### **Tender Specification Guidelines**

- Specifications must be clear and concise.
- The person drawing up the tender document must give sufficient detail that “a reasonable person” can interpret what the requirements are.
- Generally, staff must ensure any actions taken are reasonable and can be supported with relevant evidence.
- Advertisement must state; that a tender must be received in a plain sealed envelope marked “Tender for (subject)” with no marking to indicate the identity of the sender.
- In the specification section, staff should consider the merit of including a standard form forcing suppliers to complete various sections in accordance with the tender specification.

### Appendix 5.3 Procedure to be followed for receiving and opening tenders



Late tenders **will not** be accepted.

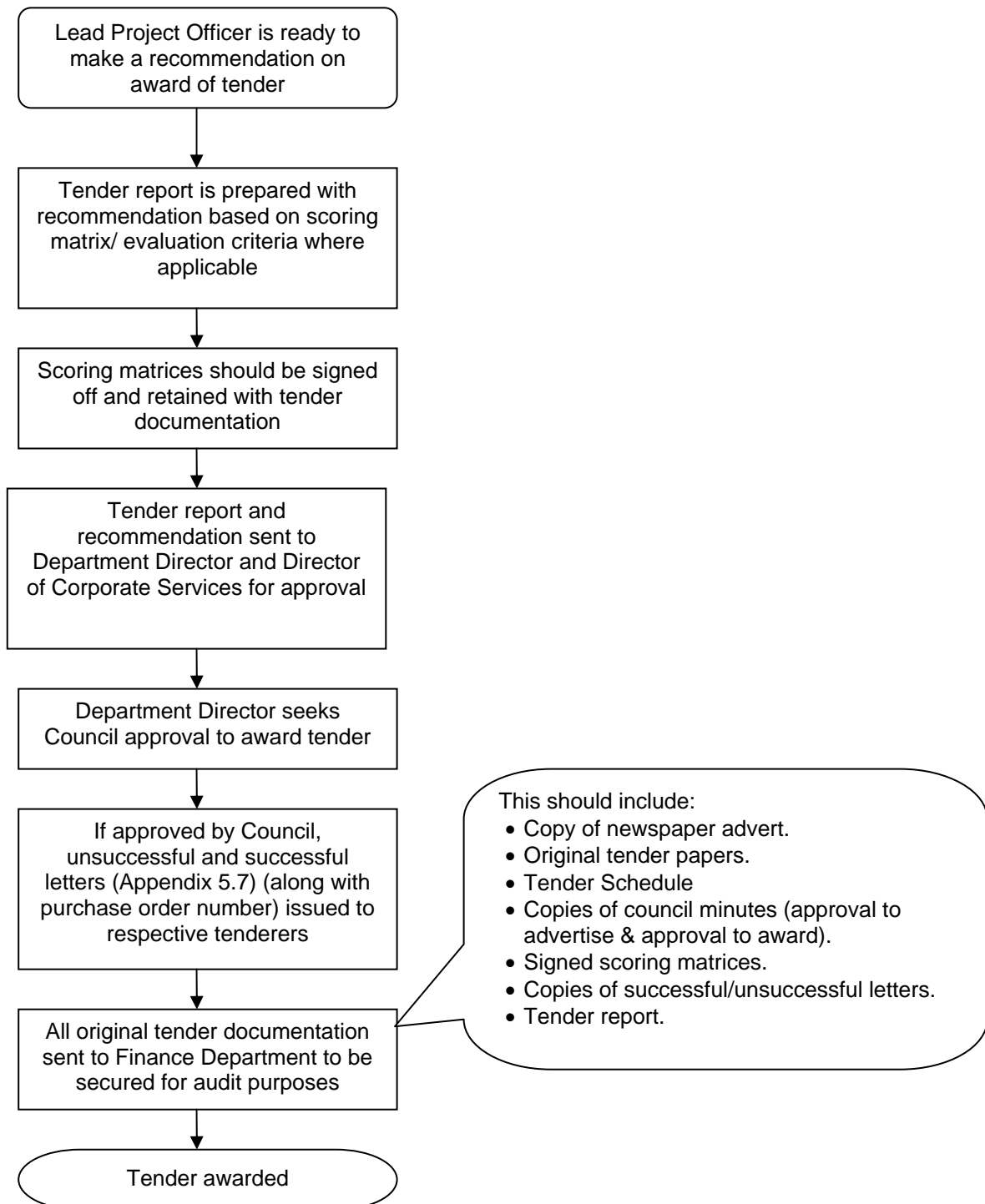
## **Appendix 5.4**

### **Considerations when assessing tenders**

- It is likely that the Lead Project Officer will have to justify selection to Director, Council and/or audit. Therefore, when staff are evaluating tenders they must act in a responsible, accountable, open and transparent manner and be consistent and fair to all tenderers.
- Council will generally be looking tenders to specification that are best Value for Money.
- Staff should as far as possible evaluate the tender from the information supplied by the tenderer. However, it may be desirable to inspect goods or clarify any matters by telephone.
- When a tender other than the lowest priced will be chosen then an adjudication criteria and scoring matrix should be in place to assess the tender returns.
- Tender assessment and scoring of matrix should include a minimum of two staff (Lead Project Officer plus one other)
- Tender evaluation must be factual.

## Appendix 5.5

### Procedure to be followed when tender recommendation is known



## Appendix 5.6 Tender Documentation (inc advert) Template



**Cookstown**  
DISTRICT COUNCIL  
*COMHAIRLE CHEANTAR NA COIRRE CRÍOCHAÍ*  
*DISTRICK COONCIL O COOKESTOUN*

<INSERT DEPARTMENT NAME> INVITES TENDERS FOR <INSERT GOODS REQUIRED>

Tender documents may be obtained from the <insert department name>, Cookstown District Council, Burn Road, Cookstown, BT80 8DT, telephone number 028 8676 2205 or from [www.cookstown.gov.uk/business/tenders](http://www.cookstown.gov.uk/business/tenders) and should be returned to the undersigned in a sealed envelope clearly marked '<insert tender name>' by 12 noon on <insert closing date>.

The Council does not bind itself to accept the lowest or any tender received.

M J McGuckin  
Clerk/Chief Executive  
Cookstown District Council  
Burn Road  
Cookstown  
BT80 8DT

## **Instructions to tenderers**

### **1 Invitation to Tender**

The Contractor shall be deemed to have satisfied itself before submitting its tender as to the accuracy and sufficiency of the prices stated in the tender.

### **2 Submission of Tender**

**2.1** Tenders should be returned no later than 12noon on **<insert closing date>**  
Tenders received after this time will NOT be considered.

**2.2** Tenders submitted by post should be registered or sent by recorded delivery. An official receipt should be obtained for the tender if delivered by hand.

**2.3** Tenders submitted by fax or electronic mail will NOT be considered.

**2.4** **The tender, duly completed, must be returned in a sealed envelope endorsed <insert tender name> sealed and returned (bearing no name or other distinguishing matter or mark revealing the identity of the sender) to:**

**Mr M J McGuckin  
Clerk/Chief Executive  
Cookstown District Council  
Burn Road  
Cookstown  
BT80 8DT**

**2.6** All submissions must be in English. All prices quoted must be in pounds Sterling and exclusive of VAT.

### **3 Period Tenders are to be held open**

Tenders are required to be kept open for acceptance for a period of six months from the closing date for submission of tenders.

### **4 Right to Issue Further Instructions**

During the tendering period, the Council reserves the right to make changes to the Contract Documentation, which changes shall be accepted by the tenderer without reservation.

### **5 Expenses and Losses**

The Council shall not be responsible for, or pay for, any expenses or losses that may be incurred by any tenderer in preparing their tender proposals.

### **6 Preparation of Tender**

It is the responsibility of prospective tenderers to obtain for themselves, at their own expense, any additional information necessary for the preparation of their tender.

## **7 Interviews**

The Council reserves the right to interview some or all of the tenderers as part of the evaluation process.

## **8 Samples**

The Council reserves the right to ask for samples of items offered to be supplied (if applicable).

## **9 Standard Specification**

All materials not specified in detail shall comply with the relevant UK Standard Specification. Successful tenders must, upon request, produce evidence to this effect for materials supplied.

## **10 Confidentiality**

All information supplied by the Council in connection with this invitation to tender shall be treated as confidential by prospective tenderers, except that such information may be disclosed so far as is necessary for the purpose of obtaining sureties, guarantees and quotations necessary for the preparation and submission of the tender.

## **11 Ownership of Tender Documents**

The attached documents are, and shall remain, the property of the Council and shall be returned with the tender.

## **12 Lowest Tender**

The Council does not bind itself to accept the lowest or any tender received.

## **13 Invoicing**

It should be noted that the Council does not make payment for goods or services prior to delivery.

## **14 Freedom of Information**

Tender and commercially sensitive information provided to the council is likely to be requested for disclosure by members of the public and other interests. Contractors tendering for supplies should be aware that as a public authority Council has a duty under the Freedom of Information Act 2000 to disclose information deemed to be in the public interest. Information deemed to be "Commercial in Confidence" may not be disclosed.

## **Points of Contact**

If in the event of any queries regarding this tender please contact:

### **<insert: first contact>**

email **<insert email address>**

fax: 028 867 64360

tel: 028 8676 2205

mob: **<insert mobile telephone number>**

### **<insert: second contact>**

email **<insert email address>**

fax: 028 867 64360

tel: 028 8676 2205

mob: **<insert mobile telephone number>**

**Specification**

<insert specification here>

### PREVIOUS RECORD

Please list as appropriate to the this tender at least two organisations with similar goods supplied or experience in a similar project, complete with value, contact name and telephone number.

<b>Client</b>	<b>Description of goods/services/contract</b>	<b>Value</b>	<b>Contact name and telephone number</b>

**TENDER FOR <INSERT NAME OF TENDER>**

**I/We hereby offer to provide the above mentioned goods/services as detailed in the specification for the sum of:**

**£ \_\_\_\_\_(exclusive of VAT).**

**Amount in words**

\_\_\_\_\_pounds.

**I/We have read and understand the Conditions of Contract and the Instruction to Tenderer's and agree:**

***to the terms and conditions set in this Tender; to any additional terms and conditions set out in the invitation to tender; that having completed this form a binding contract shall be constituted by this Tender and our acceptance thereof.***

**I/We understand that that you are not bound to accept the lowest or any tender you may receive**

**Authorisation of Tender**

*The Tender must be signed by a person authorised to sign on behalf of the contracting firm.*

Signed

\_\_\_\_\_

Date

\_\_\_\_\_

**CERTIFICATE AS TO CANVASSING**

I/We hereby certify that I/we have not and will not canvas or solicit any Member, Officer or Employee of the Council in connection with the preparation, submission and evaluation of this Quotation or award or proposed award of the Contract and that to the best of my/our knowledge and belief, no person employed by me/us or acting on my/our behalf has done, or will do, such an act.

I/We hereby certify that, to the best of my/our knowledge and belief, no person who is a Councillor, Officer, Servant or Agent has any direct or indirect interest, in or connection with, the Organisation.

Signed

\_\_\_\_\_

Date

\_\_\_\_\_

duly authorised to give such certificates for and on behalf of:-

NAME OF ORGANISATION  
(in BLOCK CAPITALS)

\_\_\_\_\_

**DECLARATION AND UNDERTAKING TO BE SIGNED BY ALL MAIN CONTRACTORS AND  
NOMINATED SUB-CONTRACTORS TENDERING FOR THE  
EXECUTION OF WORKS OR THE SUPPLY OF GOODS OR SERVICES**

**COOKSTOWN DISTRICT COUNCIL  
FAIR EMPLOYMENT AND TREATMENT (NORTHERN IRELAND) ORDER 1998**

- 1 Article 64 of the Fair Employment and Treatment (N.I.) Order 1998 ("The Order") provides inter alia that a public authority shall not accept an offer to execute any work or supply any goods or services where the offer is made by an unqualified person in response to an invitation by a public authority to submit offers. Article 64 also provides that the public authority shall take all such steps as are reasonable to secure that no work is executed or goods or services supplied for the purposes of such contracts as are mentioned above by an unqualified person.
- 2 An unqualified person is either an employer who, having been in default in the circumstances specified in Article 62 (1) of the Order, has been served with a notice by the Fair Employment commission stating that he is not qualified for the purposes of Articles 64 to 66 of the Order, or an employer who, by reason of connection with an employer on whom has been served a notice to that effect, has also been served with such a notice.
- 3 Mindful of its obligations under the Act, COOKSTOWN DISTRICT COUNCIL has decided that it shall be a condition of tendering that a contractor shall not be an unqualified person for the purposes of Articles 64 to 66 of the Order.
- 4 Contractors are, therefore, asked to complete this Declaration / Undertaking to confirm that they are not unqualified persons and to undertake that no work shall be executed or goods or services supplied by an unqualified person for the purposes of any contract with a Council to which Article 64 of the Order applies.

I / We hereby declare that I am / we are not an unqualified person for the purposes of the Fair Employment and Treatment (Northern Ireland) Order 1998. I / We undertake that no work shall be executed or goods or services supplied by an unqualified person for the purposes of any contract with the COOKSTOWN DISTRICT COUNCIL to which Article 64 of the Order applies.

Signed \_\_\_\_\_

Date \_\_\_\_\_

duly authorised to give such certificates for and on behalf of:-

NAME OF ORGANISATION \_\_\_\_\_  
(in BLOCK CAPITALS)

## CONTACT DETAILS

Please complete this form with your Company details and include it with your tender submission:

1 Company name: \_\_\_\_\_

2 Address: \_\_\_\_\_

3 Postcode: \_\_\_\_\_

4 Telephone number: \_\_\_\_\_

5 Fax number: \_\_\_\_\_

6a Name of person to contact in connection with this submission: \_\_\_\_\_

6b Name of person to contact in connection with project delivery: \_\_\_\_\_

7 Position in Company: \_\_\_\_\_

8 Telephone number: (if different from above) \_\_\_\_\_

9 Fax number: (if different from above) \_\_\_\_\_

10 e-mail address: \_\_\_\_\_

11 Mobile telephone number: \_\_\_\_\_

12 Website (if applicable): \_\_\_\_\_

13 Number of employees in Company: Full time \_\_\_\_\_ Part time \_\_\_\_\_

14 Vat Registration Number \_\_\_\_\_

15 Cookstown District Council invites feedback from tenderers regarding the tendering process. Any suggestions regarding how this tendering exercise might have been improved are welcome:

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## DECLARATION FOR TENDERERS

It is a requirement of all tenders made to Cookstown District Council that tenderers complete this declaration.

I / We

have completed the enclosed documentation and declare that the following documents have been enclosed with my / our tender:

- |   |                          |
|---|--------------------------|
| Completed past customers' record  | <input type="checkbox"/> |
| Completed tender form   | <input type="checkbox"/> |
| Completed certificate as to canvassing  | <input type="checkbox"/> |
| Completed fair employment declaration   | <input type="checkbox"/> |
| Completed contact details form  | <input type="checkbox"/> |
| Brochures attached  | <input type="checkbox"/> |
| Have read and agree to the specification/conditions/instructions to the tenderers | <input type="checkbox"/> |
| <b><i>Any other additional information requested?</i></b>                         | <input type="checkbox"/> |

Signed \_\_\_\_\_

Name (Block Capitals) \_\_\_\_\_

Company \_\_\_\_\_

Position in Company \_\_\_\_\_

Date \_\_\_\_\_

## Appendix 5.7

### Unsuccessful letter template

<insert name of contractor / supplier>

<insert address>

<insert date>

Dear Sir

Thank you for your tender dated <insert *date tender/quotation form was dated by tenderer*> for the supply and delivery of <insert details of *goods / services*> at your quotation price of <insert contract amount in figures>, <insert amount in words>.

I regret to inform you that on this occasion you have been unsuccessful.

Please contact <insert lead project officer> if you require any further details.

Yours faithfully

A handwritten signature in black ink, appearing to read 'M J McGuckin', written in a cursive style.

M J McGuckin

Clerk/Chief Executive

## Successful letter template

<insert name of contractor / supplier>

<insert address>

<insert date>

Dear Sir

Thank you for your tender dated *<insert date tender/quotation form was dated by tenderer>* for the supply and delivery of *<insert details of goods / services>* at your quotation price of *<insert contract amount in figures>*, *<insert amount in words>*.

I have pleasure in confirming that you have been successful. I enclose Council's official order number *<insert purchase order number>*.

Please contact *<insert lead project officer>* on *<insert telephone number>* to *<insert requirements>*

Yours faithfully

A handwritten signature in black ink, appearing to read 'M J McGuckin', written in a cursive style.

M J McGuckin  
Clerk/Chief Executive

**Appendix 5.8  
TENDER SCHEDULE**

Tender for \_\_\_\_\_

Closing Date \_\_\_\_\_ Time 12noon

	Tenderer	Amount Quoted
1		
2		
3		
4		
5		
6		
7		
8		

**I hereby certify that the tenders enumerated above were the only ones received by Cookstown District Council within the time limit and open on the appointed day.**

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

## Appendix 6

### Requisitions and Purchase Order Numbers

#### 6.1 Requisitions

A requisition is a formal request from a section within a department for the supply of goods or services.

It is an internal accountable document which must be retained for audit purposes.

Requisitions are sequentially numbered and in duplicate format. White copy must always be forwarded to the Finance Department.

Departments must maintain a list of officers authorised to sign requisitions. A copy of this list must be furnished to the finance department.

A requisition must state the following information:

- Requisition number
- Purchase order number
- Date of request
- Cost and detail codes
- Description and quantity of goods
- Approximate cost
- Recommended supplier
- Reference to annual tender or obtained quotation
- Signature of authorising officer.

A requisition cannot be used to order goods with a supplier (see purchase order number).

#### 6.2 Purchase order number

Goods and services must be ordered using a purchase order number. Purchase order numbers are in triplicate format - white copy to supplier if necessary, pink copy to be attached to invoice and yellow copy maintained in book.

A purchase order number must be obtained prior to ordering goods and hence all invoices must quote the purchase order number. It is the responsibility of the officer placing the order to ensure the supplier lists purchase order number on invoice.

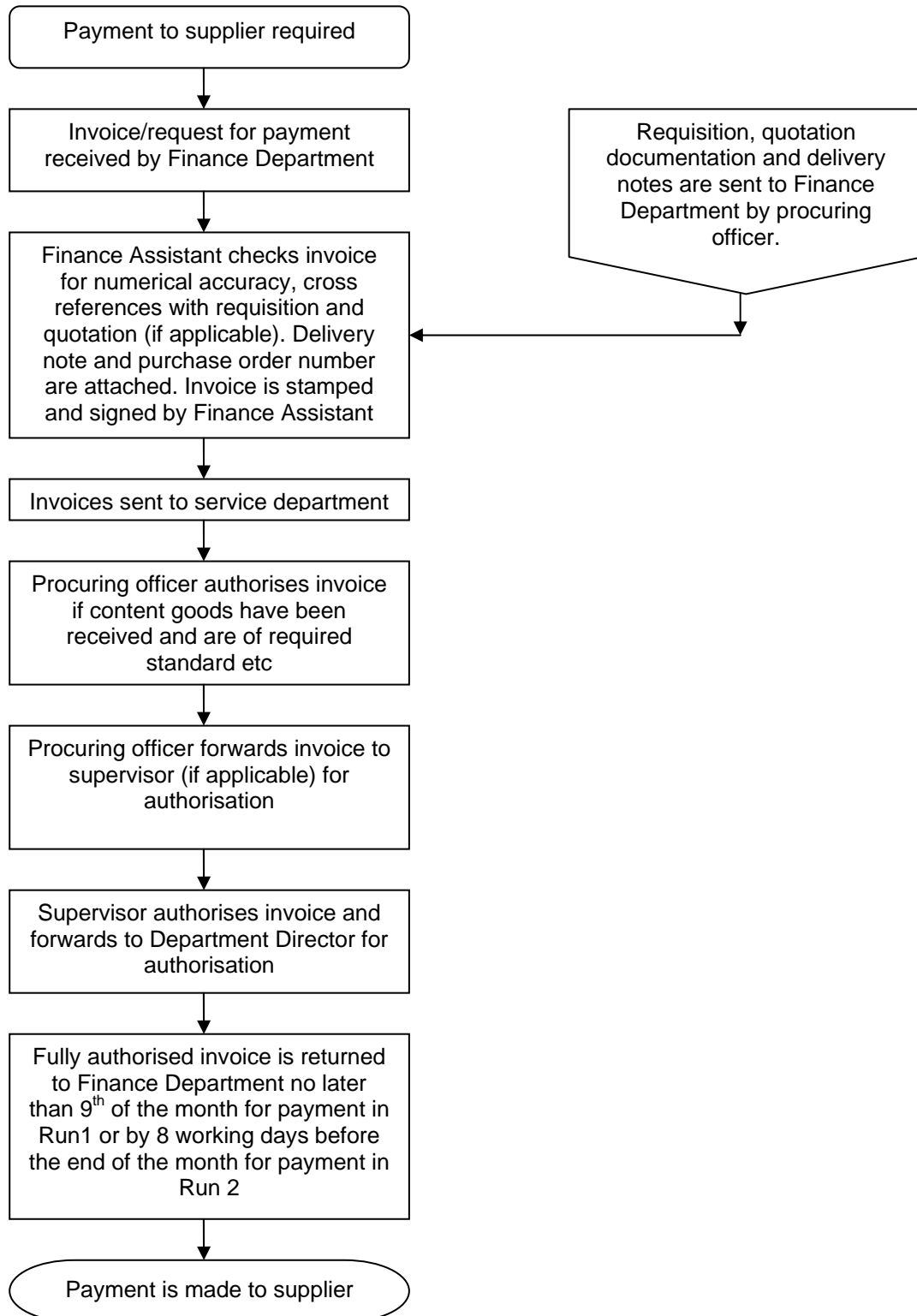
Purchase order numbers can be obtained from the finance department in person or via telephone. The finance department may consent to some sections maintaining their own purchase order book from finance department. In this case that section is responsible for forwarding pink copies to finance department.

A purchase order number must contain:

- Name of supplier
- Address of supplier (if supplier is not an existing supplier to council)
- Date of order
- Description and quantity of goods/service to be ordered.
- Cost of goods/service
- Reference to annual tender or obtained quotation (where applicable)
- Location for delivery (if not main offices)
- Cost and detail code
- Requisition number

### Appendix 6.3

## Procedure to be followed when requesting Finance Department for creditor payment



## **Appendix 7**

### **7.1 Council Credit Card payments**

The council credit card is intended to facilitate transactions only in limited circumstances, for example, to provide an easier means of booking travel and accommodation for official council business.

Staff are reminded that for any goods sourced with which the council credit card is required to make payment that these goods are purchased in line with these Council procurement procedures.

Credit card usage will only be authorised on receipt of fully completed credit card request from (Appendix7.2).

All staff should be aware that any misuse of the Council credit card can be considered a disciplinary offence.

When booking accommodation or hospitality, staff are reminded of subsistence rates. Check the limits with the Finance Department.

The council credit card will not be issued for any type of personal expenditure – even if is the intention of the officer to repay such expenditure.

The council credit card will not be permitted to leave the finance department, and likewise, under no circumstances must credit card details be taken/recorded by staff.

7.2 Request to Finance Department for use of Council Credit Card Form

# Cookstown District Council

## Request to Finance Department for use of Council Credit Card

All sections must be completed

<b>Date:</b>	
<b>From (purchasing officer):</b>	
<b>Supplier of goods:</b>	
<b>Brief description of goods:</b>	
<b>Cost Code Allocation:</b>	
<b>Total Cost:</b>	
<b>- - Approved by - -</b>	
<b>Purchasing Officer:</b>	
<b>Supervisor:</b>	
<b>Department Director:</b>	
<b>Approved (Finance):</b>	

+ + Credit Card must not be removed from Finance Department + +

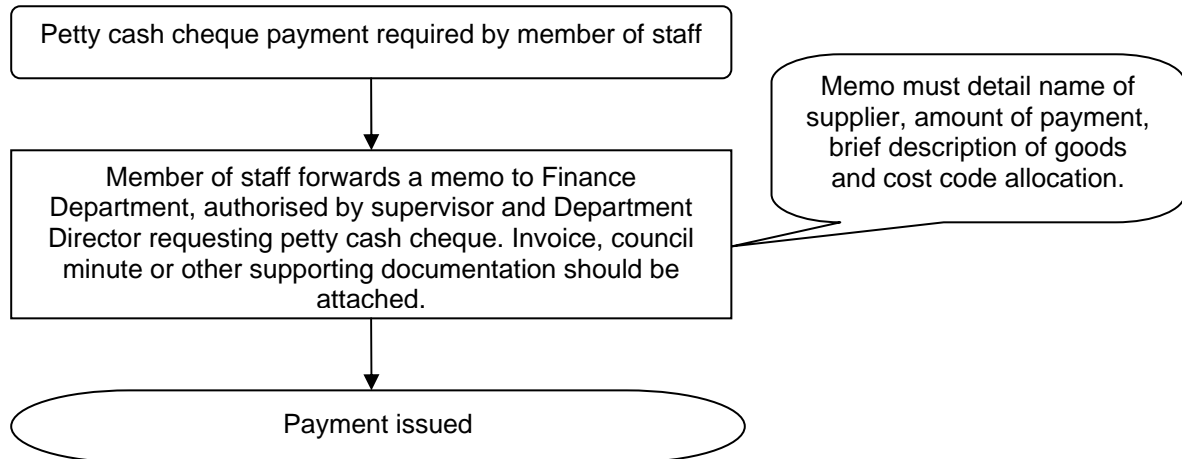
+ + Under no circumstances must credit card details be taken by purchasing officer + +

## Appendix 8

### Procedures to be followed where petty cash cheque payment is required

Petty cash cheque payments are used to facilitate immediate or emergency payments only. Procurement should normally be carried out via the Councils creditors' payment system.

Petty cash cheque payments are subject to the Councils procurement policy.



## Appendix 9

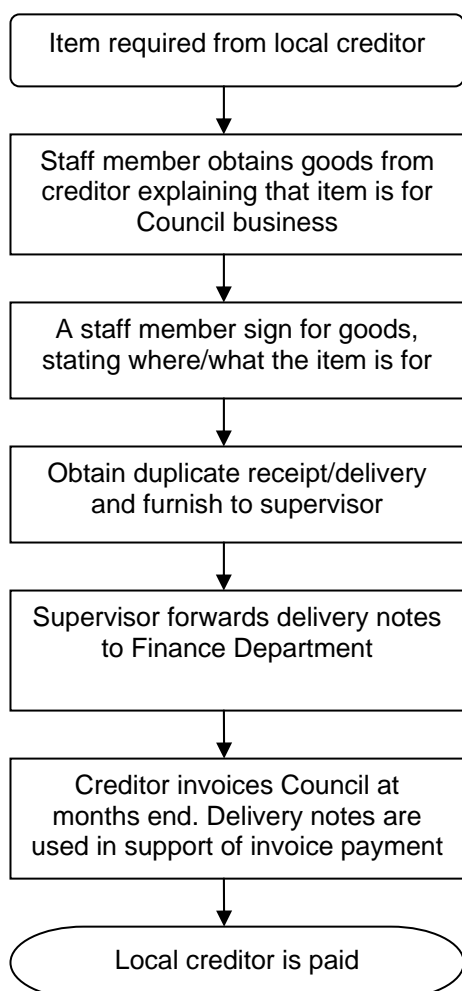
### 9.1 Local credit accounts

Council has in place numerous monthly credit accounts with local businesses. Authorised staff are able to obtain low value goods from these suppliers without need for first obtaining a requisition and purchase order number. Staff normally signs delivery/duplicate receipt on collection of goods. The supplier invoices the council for total goods supplied at the end of the month. At this stage a purchase order number is written and all goods obtained are certified by applicable supervisor.

### 9.2 List of local creditors

Eagleson's Hardware, Simpson Builder Centre, Scott's Plumbing, Brooks, 24 hour garage Burn Road, Leyden's Auto Parts or Ulster Livestock Care.

### 9.3 Procedure to be followed when obtaining low value items from local creditors.



## **Appendix 10**

### **Proprietary items, exceptions to procurement procedures, OGC contracts and emergency procurement procedures**

#### **10.1 Proprietary items**

Definition: A proprietary item is a product or service that is unique and there is only one known supplier who can provide the item under patent or warranty.

It is the responsibility of the purchasing staff member to be able to demonstrate that the proprietary item identified is indeed that.

The purchase of proprietary items should be avoided wherever possible.

#### **10.2 Exceptions to procurement procedures**

Department directors (with the approval of Director of Corporate Services) may procure goods or services without following quotation requirements provided that a strong business case with robust methodology can be identified. This business case must be set down in writing via a memorandum (authorised by department director and one of Chief Executive/Director of Corporate Services or Head of Finance) and furnished to the finance department.

#### **10.3 OGC Contracts**

Council purchases vehicle fuel and heating oil using the OGC recommended supplier. Hence normal procurement quotation procedures are waived.

#### **10.4 Emergency Procurement procedures**

In many cases where emergencies occur spend will be authorised without requirement to follow normal purchasing procedures.

Where this happens spend may be authorised by the department director in question for the Staff under his direct responsibility.

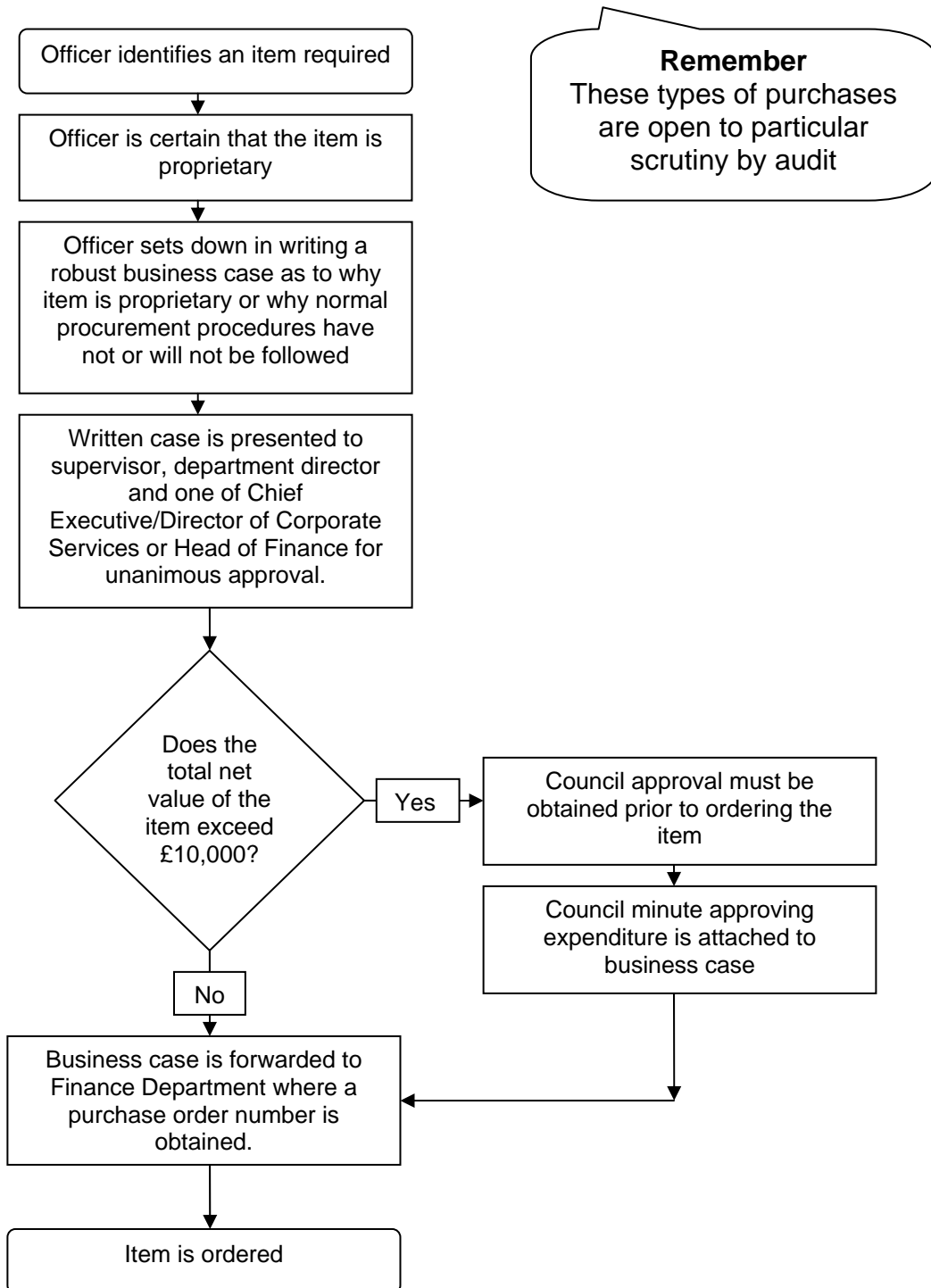
When the emergency has decreased in urgency then the Director should notify Director of Corporate Services in writing with an explanation as to the reason/need for spend.

An emergency should **be the exception and must not become the norm** because of poor planning, bad management etc.

A recent example of an emergency in the Council was the flooding incident (and subsequent incapacitating of the Burnavon Centre). Other examples may include robbery or natural disaster.

## Appendix 10.5

Procedure to be followed when item to be procured is described as proprietary or where normal procurement procedures are not followed.



## **Appendix 11**

### **Current EU threshold limits**

As a consequence of membership of the European Union the Council must advertise widely contracts in excess of a specified sum.

The latest thresholds as at 31 January 2006, for advertising tenders in the Official Journal of the European Commission (OJEC) are:

Service Contracts	£93,738	(€137,000)
Supplies Contracts	£93,738	(€137,000)
Works Contracts	£3,611,319	(€5,278,227)

Departments intending to invite tenders for the supply of goods and or services with values approaching or in excess of the above thresholds should consult with the Director of Corporate Services.

**Appendix 12**  
**List of current annual tender contracts**

2008/2009 annual tender available from Council Intranet.

## Appendix 13 Summary of procurement policy

This document is intended as a simple reference for all staff involved in procurement on behalf of Cookstown District Council.

For further information, or detailed procedures please see full policy or contact Finance Department.

Estimated value of item (excluding VAT)

Requirement

**Level A: “VFM Level”**

£1,000 or less

No quotations need be obtained, however it is the responsibility of the officer acquiring the goods or services to ensure that value for money is obtained. This will be monitored and may have to be demonstrated to internal or external audit.

**Level B: “Quotation Level”**

Over £1,000 but not exceeding £10,000

At least four competitive quotations should be requested. A minimum of three competitive quotations should be received.

**Level C: “Tender Level”**

Over £10,000

Tenders should be invited by way of public advertisement.

Note OJEC advertisement is required if estimated value of works or supply contract exceeds OJEC limits. Please see Appendix 11 for latest OJEC limits.

Orders **must not** be split so as to avoid the need for competitive procurement and this will be monitored accordingly.

Where three competitive quotations have not been obtained a memo detailing the reasons and authorised by department director and Chief Executive/Director of Corporate Services or Head of Finance must be furnished to the Finance Department.

A requisition and purchase order number must be completed for all orders. Each department maintains a list of staff authorised to sign requisitions.

Proprietary items purchase, exceptions to procurement procedures or emergency procurement will involve written authorisation of the Director of Corporate Services.

The Finance Department will process all payments.