



**Stewart Headlam
Primary School**

**Purchase and Tendering Policy
2017-2018**

The school has adopted a tendering policy for items of work of significant value, which carefully analyses and compares all possible options to ensure that best possible value for money is obtained.

This policy assumes the use, in appropriate cases and where required, of Tower Hamlets own Tendering Regulations, to draw up the specification, receive tenders, and make recommendations to the school.

For goods and services up to £500 the school is **not required** to obtain telephone or catalogue quotations but must have an Official Order

Goods and services that are over £500 but less than £5,000 are subject to a minimum of three catalogue, email or telephone quotations.

Goods and services with a value of £5,000 up to £10,000 are subject to three written quotations/tenders requiring approval from the Finance Committee and must be on an Official Order/Contract

Goods and services valued at £10,000 and over are subject to full tender. These will require the full Governing Body's Approval

Recurring contracts will be reviewed for value for money annually.

Emergency Decisions

If an urgent decision is necessary and it is not practicable to call a meeting of the appropriate Committee, then a decision may be taken by either the Chair of Governors or the Vice Chair in their prolonged absence.

Emergencies include urgent matters of Health and Safety, and matters, which affect the normal operation of the school.

Approved:..... Chair of Governors Date: 2/10/17.....

Approved by Governing Body Autumn 2017
Review by Governing Body Autumn 2018