

Gayton Parish Council Procurement Policy

Gayton Parish Council to be referred to hereafter

1. Every Contract by the Council or person acting on its behalf shall comply with this Procurement Policy.
2. A Contract is an agreement between the Council and an individual or organisation for the individual or organisation to provide works, goods or services (including the engagement of consultants) for which the Council will provide consideration. The following contracts are exempt from the requirements of these rules: contracts relating solely to disposal or acquisition of land; employment contracts and individual agency contracts for the provision of temporary staff.
3. Persons involved in the awarding of a Contract on behalf of the Council must ensure that the best value for money is obtained. Before commencing a procurement, it is essential that the authorised person leading the procurement has identified the need and fully assessed the options for meeting those needs. The best use of purchasing power shall be sought by aggregating purchases wherever possible.
4. Exceptions from any of the following provisions of these Contract Procedure Rules may be made under the direction of the Council where they are satisfied that the exception is justified in special circumstances. Every exception and reason therefore shall be recorded.

Specifications

5. Enquiries and Invitations to Tender shall be based on a written specification for contracts of **£1,000.00** or more, only. The specification shall adequately describe the requirement procedure in sufficient detail to enable effective procurement in accordance with these rules.

Supplier Pre-Qualification

6. The Council shall only enter into a contract with a supplier if it is satisfied with the supplier's eligibility, financial standing and technical capacity to undertake the contract.



5 Pages