



Procurement Policy

Nominated Individual	Richard Drakeford
Registered Manager	Robin Page
Date Policy Completed	April 2025
Version no.	1.0
Previous Review Dates	4/26
Review Date	April 2027 (or when updates are required)
Applicable to	All staff and contractors
Policy Signed By	RICHARD DRAKEFORD

Introduction

The purpose of this procurement policy and procedure is to support a procurement process that will ensure Re-Pat Ltd as an organisation and our staff are kept safe and that we are demonstrating value for money in what we buy.

This document sets out our policy, procedure and advice to employees in relation to non-staff procurement.

Scope

This Policy and Procedure applies to all Re-Pat Ltd staff and personnel engaged to undertake procurement activities on its behalf.

This Policy and Procedure relates to all procurement activities associated with the acquisition of all Goods, Services or Works of any value.

Procurement of all Goods, Services or Works must be carried out in line with this Policy and Procedure to ensure compliance with all necessary regulations, safety of all staff and protect Re-Pat Ltd.'s reputation.

This document does not apply to contracts of employment, secondments or other similar arrangements which are for the purposes of filling a resourcing gap.

Aims

The aim of this policy and procedure is to provide a supportive framework within which Re-Pat Ltd can conduct procurement activity whilst ensuring:

- adherence to The Public Contracts Regulations (2015) (as amended) ("PCRs")
- the safety of staff from the purchase of unreliable, untrustworthy or dubious goods, services or works
- goods, services and works are procured efficiently, economically and effectively

Fraud, bribery and corruption

Careful control over the procurement process is necessary to ensure the best use of funds and to protect Re-Pat Ltd and individual employees against opportunity for error or fraud.

The Registered Manager has responsibility for ensuring that appropriate procedures and controls are designed, managed and monitored in order to protect the interests of the organisation.

The Fraud Act 2006 states that; "any person who dishonestly makes a false representation to make a gain for themselves or another, or who dishonestly fails to disclose to another person information which he is under a legal duty to disclose, or commits fraud by abuse of position, commits an offence".

The Bribery Act 2010 states that; “giving or receiving a financial or other advantage in connection with the "improper performance" of a position of trust, or a function that is expected to be performed impartially or in good faith, is an offence”.

Where the organisation is engaged in commercial activity it could be considered guilty of a corporate bribery offence if an employee, agent, subsidiary or any other person acting on its behalf bribes another person, intending to obtain or retain business or an advantage in the conduct of business for the organisation and it cannot demonstrate that it has adequate procedures in place to prevent such. Any concerns relating to potential fraud, bribery or corruption in the procurement process must be immediately reported to the Registered Manager.

Declarations of interest

When participating in any aspect of procurement, staff members are required to declare any personal interest which may affect or be seen by others to unduly influence or affect their impartiality in a matter relevant to their duties. In the first instance this declaration should be to the Registered Manager. At the commencement of a procurement all staff who are involved in the evaluation of suppliers’ proposals will be given and must complete, sign and return a statement of declaration to the Registered Manager.

Data Protection 2018 including GDPR

To ensure compliance with DPA 2018 it must be made clear what data will be processed or controlled throughout the duration of the contract.

Any tender documents and contracts should, as a minimum contain:

- The subject matter and duration of the processing of the data
- The nature and purpose of the processing,
- The type of personal data and categories of data subject, and the obligations and rights of the controller.

Re-Pat Ltd will endeavour to procure all contracts through an open, public, competitive procurement process.

Contract Management

Contract management is the process that enables Re-Pat Ltd to obtain services, products or works as agreed in the contract and achieve value for money. When managing contracts Re-Pat Ltd will work towards building a good working relationship with the contractor throughout the life of a contract, managing proactively to get continuous performance improvement, deliver more innovative and sustainable services and supplies, which anticipate future needs as well as reacting to situations that arise. This supplier relationship management is also key to involving contracted firms in added value activities that support Re-Pat Ltd.’s vision.

Procurement definitions

The following may be used through the procurement of goods or services and acts as a reference:

Advertise: To make a public announcement of the intention to purchase goods or services. This is usually within a legal remit in order to create a transparent process.

Best Value for Money: This is defined as the most advantageous combination of cost, quality and sustainability, of the life of the contract. **Bribery:** Giving (or offering), or receiving (or requesting) a financial or other advantage, in connection with the improper performance of a position of trust or a function that is expected to be performed impartially, or in good faith.

Catalogue: Some purchases of goods may be made from defined lists on pre-tendered electronic catalogues such as those available on the Crown Commercial Service (CCS) website - [About Crown Commercial Service \(CCS\) - CCS](#)

Category Management: Continual monitoring of spend and supplier performance within specific buying categories i.e. IT, with the intent of driving ongoing cost and supplier performance improvements.

Contract or Agreement: Detailed Terms and Conditions that are specific to the purchase being made and management of the same.

Contact award/ Award of contract: Once the procurement process has finished the contract is awarded to the successful bidder.

Contract Schedules: The attachments on the contract or agreement which may contain such things as specification, service levels, timescales and deliverables and price information.

Contract Value: The total value of the contract must include all costs associated with the Specification of Requirement for which Re-Pat Ltd are seeking quotes/tenders over the period for which the contract is being let including any possible extensions.

Contract management: The expected business benefits for the required business area are being achieved. The contract owner is responsible for ensuring the supplier is cooperative and responsive in relation to expected KPI's. Contract concerns should be reported where necessary.

Crown Commercial Service (CCS): The CCS is an executive agency of the cabinet office whose function is to provide procurement savings for the UK public sector as a whole and specifically to deliver centralised procurement for central government departments.

Data Controller: a natural or legal person or organisation which determines the purposes and means of processing personal data.

Data Processor: a natural or legal person or organisation which processes personal data on behalf of a Controller

Evaluation: Technical evaluation focuses on the tenderer's compliance with the requirements of the specification within the ITT. When acquiring complex goods or services, the evaluation usual separate technical dimensions of the bid from the commercial (pricing) elements of the bid.

Framework Agreement: An overarching agreement between one or more contracting authorities (purchasers) and one or more suppliers, the purpose of which is to establish the terms and conditions governing any contract call-offs to be awarded by those purchasers or any other specified body entitled to utilise the framework during a specified period.

Invitation To Tender (ITT): An invitation to tender (ITT) is a formal document asking suppliers for a sealed bid to be sent by a specific date. The ITT asks suppliers to offer their price and say how they will deliver the item and so on, to carry out work to specification and conditions.

Lean procurement: This is the application of lean principles to the sourcing process to make the procurement process more efficient and cost effective (for both supplier and buyer). Lean involves ensuring proper planning by the purchaser including pre-procurement market engagement and streamlining dealings with suppliers.

MEAT: Most Economically Advantageous Tender Mini Competition: A competition that is run under a call off framework agreement.

OJEU: The Official Journal of the European Union, all procurements with a contract value over and above the relevant EU threshold must be advertised.

Procurement Fraud: Dishonestly making a false representation, failing to disclose information, or abuse of a position of organisation; with the intention to make a personal gain, or gain for another; and with the intention to cause a loss, or risk of loss to another.

Procurement Risks: Assessing the potential impact of acquiring the goods or services required.

Purchasing Card: A type of credit card in the name of NHS Resolution used for limited types of purchases of low value in line with the NHS Resolution Purchasing Card Policy and Procedure.

Purchase Order: A document created through the Purchase Order Module used to record and approve purchases and to confirm with suppliers' specific quantities and costs. Purchase orders must be used for all procurement.

Purchaser: The member of staff who determines the need for a product or service and who will be responsible for determining the Specification of Requirement and, in most cases, will finance the cost of the purchase from within their departmental budget.

Purchasing Channels: The approved methods of confirming and making payment for a purchase from an external organisation/individual.

Request for Quote (RFQ), is a document that is initially sent to suppliers that invites them to submit a quote to provide goods or services. Companies that are on specific frameworks can be approached to provide a **RFQ**.

Single Tender Action: A regulatory requirement for a signed waiver document for use when a purchase is made without competition. This can only be approved in exceptional circumstances.

Specification of Requirement (SOR): The detailed specification developed and approved by the purchaser for the purpose of seeking and securing an appropriate supplier for the specified goods or services.

Transactions: The process of purchasing goods and services through the use of an approved purchasing channel.

Validation Meetings: Member of panel who will be making companies based on the commercial as well as their technical elements

Value for Money: See best value for money. Variance: Difference between an expected value or terms and conditions of contract and the actual value

Monitoring

The Registered Manager for Re-Pat Ltd is responsible for monitoring this policy. This policy will be monitored as part of the monthly Management Team meeting and on an individual 1:1 basis with employees. The contents of this policy will be reviewed on annual basis, sooner should changes in the law or legislation dictate.

Related Policies and Procedures

Quality, Governance and Risk Policy and Procedures
Information Governance and Record Keeping Policy
Safeguarding Policies and Procedures
Antibribery and Corruption Policy

Legislation and Guidance

Data Protection Act 2018
Fraud Act 2006
Bribery Act 2010
The Public Contracts Regulations (2015)

