



## **MARCHWOOD PARISH COUNCIL**

### **PROCUREMENT POLICY**

1. For items under £300 purchasing decisions are at the discretion of the Clerk who is responsible for ensuring value for money.
2. For items between £300 and £2000 we will seek three written estimates. Our decision will be based on value for money which might include an unbiased consideration of the following factors:
  - Price
  - Ability to deliver the required service quality and timescales
  - Warranty and guarantees
  - Experience / reputation / recommendation

The final decision on which estimate to accept will be decided by a Committee or the Council.

3. For items over £2000 and up to £40000 we will seek three written quotes. Our decision will be based on value for money which might include an unbiased consideration of the following factors:
  - Price
  - Ability to deliver the required service quality and timescales
  - Warranty and guarantees
  - Experience / reputation / recommendation

The final decision on which quote to accept will be decided by a Committee or the Council.

4. For items over £40000 we will advertise the opportunity and draw up a written specification. Where we advertise and the selection criteria will depend on the nature of the tender/contract and the likely suppliers.

Approved and adopted 23<sup>rd</sup> February 2015.