Procurement and Tendering Procedures

Updated April 2026

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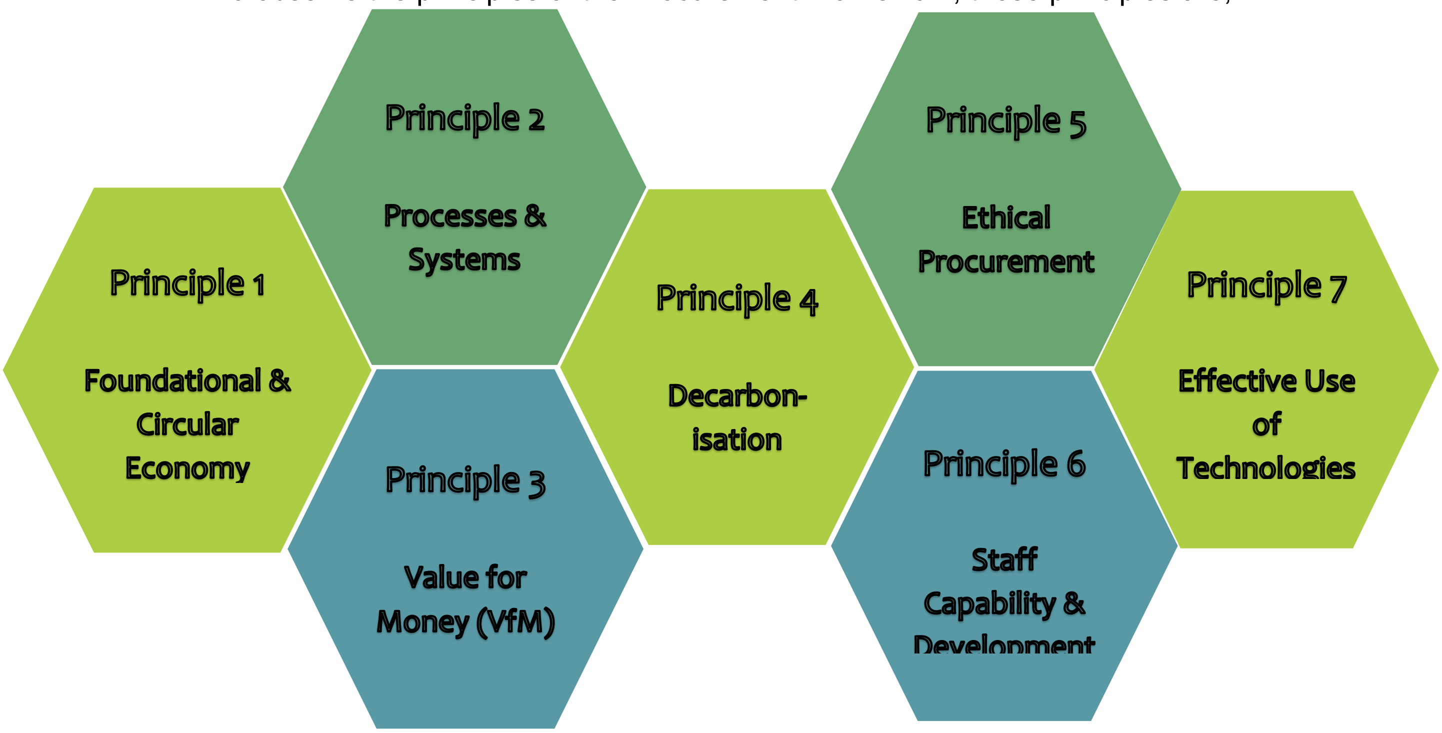
1.0 Introduction

Procurement is the process by which Tai Calon manages the acquisition of all its goods, services and works to provide an effective service to be delivered to its customers

The Procurement & Tendering Procedures provide clear guidelines on how procurement activity is to be undertaken to ensure that it is conducted appropriately in compliance with the legislative requirements. All procurement activity is undertaken in line with Tai Calon's approved Standing Orders, Scheme of Delegation and Schedule of Delegation. Tai Calon's Procurement activity will support and contribute to the achievement of the outcomes of the 2025 - 2030 Corporate Plan and business plan objectives. This document provides detailed instructions and assistance in implementation of the Procurement Strategy.

The procurement and tendering procedures should be read by colleagues responsible for expenditure for goods, services or works on behalf of Tai Calon. The objectives of the procedures are:-

- To ensure compliance with Tai Calon's Procurement Framework, Standing Orders, Financial Regulations and the Public Contract Regulations 2023.
- To observe the principles of the Procurement Framework, these principles are;-



- To ensure that all procurement is conducted in a fair and open manner.
- To control expenditure against budget, ensuring that the procurement of all goods, services and works are properly authorised.

In the event that an individual involved in a proposed procurement process has, or could have, a conflict of interest this should be declared immediately to any of the Procurement Contacts and the individual's line Manager by completing a Schedule 1 Form (available on the intranet). It is vital that a complete audit trail is maintained to protect all Tai Calon staff against any allegation of prejudice or malpractice.

Adherence to the Procurement & Tendering Procedures is both an individual and a corporate responsibility. Breach of this, may result in action being taken in line with the Organisation's disciplinary process.

2.0 Procurement Methods

Tai Calon shall select one of the following procurement methods based on the estimated value of the goods, services and works being purchased (procurement activity).

	Procurement methods available			Placement of Orders	
Estimated Value of procurement activity	**Single Quote**	**Quote Record Form**	**Tender**	**Purchase Order Required**	**Goods Receipting Required**
Up to £5,000	✓			✓	✓
£5,001 - £50,000		✓ **		✓	✓
£50,001 - UK Procurement thresholds			Procurement Tender **	✓	✓
In excess of UK Procurement thresholds			Procurement Tender	✓	✓

The permitted exceptions from following the procurement methods above are in accordance with the exemptions list. This may be revised from time to time and may include, for example, payroll deductions and utilities.

The procurement methods apply to all other procurement activity, irrespective of the source of the funds. However, nothing in this Procurement guidance prevents Tai Calon from complying with the terms and conditions of any grant funding so long as it is consistent with the appropriate procurement legislation.

** Single Tender Action (STA) involves appointing one contractor without using any form of competitive process. This method is only permitted in limited situations.

3.0 Procurement Activity under £50,000

For expenditure under £50,000, responsibility is given to budget holder.

There are existing Contracts in place for a wide range of goods, works and services. Where there is an existing contractual arrangement in place, this must be used.

A log of all Single Tender Action Forms, Quote Record Forms and Framework Forms are maintained by the Procurement & Compliance Team. Expenditure is monitored and checks will be undertaken to ensure that the correct procurement methods are being utilised.

To assist those with responsibility for carrying out procurement activity under £50,000, the procurement toolkit has been developed which provides the templates and forms required to undertake procurement activity. These are as below:

Form	Use
Quote Record Form	Form to be used for recording the three written quotations – completed form and quotes to be forwarded to Procurement
Single Tender Action Form	Completed form and quote to be forwarded to Procurement. This is only permissible in limited situations
Framework Form	Form to be used when procuring through a Framework or Dynamic Purchasing System
New Supplier Form	Request for a new supplier to be set up on the Finance System
Contract Register	Details of Contracts / Framework in place
Compliant Spend Exemption List	List of permitted exceptions

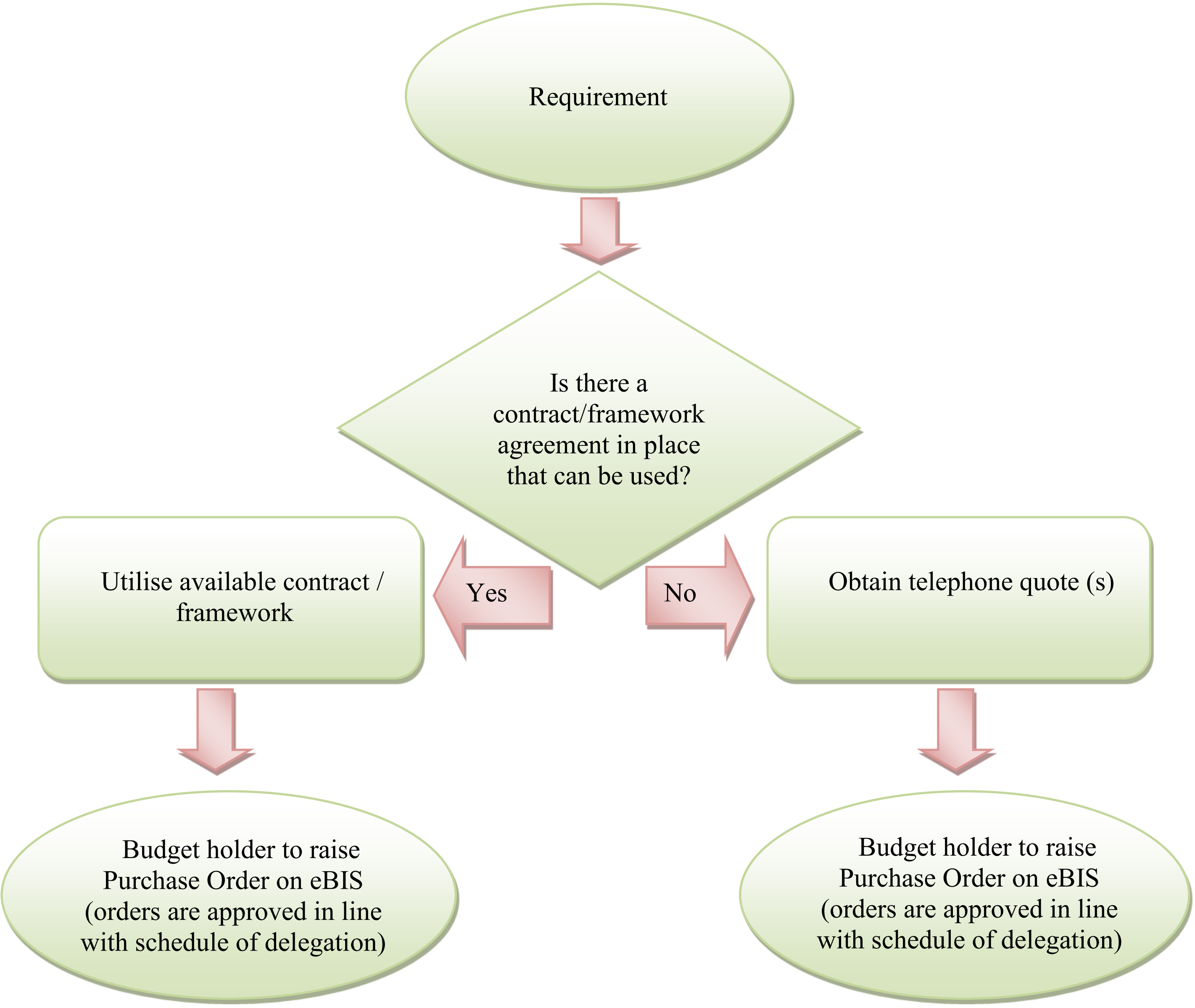
The procurement toolkit is updated regularly to reflect changes and best practice.

3.1 <u>Procurement Activity up to £,5,000</u>

There is no requirement in this instance to complete a single tender action form / quote record form.

When existing contract / framework agreement is not available then orders may be placed by obtaining telephone quote (s). A competitive procurement process does not have to be undertaken when securing a purchase valued at under £5,000. However, it is good practice, if possible, to request more than one price to make certain that best value is achieved. The budget holder is encouraged to approach local businesses to find potential suppliers. Please Note if the same supplier is going to be used several times in the year that then exceeds the £5,000 value then a 3 quote process will need to be considered.

PROCUREMENT PROCEDURE UP TO £5,000



3.2 Procurement Activity £5,001 up to £50,000

The Budget Holder should use the Quote Record Form method in the first instance and the Single Tender Action method may only be used in very limited situations.

3.2.1 Quote Record Form

A minimum of three written quotations must be sought for any purchase that is likely to fall between £5,001 to £50,000 expenditure level, email quotes are accepted. The budget holder is encouraged to make use of local businesses to find potential suppliers.

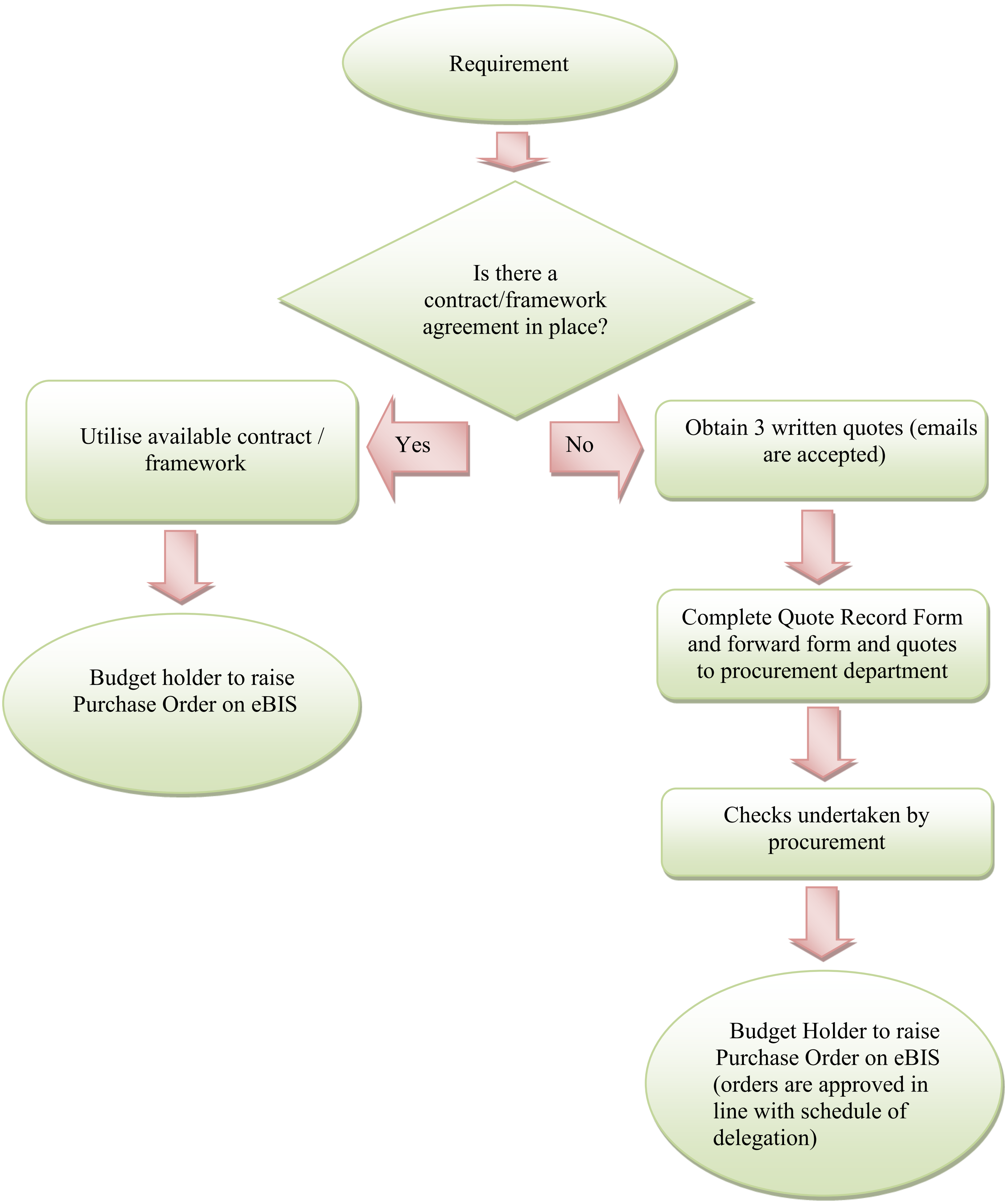
Award shall be made to the lowest acceptable quotation, or if awarding on non-price, the evaluation criteria shall be made available to all companies as part of the request for quotation.

The quotations received should be recorded on a Quote Record Form. Prior to notifying the successful company, the Quote Record Form, including a copy of the quotations received from the companies should be forwarded to procurement. The form should identify the successful company and the reason for award.

The information will be reviewed by procurement to ensure all quotes are attached and that adequate signatories have been obtained. Once checks have been completed, the budget holder can raise a purchase order.

No goods, services or works should be obtained prior to providing a purchase order to the supplier / contractor. The budget holder is responsible for raising a purchase order, which is subject to approval in line with the schedule of delegation. Invoices may be rejected if no order is in place.

PROCUREMENT PROCESS MAP - QUOTE RECORD FORM



3.2.2 Single Tender Action

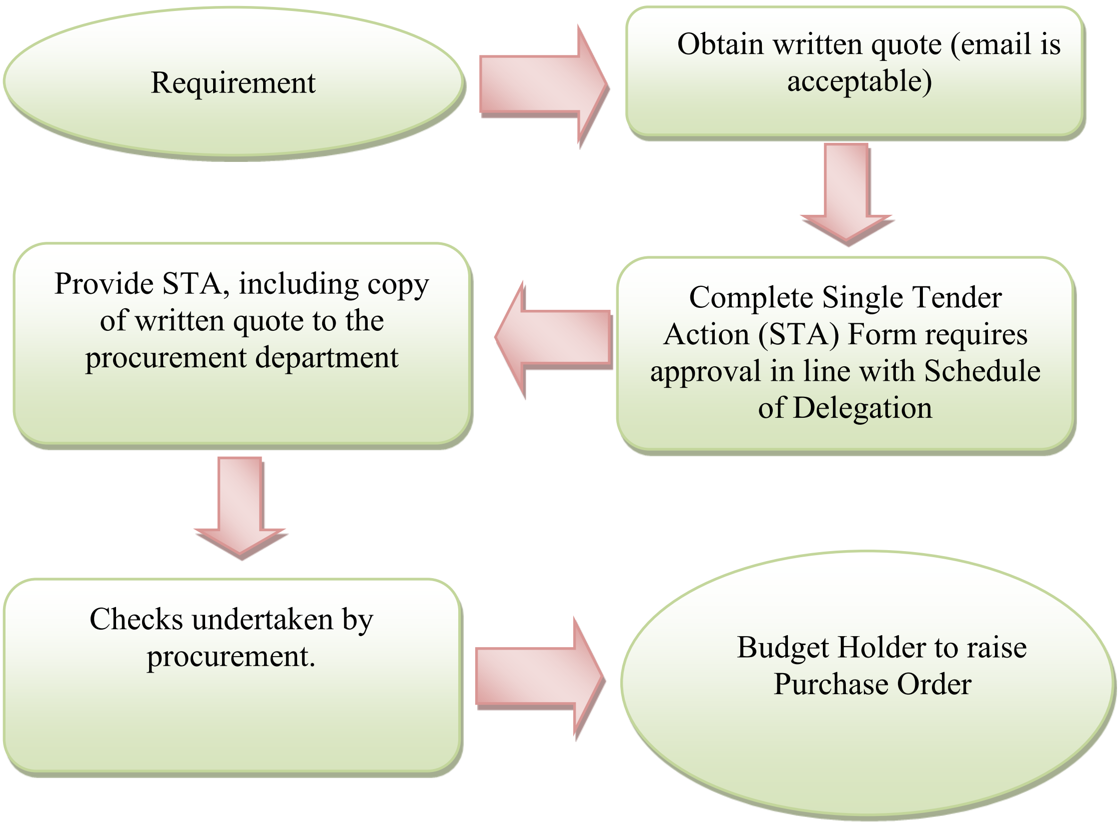
A Single Tender Action (STA) involves appointing one company without using any form of competitive process. This method is only permitted in limited situations.

A written quotation must be sought for any purchase which utilises the single tender action approach. A Single Tender Action Form must be completed and returned to the procurement department for review and for analysis on whether the purchase falls within the above and no other route can be utilised.

In all cases, STA's require approval in line with the Schedule of Delegation.

Prior to notifying the successful company, the information will be reviewed by procurement to ensure the quote is attached, the reason for using the single tender action form is valid and that adequate signatories have been obtained.

PROCUREMENT PROCESS MAP – SINGLE TENDER ACTION



4.0 Procurement Activity over £50,000

For all procurement activity with expenditure over £50,000, immediate contact should be made with a member of the procurement department to make them aware of the requirement. It is important to advise the procurement department as early as possible in the planning stages.

4.1 Procurement Activity above £50,000 and below OJEU Threshold

Any spend in excess of £50,000 will be administered by the procurement department.

Consideration will be given to the following two approaches:-

4.1.1 Collaboration

Tai Calon will utilise consortium arrangements such as the National Procurement Service (NPS) for Wales and the Welsh Procurement Alliance (WPA), which amongst others, Tai Calon are eligible to use. Opportunities for further collaborative procurement initiatives will also be considered by working proactively with other housing associations.

4.1.2 Competitive Tender

The Invitation to Tender (ITT) documentation will be prepared and issued by the procurement department. The technical elements, including but not limited to; specification, pricing schedule and prelims will be prepared by the project lead (service area).

Where appropriate pre tender notices and post tender notices will all be administered by the procurement department and advertised on the appropriate websites such as Sell2Wales., the award criteria and respective weightings will be set out in detail in the Contract Notice.

The procurement department shall support the project lead and project team members throughout the evaluation process; preparing evaluation scoring sheets for completion and distributing copies of the tender submissions for scoring

The procurement department will evaluate the mandatory and pricing elements of the tender submissions received. The project lead and project team members will evaluate the technical response. Evaluation notes will be used to provide feedback to tenderers.

The results of the tender evaluation process must be recorded within a Recommendation Report and the award of a contract approved in line with the Schedule of Delegations.

Following approval of a Recommendation Report, letters will be prepared and issued by the procurement department to all companies that have submitted a tender.

Contracts will be prepared and issued by the procurement department. Contracts are executed in accordance with the Schedule of Delegations and the Original Signed Contract is retained by the Procurement Department.

The records of all procurement activity are retained in electronic or hard copy format as described in the Document Retention Policy.

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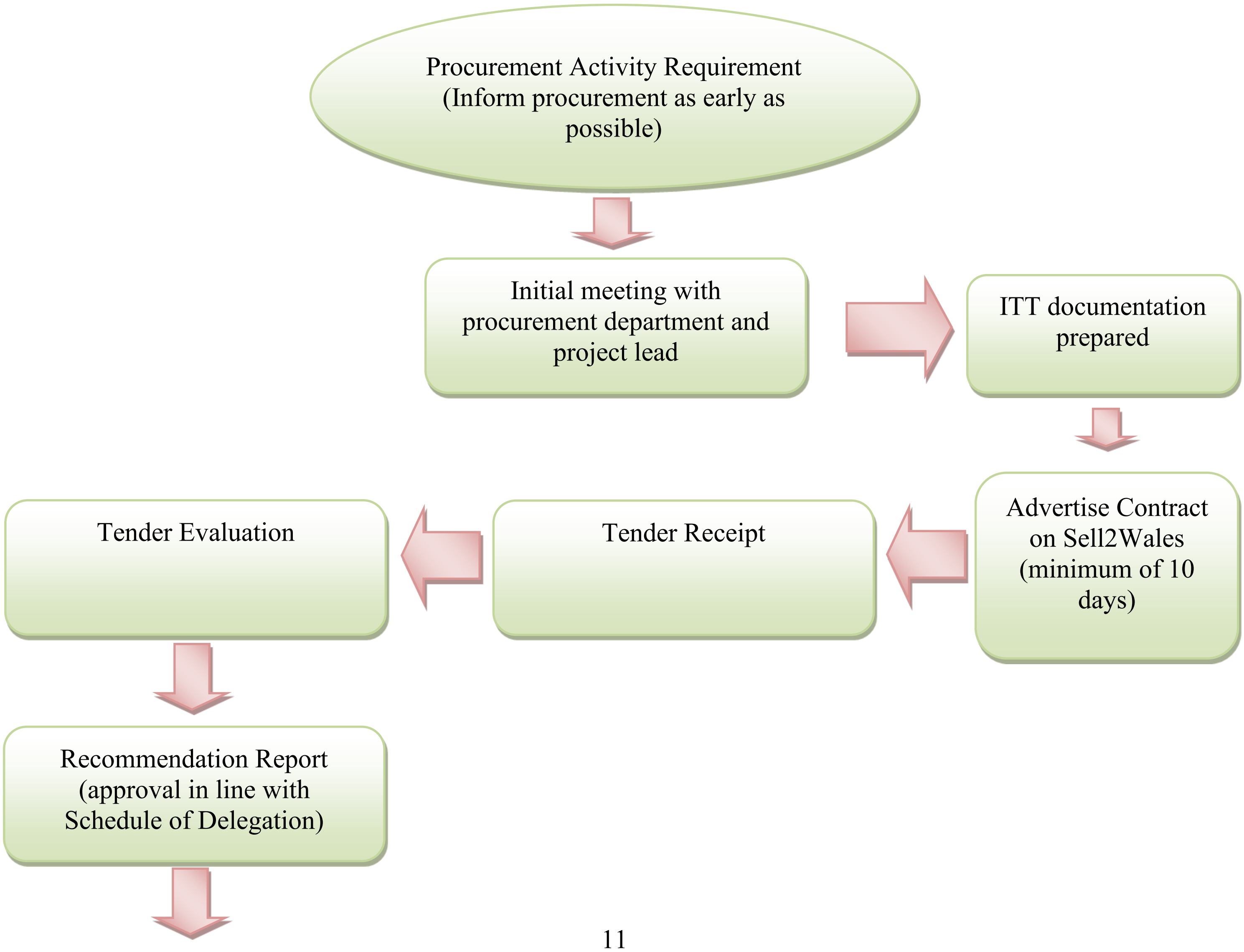
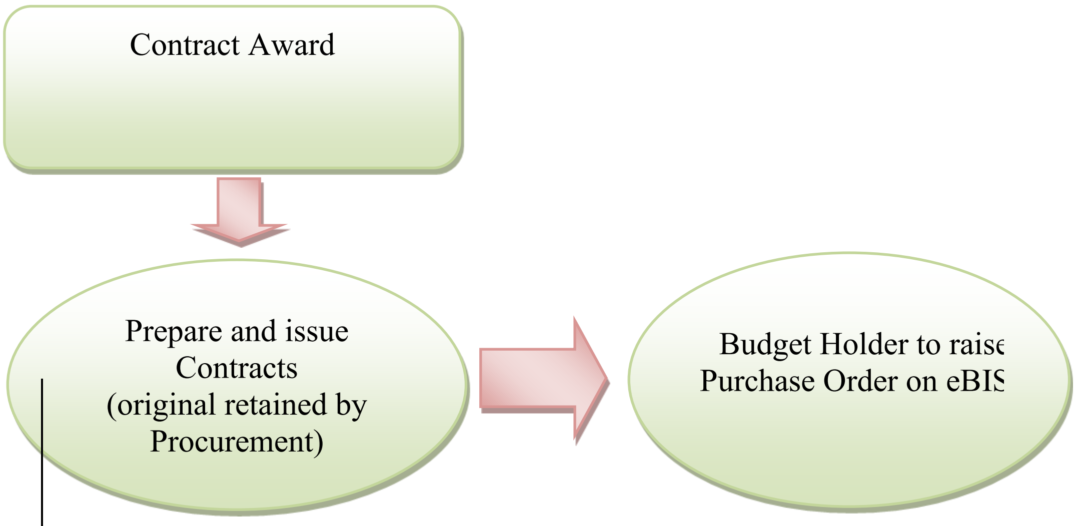
PROCUREMENT PROCESS MAP
EXPENDITURE ABOVE £50,000 & BELOW UK PROCUREMENT THRESHOLD





4.2 Procurement Activity; In excess of UK Procurement Thresholds

The UK Procurement Thresholds apply to all ‘supplies’, ‘works’ and ‘services’ as described in the Regulations. The thresholds are revised every 2 years, details of the current thresholds which apply are given below. Thresholds are including VAT.

	GOODS	SERVICES	WORKS
Public sector contracting authorities	£207K	£207K	£5.19m

Where the value of the contract is likely to exceed the thresholds it must be tendered in accordance with the Procurement Act 2023. When calculating likely spend, it is recommended that some leeway is given to minimise the risk of the outcome spend exceeding the threshold. If an extension period is allowed for within the terms of the contract this should also be a consideration when calculating the total potential contract value.

Any spend in excess of UK Procurement Thresholds will be administered by the Corporate Services Team.

Consideration will be given to the following approaches:-

4.2.1 Collaboration

Tai Calon will utilise consortium arrangements such as the the Welsh Procurement Alliance (WPA), CCS and CHIC which amongst others, Tai Calon are eligible to use. Opportunities for further collaborative procurement initiatives will also be considered by working proactively with other housing associations.

4.2.2 Competitive Tender

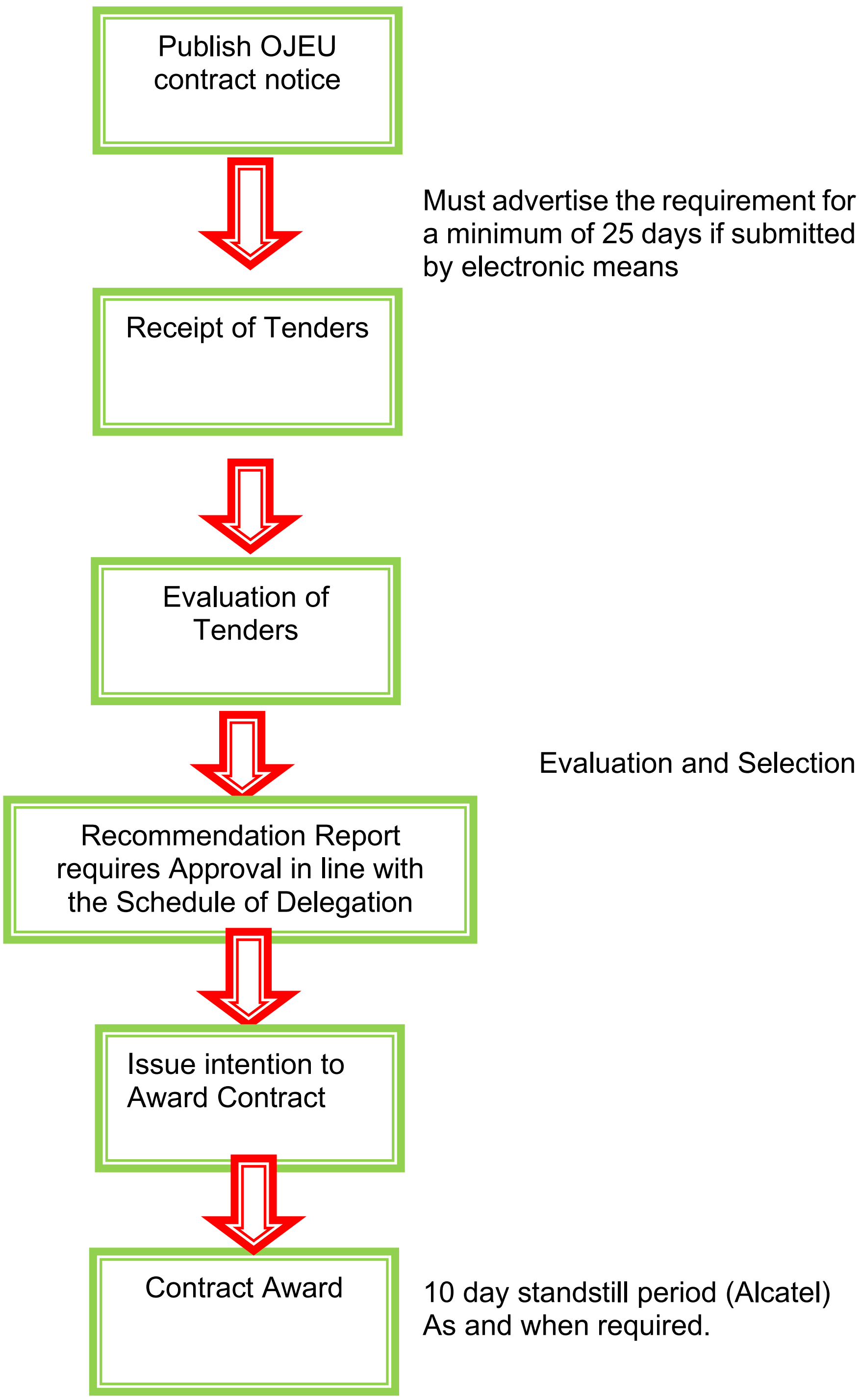
A Contract Notice must be sent for publication on Contracts Finder, the Contract Notice will also be advertised on Sell2Wales. All documentation relating to the procurement, will be made available to potential bidders at the outset. Below shows a list of current procedures that can be utilised.

Choosing the right procedure

The following characteristics can help determine which procedure could be used:

Open	Competitive Flexible	Direct Award
• Known requirement • Simple Requirement • Emerging Market (SMEs) • Small market • Established / known market	• Unknown solution • Complex Requirement • Novel / innovative goods and services • Large market • Would require formal engagement with bidders during the process (i.e. negotiation or dialogue) • Small specialist market	• Prototypes and development • Single supplier where only one supplier exists due to technical or IP reasons • Purchase of any additional or repeat goods from existing suppliers • Pursuant to regulations made by a Minister of the Crown • Purchase of commodities • Urgent requirements

<u>Procurement Process Map - Open Procedure / Competitive Flexible Procedure</u>



5.0 Procure to Pay Process

All purchases require an order to be raised through e-BIS, this provides full financial visibility. No goods, services or works should be obtained prior to the release of an e-BIS purchase order which should detail the price and scope for the items or services required. The only exceptions from the Procure to Pay Process are those included on the Exemptions List. All e-BIS orders are subject to approval in line with the scheme of delegation and the schedule of delegation.

PO Entry

- Before a Purchase Order is raised, the appropriate procurement method must be followed
- A Purchase Order is raised in advance of ordering goods / arranging service or works
- Responsibility for raising orders is given to budget holder
- Guidance available on intranet - "eBIS - Entering a Requisition"

Auth

- Authoriser responsible for validating cost centre, expense code and value
- Authorisation limits in line with Schedule of Delegation
- Delgated Authority / Signatory in line with 7.2 - Placing Orders Section of the Scheme of Delegation
- Once authorised, requisitioner to provide a copy of the Purchase Order to Supplier.

GRN

- To be completed upon receipt of goods or completion of services / works - GRN value from PO
- Guidance available on intranet - "eBIS - Goods Received Note Guidance"

Payment

- Purchase order matched to Order No. quoted on invoice
- Any delays in this process results in delays in payments being made to suppliers