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Section 7 Procurement
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Reason for Extract:

For Kibble internet: http://www.kibble.org/publication_scheme/class_6
Section 6.1 Procurement Policies and Procedures

NB:

Extract Cover Sheet Must Remain with Extract
Extracts are Uncontrolled Documents and are only Valid at Point of Submission
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7 Procurement

Kibble has been operating within Renfrewshire since 1859 and as a major employer within the area has taken the decision that, where possible, it will use local businesses that support the community and share a similar ethos with its own.

Where local businesses are not available it is just as important to Kibble that all chosen suppliers, where possible, share Kibble's ethos.

7.1 Value for Money

"Value for money" is defined as the process for achieving the best combination of life cycle cost and quality to meet the organisation's requirement.

All procurement operations within Kibble (where possible) should be based on value for money, having due regard to achieving the best combination of cost and quality to meet the initial purchasing requirement.

It is essential, therefore, that purchasers ensure all suitable information is researched and advice is taken from a



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7.3 Procurement Thresholds

For all unusual purchases, excluding major works, the following thresholds are in place.

Purchases under £3,000

The purchaser will normally obtain a quotation from a single



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7.4 Major Works

Where Kibble undertakes a major project, which is under the relevant European threshold, the following process shall apply:

Where possible three written quotes shall be sourced by the project team overseeing the work, these quotes should then be submitted to the Senior Management Team along with recommendations for selected supplier.

Where three quotes have not been sourced the supplier recommendations shall detail the reasons for this.

Senior Management shall review the information provided by the project team & submit a final project plan with their recommendations to the Finance Committee.

The finance committee shall review the recommendations & quotes and submit their own recommendations to the Board.

All quotes received shall be maintained on record along with the corresponding recommendations for audit purposes.

The Finance Director reserves the right to query the reasons behind the successful company being selected.

The Finance Director reserves the right to use the full tendering process regardless of contract amount.