



SIR ROBERT PATTINSON ACADEMY

TENDER POLICY

Date Reviewed in School:	September 2023
Date Approved by Governors:	25th September 2023
Review Date:	September 2026

TENDER POLICY

1. Firms are invited to tender for the services either by the School or by their appointed agent. At least three tenders should be sought unless this is impractical.
2. Firms wishing to tender are sent identical specifications if specifications are appropriate, and a clear indication of the closing times and date for receipt (TDR) of the completed bid. They are asked to place the tender documents in a separate envelope from any covering letter. The envelope is sealed and clearly marked as enclosing the tender.
3. Tenders received before the TDR are recorded and retained, unopened until the TDR, when all tenders and supporting documentation are produced to the Tender Committee. Tenders are then opened and considered.
4. When the Tender Committee has considered the tenders and decided on the preferred agency (which should normally be the cheapest unless factors dictate otherwise) the firm should be contacted immediately to confirm acceptance of the contract. The unsuccessful candidates are then informed of the decision.
5. The proceedings of the Tender Committee will be recorded in the Audit and Compliance minutes and if the cheapest tender is not accepted, the reason will be entered into those minutes.
6. It may be necessary for the full Governing Body or a committee of the Governing Body to consider the tenders prior to a decision being made. In this event, the Tender Committee decision is delayed until after such consideration. Any delay should be minimised.
7. After the tender has been granted, no work should start until formal letters of acceptance/approval have been issued.

Please note: Tender committee to be made up from combination of Head Teacher, Assistant Head (Chief Finance Officer) and relevant budget holder.