

Purchasing and Procurement Policy

1. INTRODUCTION

- 1.1 Procurement is the process of acquisition, usually by means of a contractual agreement after public competition between two or more parties. This document explains Carryduff GAC's purchasing and procurement procedures and the steps that must be taken when the club is required to purchase goods, services, works and or other supplies.

2. PRINCIPLES

2.

Best Value for Money: the purchase of all goods, services and construction projects must be undertaken on the most advantageous terms and conditions, having regard to value for money and including quality, quantity, reliability and total cost.

However, this Policy recognises that purchase price and quantity are not the only factors appropriate to best purchasing practice. Quality, fitness for purpose, economy over time, timeliness of delivery; reliable after sales service and environmental considerations are equally important factors which must be considered in delivering value for money.

Competitive Supply: procurement should be carried out by competition unless there are convincing reasons to the contrary.

Efficiency: procurement processes should be carried out as cost effectively as possible.

Impartiality: suppliers should be treated fairly and without discrimination, including commercial confidentiality where required. All potential suppliers should be provided with the same information to enable them to submit quotations on a like for like basis.

The reply to any queries raised by one potential supplier should be shared with others to ensure impartiality is maintained.

Integrity: there should be no corruption or collusion with suppliers or others. Carryduff GAC should be fair, efficient, firm and courteous; achieve the highest professional standards in the award of contracts; publicise procurement contact points and make available as much information as suppliers need to respond to the bidding process; notify the outcome of bids promptly and within the bounds of commercial confidentiality, to debrief winners and losers on request on the outcome of the bidding process to facilitate better performance on future occasions; achieve the highest professional standards in the management of contracts; and respond promptly, courteously and efficiently to suggestions, enquiries and complaints.

Informed Decision Making: decisions should be based on accurate information.

Transparency: there should be an openness and clarity on procurement policy and its delivery.

- 2.2 Each Executive Committee Member of Carryduff GAC must adhere to the above guidelines. Any person who does not follow this policy may be the subject to disciplinary action by Carryduff GAC Executive Committee.

3. CARRYDUFF GAC PROCUREMENT POLICY

- 3.1 Carryduff GAC is committed to the development and maintenance of an equitable, fair and transparent procurement policy for the purchasing of goods, services, works or other supplies which will be rigorously enforced, and all Executive Committee members are expected to comply with such a policy. Any conflict of interest of a member of the EC with a potential supplier should be recorded in the EC Meeting minutes. Conflicts of Interest will be dealt with in accordance with the Club Conflict of Interest Policy as defined in Appendix iv of the GAA Governance Guide.
- 3.2 This Procurement Policy is intended for capital expenditure items only. Necessary expenditure on day-to-day items is not subject to this policy. These items include, for example, utility bills (but not capital investment), stock for the Hub and other normal recurring expenses necessary for the day-

to-day running of the club. These items will still require to be vouched and should be included as part of the monthly expenditure report presented by The Treasurer at the Executive Meeting

4. ROLES AND RESPONSIBILITIES

- 4.1** The Executive Committee will ensure that the proper purchasing / procurement procedures are followed. Any suspected deviation from the correct procedures should be investigated by the relevant personnel. The Executive Committee will appoint a panel to carry out an investigation into any alleged breach of this procurement policy. The panel, on completion of their investigation, will make a recommendation to The Executive Committee on the next steps, including any disciplinary actions to be taken. The Executive Committee will follow normal Carryduff GAC disciplinary procedures.

5. GOODS AND SERVICES

- 5.1** Before placing an order for any goods, services, works and other supplies etc the club should obtain the requisite number of quotations/tenders from potential suppliers/contractors. Carryduff GAC should adhere to the following procurement/purchasing guidelines as detailed within their internal procedures. It is not permissible to place multiple orders for the purpose of avoiding adherence to the correct Tender Action Required & Authorisation
- **5.2** Any lease, hire purchase agreement or other contract involving expenditure will be subject to the same authorisation procedure as above, with the appropriate expenditure amount being the total committed expenditure over the period of the contract, or where the contract is open-ended, over the average annual expenditure.

6. ESTIMATED VALUE OF ORDER

Estimated Value £	Delegated Authority	Tender Action Required
Below £2,000	Treasurer <i>and</i> Chairperson <i>or</i> Secretary	No quotation required
£2,001-£5,000	Treasurer <i>and</i> Chairperson <i>or</i> Secretary	Single quotation, confirmed in writing
£5,001 - £10,000	Full Executive Committee	A minimum of 3 Written quotations sought, based on a clear written specification. Consultation with Finance SC required. Formal PO issued by Treasurer & co- signed by Chairperson or Secretary on approval at Full EC meeting
£ £10,001 - £20,000	Full Executive Committee	Competitive tender process based on clear written specification and formal pricing schedule of work. Relevant professional advice should be sought (engineer / surveyor / accountant etc). This should also include advice on appropriate forms of building contracts to be used. Minimum of 4 quotations sought. Consultation with Finance SC required. Formal PO issued by Treasurer & co- signed by Chairperson or Secretary on approval at Full EC meeting
Over £20,000		As above but with Club Trustees approval
Invoices / receipts must be obtained on foot of all expenditure regardless of the amount and retained for audit purposes. Cash payments should be avoided where possible. All decisions on expenditure taken should be formally recorded in EC minutes, including justification for proceeding on the basis of not being able to secure the minimum number of quotations, and / or not accepting the lowest quotation (for quality / lead time issues etc)		

Where it is not possible to secure the required number of quotations, additional measures should be taken to ensure that the principles outlined in this Policy are adhered to. This may include engaging a suitably qualified professional (e.g., a Chartered Quantity Surveyor) and / or comparing with similar schemes.

Expenditure in an Emergency Situation.

For the purposes of this Procurement Policy, an emergency situation is an event that is an unplanned, one off event, and could not reasonably be foreseen. It is a situation where immediate action is required to prevent further damage. The emergency situation will be deemed rectified when repairs etc are made to the point that the immediate issue has been resolved, and the wider problem can be assessed, the EC consulted and the formal procurement policy followed. Authorisation in an 'Emergency Situation' is not to be used for spending beyond that which is absolutely necessary to rectify an immediate problem. Every effort should be made to communicate the decision to expend necessary funds in advance via e-mail, and Club messaging services to the Executive Committee, and in any event immediately thereafter.

The thresholds in the above table already allow for up to £2,000 without requiring a quotation. This can be extended to £3,000 without the need to secure written quotations.

Authorisation for Expenditure in an Emergency Situation can only be given by Treasurer and Chairperson / Secretary. Where some, or all of these officers are not available, any 3 EC members can authorise the expenditure.

Examples of expenditure in an Emergency Situation are as follows:

	Emergency Situation	Emergency Action	Subsequent Action (non-Emergency)
A	A burst pipe that subsequently reveals the entire plumbing system needs replaced	Plumber called out to fix leak	Scope of work defined and suitable number of quotations sought as per agreed Procurement Thresholds
B	Leak in the roof of the changing rooms	Roofer called to patch roof of changing rooms	Assessment of remaining roof and if necessary scope of work defined. Quotations sought if necessary
C	Break-in to Clubhouse causing extensive internal damage	Securing the clubhouse by boarding up doors / windows etc to prevent weather	Assessment of damage and scope of work defined. Quotations sought if necessary

		ingress of further unauthorised entry	
--	--	--	--

7. DECLARATION

This document has been approved by the Club Executive Committee and serves as the working purchasing & procurement policy of Carryduff GAC.

Signed _____ Date _____

Treasurer

Signed _____ Date _____

Secretary

Signed _____ Date _____

Chairperson