

What suppliers can expect

Supplier Selection

In order to draw up a prospective supplier list for a procurement requirement we may use a pre qualification questionnaire, suppliers will be asked to provide information, copies of policies and certification where appropriate on the following subjects.

- Company Information.
- Technical Ability.
- Financial Information.
- Equality and Diversity.
- Health and Safety.
- Insurance.
- Environment.

Each section is scored on the information provided so it is essential that suppliers send all supporting information requested.

Procurement Process

All procurement is carried out in an open and transparent manner and suppliers can obtain feedback on their performance.

Quotations and tenders will generally be assessed using a range of evaluation criteria including price and quality. Using a range of criteria enables us to take account of commercial and non-commercial considerations. This is often called seeking 'the most economically advantageous option' and the one best placed to deliver value for money to our organisation.

We endeavour to adopt a consistency of approach to all our suppliers and potential suppliers based on showing integrity and aiming for fairness and non-discrimination in all our business dealings

Our Aims

- To provide an excellent procurement service demonstrating best practice and professionalism.
- In meeting our business needs taking consideration of the best ethical, environmental and Health and Safety practices.
- To work within the constraints of our own financial regulations and the legislative framework provided by the EU and UK Government.
- To ensure that there is diversity amongst suppliers utilising, voluntary and community sector, small and medium sized enterprises and ethnic minorities wherever possible.
- To ensure risk is managed effectively in the procurement cycle.
- To establish mutually beneficial relationships and partnerships encouraging trust with suppliers.

- To ensure that open and fair competition is promoted and a consistent approach is adopted based on integrity and fairness and non-discrimination in all our business dealings.

What we expect from suppliers

- Integrity, decency and fairness during the tender process, and after contract award.
- Pursuing continuous improvement, sharing benefits, market improvements and innovations.
- Timely product and service delivery.
- Receptive to requests for information and responsive to general enquiries.
- Quality customer service.
- High quality, value for money products or services backed by efficient manufacturing and distribution systems.
- Demonstrably sound financial standing and strong business performance.