

BALLYMONEY BOROUGH COUNCIL

***PROCEDUREMENT POLICY AND
PROCEDURES***

Where the estimated value of goods or services is:-

- 1.1 Under £999, quotations need not be obtained. Directors may however consider it prudent to require a minute to be prepared for their approval. This should incorporate details as to competitive prices and so ensure that documentary evidence is available at audit since it will be the responsibility of the Director concerned to justify the action taken in securing the goods or services.
- 1.2 Between £1,000 and £4,999 at least three written competitive quotations should be obtained, if possible, and approved by the Director.
- 1.3 Between £5,000 and £10,000 at least four written competitive quotations should be obtained, if possible, and approved by the Council/Relevant Committee.
- 1.4 In excess of £10,000 public tenders must be invited. These tenders will be advertised in the local press and on our website www.ballymoney.gov.uk
- 1.5 On some occasions a decision is made to invite Tenders through a "Select List". A Select List acts as a preliminary to Tendering and does not take price into consideration. There will be a public invitation to join this list and council will then carry out a selection process. The Select Listing focuses on the applicant's ability to match pre-determined criteria for suppliers. The criteria will be tailored to match the needs of each individual contract and will have been identified prior to the invitation of applications for inclusion on the Select List. Once the list is agreed only those short-listed companies will be invited to tender.
- 1.6 If the value of work is over £139,893 (£3.5m for works) (January 2008) then EU public procurement rules apply and the work must also be advertised in the Official Journal of the European Union.
2. The authority delegated to the Chief Executive and the authority delegated by the Chief Executive to the Directors to obtain quotations is fixed at £4,999. Quotations in excess of this amount and not exceeding £10,000 must be referred to the Council via the relevant committee, or in the case of urgency to Council for decision.

John P Dempsey
Chief Executive
CRCS373/EJ/
Effective 2nd March 2009

Tendering for Contracts – Note Legal Principles:

- comply with EU Rules
- be transparent on how process conducted
- clarification given to one given to all
- correspondence to and from tenders should be disclosed to all
- refer to guidance on post tender negotiation in OGC website
www.ogc.gov.uk/briefings_post-tender_negotiation.asp
- guidance should be given if upper limit on budget/possibility of full project not being undertaken

NOTE: THIS CIRCULAR REPLACES CIRCULAR CX3/91 DATED 9 MAY 1991 WHICH IS HEREBY CANCELLED.

Established 9 May 1991

Revised 280397 – Ref: FC235 240397

Revised 050606 to take account of revised management structure under organisational review, implemented 050606

Revised 23.2.09

