

## **Epping Town Council**

### **PROCUREMENT POLICY**

Epping Town Council's procurement policy is governed by the Council's Standing Orders and Financial Regulations. The Council's procurement rules and thresholds for any type of expenditure are as follows:

Where the value is above £100 and below £3,000, the Clerk or RFO shall strive to obtain three estimates.

The Clerk or RFO shall obtain three quotations for contract values between £3,000 and £25,000. (This applies when it is to enter into a contract less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services **other** than those outlined in 11(a) of the Financial Regulations.)

Where it is intended to enter into a contract exceeding £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than those outlined in 11(a) of the Financial Regulations, the Clerk shall place the contract on the Contracts Finder website in such a way as to meet the requirements of the Public Contracts Regulations 2015. The tendering process shall follow the guidance in the NALC Procurement Toolkit.

The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time).

Thresholds currently applicable are (including VAT) @ Feb 2024:

- a. For public supply and public service contracts (£214,904)
- b. For public works contracts (£5,372,609)

The Council has regulations for procuring specialist services and emergency expenditure that are set out in the Council's Financial Regulations and Standing Orders.

Epping Town Council are not obliged to accept the lowest or any tender, quote or estimate and will use selection criteria specific to each individual tender, which will be detailed in that tender.

Epping Town Council will, wherever possible, give preference to local suppliers and contractors to support our local economy.