

Welsh Beekeepers' Association
Cymdeithas Gwenynwyr Cymru

Registered Charity number 509929



PROCUREMENT POLICY

A guide for trustees, officers and other volunteers on behalf of the WBKA

This policy will be reviewed on an ongoing basis, at least once a year. WBKA will amend this policy, following consultation, where appropriate.

Date of last review: December 2020

Procurement Policy

The purpose of this policy is to ensure that any assets, goods or services (excluding travelling expenses) procured on behalf of the Welsh Beekeepers' Association (WBKA) are:

- the best value for money
- suitable for the intended purpose
- obtained using systems which are safe, transparent, ethical, fair to all and in keeping with the requirements of our Constitution
- funded according to the rules of the WBKA and in compliance with any conditions stipulated by the provision of grants or other forms of external funding

Systems

Items below £100

- Some Officers or Trustees of WBKA will, in their Terms of Reference, have approval to spend money in obtaining consumable items of a total value, in a single purchase, of less than £100. Such items are likely to include stamps, computer inks, paper and discs amongst the consumable items.

Items or services below £1000 in value:

- A single Trustee with appropriate knowledge and a remit from the Management Team will draw up a brief specification which will be agreed with another Trustee
- Agreement may be sought and evidenced by email
- Reasonable efforts to obtain best value will be satisfied by a record of two verbal quotations confirmed by email. Agreement to purchase will be confirmed by a second Trustee
- A brief record of the process will be forwarded to the Secretary and Treasurer for incorporation into the agenda of the next Management Team meeting.

Items or services above the value of £1000 whether individual or cumulative:

- The Management Team will identify an appropriate Trustee who, with the assistance of appropriate others where required, will draw up a detailed specification reflective of the purposes of this policy which will be circulated to all members of the Management Team for consideration
- Following any adjustment after comments the specification will be recirculated. On receipt of emails indicating a simple majority of all Trustees in favour, quotations may be sought from at least three suitable suppliers
- Where it is likely that the item(s) or service(s) will be required again within a period of twelve months quotations to include this option should be sought
- A resume of the quotations should be prepared including a recommendation for acceptance. Recommendation for acceptance would normally be based on cost but for value for money purposes consideration should also be given to the following factors:
 - a) A supplier's ability to comply with requisite quality standards and delivery timetables
 - b) Any warranties / guarantees provided
 - c) Experience / Reputation including previous experience of service
 - d) Delivery/Mailing costs

- The recommendation should be forwarded to the Secretary for decision at the next Management Team meeting
- *In exceptional circumstances where time does not allow for formal discussion and approval at a physical Management Team meeting, approval may be sought by email. In these circumstances approval will only be confirmed by receipt of emails indicating unanimous approval by Trustees.*

Orders

- Any order made following the use of the appropriate system outlined above (based on value) should be made using the WBKA order form - Appendix 1

