



THE ISLE OF GIGHA HERITAGE TRUST

PROCUREMENT POLICY

Last Reviewed: 09/01/ 2019

Next Review: 09/01/ 2020

The Isle of Gigha Heritage Trust is a registered charity and has limited resources which it aims to maximise in fulfilling its charitable objects. In buying or commissioning goods and services, the Trust aspires to implement good practice, operate fairly and transparently, obtain best value for money and procure ethically, taking into account environmental concerns.

Therefore, the key aims of the Trust's procurement policy and process are:

Value for money - a prime aim of the procurement process is to ensure that best Value for Money (VFM) is achieved.

Competition - procurement should be through open competition unless there are exceptional reasons.

Payment on time - suppliers must be paid on time in accordance with contractual arrangements.

Ethical standards - procurement must be undertaken to highest ethical standards, and fairness to suppliers.

Legal aspects - contracts must be in writing and be fair and non-discriminatory.

Environmental impact - suppliers must consider environmental impacts and aim to minimise adverse effects.

We will procure Fairtrade or sustainably sourced products when possible but without compromising competition and within budget constraints. Local – goods and services including food should be procured from local sources when possible, but without compromising competition.

PROCUREMENT PROCEDURES

Process for obtaining quotations

1. Specify the product or service in the light of experience and research
2. Identify potential suppliers using the member directory, previous suppliers and any other sources including local knowledge and personal recommendations
3. Request quotations from a shortlist of potential suppliers
4. Evaluate quotes on the basis of the specification
5. Select supplier based on cost and quality issues

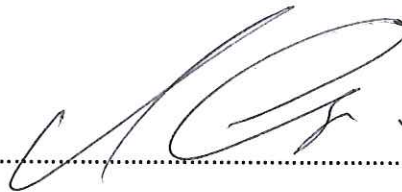
TENDER PROCESS

1. Agree specification for the service or product and the requirements of the supplier including quality issues
2. Advertise as widely as possible through Trust Members, local networks and contacts, place opportunity on The Isle of Gigha Heritage Trust web site, allowing a minimum of 3 weeks for responses
3. Ensure the advertisement gives clear information about how to apply
4. Send out the specification to interested parties with full information of how to submit a tender
5. Evaluate responses based on the specification by a panel of at least 2, preferably 3 people
6. Shortlist if necessary
7. Invite shortlisted supplies for interview/presentation where required

For specific products and some services, the purchase can be made based on the quote, however for other services such as consultancy, it is desirable to interview potential suppliers. For some high value products or services, it may be worth considering inviting a shortlist of suppliers to make a presentation.

8. Take up references if appropriate and check that the supplier has Equality and Sustainability policies.
9. Award to supplier issuing appropriate contract checked by legal advisor.

IOGHT Estates Officer Signature



Date.....23/01/19.....

IOGHT Chairman's Signature



Date.....23-1-19.....