



# COTSWOLD GYMNASTICS CLUB

## PROCUREMENT POLICY

Cotswold Gymnastics Club has limited resources which it aims to maximise in fulfilling its objectives. In buying or commissioning goods and services, the Club aspires to implement good practice, operate fairly and transparently, obtain best value for money and procure ethically, taking into account environmental concerns.

Therefore the key aims of Cotswold Gymnastics Club procurement policy and process are:

- Value for money - a prime aim of the procurement process is to ensure that best Value for Money (VFM) is achieved.
- Competition - procurement should be through open competition unless there are exceptional reasons.
- Payment on time - suppliers must be paid on time in accordance with contractual arrangements.
- Ethical standards - procurement must be undertaken to highest ethical standards, and fairness to suppliers.
- Legal aspects - contracts must be in writing and be fair and non-discriminatory
- Environmental impact - suppliers must consider environmental impacts and aim to minimise adverse effects.
- Local – goods and services should be procured from local sources when possible, but without compromising competition.

The following table indicates how many quotes should be obtained prior to proceeding with purchase:

| VALUE          | ACTION                      |
|----------------|-----------------------------|
| £500 and under | Minimum of 1 quote          |
| £501 - £5,000  | Minimum of 2 written quotes |
| £5,001+        | Minimum of 3 written quotes |

When purchasing supplies or services the above is a guideline and the minimum standard. However even for £500 and under it is usually worth spending the time to get a second quote in order to establish that best value is being sourced.

### PROCUREMENT PROCEDURES

#### *Process for obtaining quotations*

Specify the product or service in the light of experience and research

1. Identify potential suppliers considering previous suppliers and any other sources including local knowledge and personal recommendations
2. Request quotations from a shortlist of potential suppliers
3. Evaluate quotes on the basis of the specification
4. Select supplier based on cost and quality issues

For each quotation received from a potential supplier, Cotswold Gymnastics Club must, in order to satisfy it is getting best value for money, evaluate and compare:

- quality of what is offered (which might include, for example, date of delivery, the skills of the contractor's staff, their approach as well as:
- the whole-life cost (including, for example, the cost of consumables, training, licences, disposal) over the life of the contract or asset.