



C.L.G Watty Graham, An Gleann 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 C.L.G Watty Graham purchasing and procurement procedures and the steps that must be taken when C.L.G Watty Graham is required to purchase goods, services, works and or other supplies.

2. PRINCIPLES

- 2.1 Procurement is about ensuring the “best value for money”. While “**best value for money**” will be the primary objective of the procurement policy, there are other principles which must be adhered to. These are as follows:

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 unfair discrimination, including commercial confidentiality where required. Unnecessary burdens or constraints should not be placed on suppliers or potential suppliers.

Integrity: there should be no corruption or collusion with suppliers or others.

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 or Club member of C.L.G Watty Graham must adhere to the above guidelines. Any person who does not follow this policy may be the subject to disciplinary action by C.L.G Watty Graham Executive Committee.

3. C.L.G WATTY GRAHAM POLICY

- 3.1 C.L.G Watty Graham 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.

3.2 It is also C.L.G Watty Graham policy which will be rigorously enforced and that all officers will be expected to comply with such a policy.

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.

5. GOODS AND SERVICES

5.1 Before placing an order for any goods, services, works and other supplies etc the C.L.G Watty Graham should obtain the requisite number of quotations/tenders from potential suppliers/contractors C.L.G Watty Graham should adhere to the following procurement/purchasing guidelines as detailed within their internal procedures.

6. ESTIMATED VALUE OF ORDER

Estimated Value	Tender Action Required
Below £250	No quote required.
£250 to £500	Single oral quote
£501 to £2,500	Minimum of three oral quotes
£2,501 up to £15,000	Minimum of three written quotes, based on a clear written specification of requirement.
£15,001 up to £50,000	Normally minimum of 3 formal competitive tenders invited.
£50,0001 and over	Normally 4 to 6 formal competitive tenders invited.

Please note:

The C.L.G Watty Graham may decide to incorporate the Estimated Value of Order as detailed above into their purchasing/procurement procedures or they may decide to develop their own procedures which may be deemed to be more appropriate to C.L.G Watty Graham.

Declaration

This document has been approved by the Club Executive Committee and serves as the working purchasing & procurement policy C.L.G Watty Graham

Signed _____ Date _____
Treasurer

Signed _____ Date _____
Secretary

Signed _____ Date _____
Chairman