CORNWALL FEDERATION OF WOMEN'S INSTITUTES (CFWI)
PROCUREMENT AND TENDER POLICY

Introduction

Procurement is the purchasing of works, assets, goods, and services that enable an organisation to operate in a profitable and ethical manner. Tendering is the process whereby potential suppliers are invited to present bids for purchases/contracts offered by the organisation. The organisation then selects which supplier they would like to engage. The organisation is expected to conduct these processes in a fair, open and transparent manner in accordance with public sector procurement rules. As it deals with organisations' of all sizes from small local business to national companies, the CFWI will try to ensure that small and medium sized enterprises (SMEs) have fair and equal access to contracts it offers.

All staff and Trustees involved in procurement have a responsibility to conduct the process legally and ethically and to secure value for money for the organisation. This policy explains how the CFWI selects suppliers, the details of the process and the kind of services bought and applies to both contracts and one-off purchases.

Key Principles

The key principles of procurement in the UK are designed to ensure fair competition, transparency, and value for money in public sector contracts. These principles are transparency, fair and open competition, value for money, integrity, and prevention of corruption.

The number of quotes required depends on the value of the purchase:

Value of Purchase Action Required
£50.00 and under Minimum of 1 quote
£51 - £500 Minimum of 2 written quotes
£501 - £1000 Minimum of 3 written quotes

When procuring services or inviting companies to tender the following information about them must be obtained:

Company name and location, contact details, estimated cost of services/products, quality of services/products, and the life span of the products including maintenance and any installation requirements.

Choosing a Supplier

For each quotation, proposal, or formal tender received from an interested supplier, the CFWI will evaluate and compare with the aim of getting the best value for money. The CFWI will therefore consider:

The quality of what is offered includes, the date of delivery, the skills of the company, their approach; and the whole-life cost including, the cost of training, licenses and disposal over the life of the contract or asset.

WI Shop

The purchasing of stock for the WI shop is to remain the responsibility of the Trustee who has taken on the running of the shop. The goods purchased should be ethical and preferably recycled. Spending and profit made should be as set out in the budget adopted at the Annual Meeting each year.

Bribery and Conflicts of Interest

The CFWI has a zero tolerance towards bribery. Staff/Trustees must not accept any gift, reward or hospitality from any organisation or individual with whom they have contact in the course of their work as an inducement either for doing something or not doing something in their official capacity.

In the event of a conflict of interest, which occurs if an employee, a member of the Board of Trustees or an advisor has an interest in an organisation providing goods or services to the CFWI, that interest must be declared in writing at the earliest possible opportunity. A register of these declarations will be maintained.

The CFWI aims to pay suppliers within 30 days of receiving an invoice.

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