

Procurement Policy

Version	1.0
Issue Date	September 2015
Review Date	March 2016
Lead	Technical and Finance Manager

**To talk to a Mum who knows about Breastfeeding call the National Breastfeeding Helpline
0300 100 0212**

Calls to 0300 numbers cost no more than calls to UK numbers starting 01 and 02 and will be part of any inclusive minutes that apply to your provider and call package

*The Breastfeeding Network is a Company Limited by Guarantee Registered in Scotland Company No. 330639
Registered office Alexander Sloan, Chartered Accountants, 38 Cadogan Street, Glasgow, G2 7HF
The Breastfeeding Network is a Registered Scottish Charity No SC027007*



Introduction

At The Breastfeeding Network, all of our work is funded by public money, whether this is in the form of grants, tenders, donations, membership fees or the sale of goods via our shop. As a result, BfN has a duty to ensure that any money spent in delivering our services is done so as fairly and efficiently as possible.

In order to do this we should always bear the following principles in mind before making any purchase using BfN funds:

- We should be able to demonstrate good governance and control relating to any purchases. All purchases should be authorised as detailed below and records should be kept for accounting and audit purposes.
- We should strive to always achieve best value for money
- Our approach should be consistent, transparent and fair. All potential suppliers should have the same opportunity to quote for and supply goods and services regardless of where they are based or previous contractual relationships.
- We will look to build and maintain positive relationships with suppliers to deliver the highest levels of quality and service for BfN.

Definitions

There are two levels of procurement within BfN, local and central. Low value, everyday items can be purchased locally and reclaimed via expenses (please refer to the Expenses policy). Higher value items such as those which become assets of BfN or those which incur unreasonable out-of-pocket costs should be purchased centrally so that payment can be arranged direct from BfN.

Category	Examples
Local	Food and drinks, petrol, travel passes, ink cartridges, low value printing, small quantities of stamps
Central	Venue costs relating to events, all IT hardware and software, all telephones (mobile and landline), bulk orders of stationary, courier costs, bulk orders of stamps, large print jobs, pop-up stands, bulk orders of t-shirts

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Authorisation Limits

These apply to all purchases made on behalf of BfN.

	Staff member	Contact for Approval
Bulk orders of low value items such as stationary, cleaning products etc. up to a total of £150	Project staff	Project Lead
	Central staff	Technical and Finance Manager
Any orders for IT equipment, software or mobile phones or any orders with a value of more than £150	Project staff	Programme Manager
	Central staff	CEO via PA

Ensuring value for money

Wherever practical, we will seek to compare the price of all goods or services with a value of more than £150 with at least three different suppliers to ensure best value for money. For any items or services with a value of more than £300 we will always seek at least three written quotes or tenders from suppliers based on a clear specification. These quotes or tenders will be assessed by the CEO, and a member of the Board if appropriate. Our decision will be based on achieving best value for money. Best value for money does not always equal the lowest price so in all cases we will consider the condition of the item for sale, any guarantees or warranties, delivery costs, payment options, contract terms, reliability and reputation of the vendor and any other reasonable factors relevant to the purchase.

Preferred Suppliers

We may select a preferred supplier directly where the service required:

- is highly specialist and we cannot identify potential alternative suppliers
- is highly commercially confidential and we do not wish to release information about our need for the service to the market
- extends or relies on knowledge from a relevant previous collaboration with one particular supplier

In these cases, we will take all reasonable steps to establish that the supplier's costs are acceptable e.g. by comparing with day rates from other similar organisations where this is practicable and record and retain that information in the form of a file note.

The final purchasing decision rests with the Chief Executive Officer.

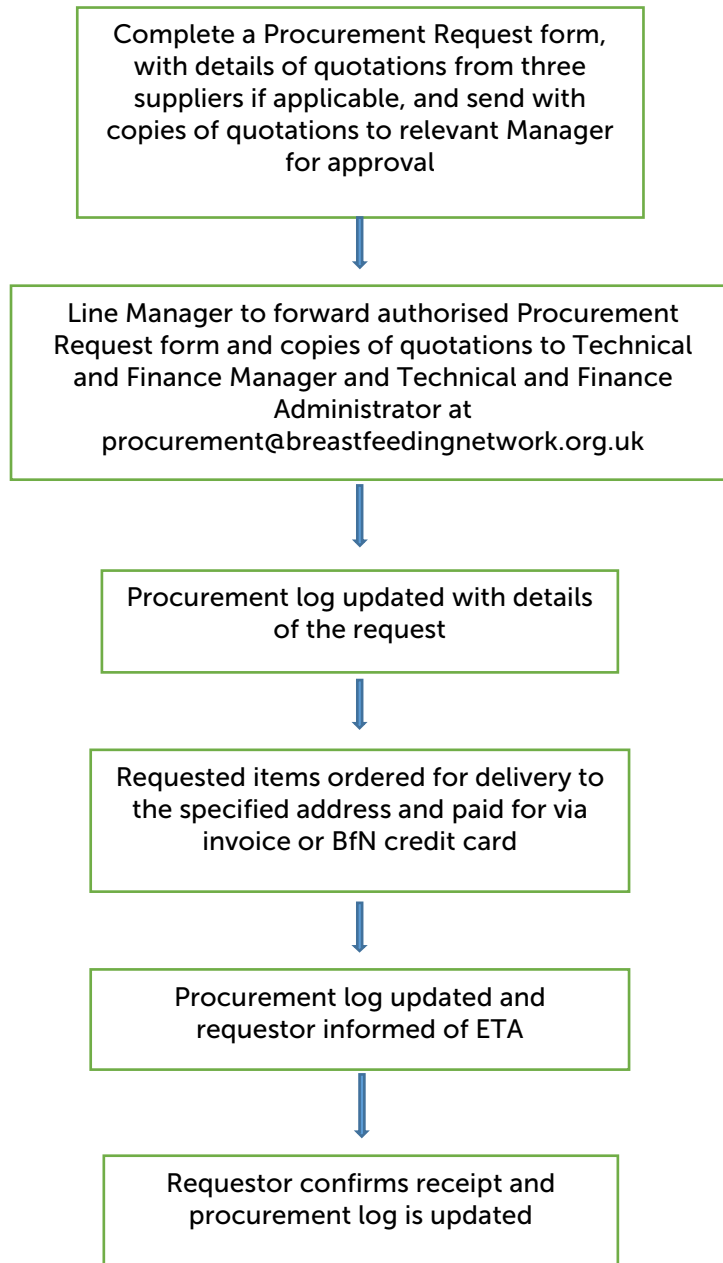
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Procurement Process

The process for central procurement is as follows:



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Procurement Request Form

Name (of the person requiring the item(s))	
Job title (of the person requiring the item(s))	
Email address (for contact about delivery etc.)	
Description of Item required:	
Specification (if known):	
Budget (how much you would like to spend):	
Supplier 1 (name, contact details and price)	
Supplier 2 (name, contact details and price)	
Supplier 3 (name, contact details and price)	
Budget (project) code:	
Delivery address (if applicable):	
Approved by (budget holder/line manager):	

For Office Use

Processed Y/N:	
Processed by:	
Ordered on:	
Expected delivery date:	
Date delivered:	
Any other comments:	

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