

PROCUREMENT POLICY

Principles

The following principles guide Chrysalis Arts Development Ltd (CAD) procurement policy:

(a) Fair Competition

All bidders should be treated with fairness and be given the same level of information when preparing quotations or tenders.

(b) Conflict of Interest

Situations of conflict of interest should be declared at all times.

(c) Cost-effectiveness

Quotations and tenders should be evaluated not only on competitiveness in pricing and value for money, but also factors such as the quality of the products/services and track records of the bidders.

(d) Transparency

To ensure transparency, tender documents will provide all the necessary information to facilitate the submission of appropriate and competitive tenders.

(e) Sustainability/ethical sourcing

Sustainability and ethical sourcing issues in relation to CAD's procurement will be guided by CAD's Environmental Policy and Action Plan.

Types of Procurement

The following types of procedures should be adopted, according to the amounts and nature of the procurement of goods or services:

(a) Open Tendering - applicable to procurements of value exceeding £5000.00

Notice of tender invitations should be advertised in appropriate media to ensure free response by all interested suppliers or contractors.

(b) Restricted Tendering - this type of tendering is applicable to the procurements of goods or services that can only be provided by a limited number of suppliers or suppliers who are sole agents or patented distributors. Therefore, only one or several suppliers or contractors will be invited to submit written tenders under restricted tendering processes.

Sufficient justification should be made to the Board, before proceeding with this type of tendering exercise.

(c) General Procurement - applicable to procurements of a value below £5000.00 In the interests of expediency, cost savings and professionalism, CAD Executive Directors are

authorised to procure goods and services up the value of £5000 for any single contract from Chrysalis' preferred list of known suppliers. When this type of procured contract is entered into, the contractor will be provided with a list of contract requirements, deliverables, outputs and timescales on the basis of a tender specification. Authority to contract on this basis must obtain the Board's approval – either at a meeting or through written procedures in between Board meetings.

NOTE: Chrysalis holds and manages a preferred list of associates/consultants with whom it works on an ad hoc basis to deliver Chrysalis Arts branded projects and activities. This modus operandi has served Chrysalis well in the past and ensures that the organisation maintains a stable core of expertise, which can expand and contract when necessary. Thereby ensuring Chrysalis continues to be an agile and highly flexible organisation.

Where any single contractor receives in excess of £15,000 pa annum, this will be brought to the attention of the Board for discussion and ratification/approval.

Tender documents / quotations

A CAD Executive Director will prepare the tender documents and provide all the required information in the documents to facilitate bidding from prospective tenderers. The information should include tender specifications and requirements, conditions of contract, required quantity of items and service and timing of provision, assessment criteria, tender closing date and time, selection criteria, the place for returning the tender, the contact person, and the person to whom enquiries may be made.

As far as possible, the Executive Director responsible for seeking quotations from the suppliers/contractors should not be the approving officer for the acceptance of the quotations in the same procurement exercise.

Submission of Tenders / Quotations and Opening of Tenders

Unless in exceptional circumstance of urgency, tenderers should be allowed sufficient time to submit their tenders. Tenderers must submit their tenders before the tender closing date and time specified in the tender documents. Any tenders received after the tender closing time shall not be considered.

Procedure of Handling Complaints

Chrysalis is committed to maintaining a fair and open procurement process. Any grievance arising in relation to a particular aspect of the procurement process that cannot be resolved by discussion with the CAD Executive shall be referred to the Board of Directors of CAD and if necessary to a single arbitrator appointed by agreement between the parties.

Approval and Authorisation

Approval or Authorisation should be ratified by the Board.

Owner
Procedure lead
Formally endorsed by
Last review
Next review

CAD Board
Rick Faulkner
CAD Board
Feb 2023
March 2026