PROCUREMENT POLICY

Introduction
NW Academy of English Limited is committed to the efficient and effective management of its procurement activities in order to ensure the best use is made of available resources.

Authorisation of Purchases
Up to £1,000 - Formal written quotations or tender action is not required where the items on an order are completely unrelated and are not more than £1,000 each.

£1,000 to £3,000 - 2 to 3 prices informally sought and obtained. When seeking prices, officers should use their best knowledge and judgement of the market and if they are not satisfied with the prices received, the option of seeking formal written quotations is available.

£3,001 to £15,000 - At least 3 written quotations to be obtained on the letter head of the firms concerned. Details of written quotations to be recorded and retained on file. The option is available to go out to tender if the quotations are not felt to be satisfactory.

Above £15,000 - Open tendering secured by public advertisement. Tenders for more than £15,000 must go through the formal invitation, opening and acceptance process.

Obtaining the Requisite Number of Quotations
Certain situations may arise where it is not possible to seek the requisite number of quotations. Such situations could arise when, for example, specialised equipment is required. In such instances, this information will be retained with the quotation papers and the invitation will be dispatched to the sole supplier.

Combining Repeat Purchases
The possibility of combining repeat purchases to increase buying power should be explored (in the interests of economies of scale/aggression of spend). Orders will not be split so as to avoid the need for competitive tendering.

Evaluation and Review of the Policy
The content and operation of this Procurement Policy will be subjected to annual review by the senior management team.

Reviewed: 13/02/26

Signed: 

(Chief Executive, North West Academy of English)

Queries relating to this policy should be addressed to:
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