



**Stewart Headlam
Primary School**

**Purchase and Tendering Policy
2018-2019**

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.

Market testing

Single item purchases between £100 and £999 will be market tested – catalogues compared and discounts obtained etc. for best value.

Single item purchases between £1000 – £5000 will require two quotes, recorded verbal quotes are sufficient.

Single items purchases over £5,000 are required to go to tender and best value principles applied (3 quotes obtained).

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.

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: