

BINGLEY TOWN COUNCIL

Bingley Town Council, Myrtle Place, Bingley, BD16 2LF



Procurement Policy

Date of review: 9th November 2022

Next review date: October 2025

The Town Council will strive to attain best value for the goods, materials and services that it purchases.

'Best value' is defined as a balance of price, quality of product and supplier services.

The Council will operate a transparent procurement process in accordance with its Financial Regulations and Standing Orders.

The Council will purchase locally where possible. Locally means in Bingley, within the Bradford district or within Yorkshire in order of preference.

For goods or services over £4,000 an agreement will be drawn up. Specialist advice will be obtained where necessary.

The Council will purchase environmentally friendly and environmentally sustainable products where possible and prioritise services provided by companies whose operations and products meet these same criteria. 'Environmentally friendly/sustainable' includes products and services that produce low or zero emissions of greenhouse gases.

The Council is signed up to the Fair Tax Declaration. Invitations to tender shall advertise that Bingley Town Council is a Fair Tax Council and shall question potential contractors as to their ability to provide certain tax and transparency details after awarding the contract.

Once a contract above £25,000 has been awarded the Council may (but is not limited to) ask the following questions:

Can your business/organisation provide the following details:

- Who the ultimate beneficial owners are of your organisation (who ultimately owns and controls it), including individuals with an interest of 25% or above.
- A consolidated profit and loss position. Yes/no
- Confirmation that you implement IR35 robustly and a fair share of employment taxes are paid. Yes/no

- (For not-for-profit organisations only) Is your organisation part of a wider group which includes for-profit companies or businesses? Yes/no – if yes, may we request further details to enable us to understand taxes paid.

Tender opportunities will be promoted on the Town Council website, Facebook page, Twitter account and, where required, on the Contract Finder website.

Estimated value of contract (Net of VAT)	Contract requirements
Up to £1,000	One quotation is permitted. This complies with Financial Regulations. A purchase order is generally required.
Between £1,000 and £4,000	The RFO will strive to obtain three written quotations. A purchase order is required.
Between £4,000 and £25,000	Three quotations will be obtained. A contract will be drawn up for items over £4,000.
Between £25,001 and EU procurement threshold	Shall be advertised on the Town Council website and the Contract Finder website. A contract is required.
Above the EU procurement threshold	Legal advice shall be obtained on the most appropriate procurement process/procedure. A contract is required.

Procurements should not be disaggregated to avoid a more rigorous process.