



PROCUREMENT POLICY

Value for Money

The prime aim of the procurement process is to ensure that maximum value is obtained to support the objectives of the UK Commission for Employment and Skills (the Commission).

Competition

All procurement for requirements of £10k or above will be through open and transparent competition. This may be undertaken through open market advertising, through Government Framework Agreements or through mini-tendering under our own existing Framework Agreements.

Compliance

All procurement processes will be in accordance with EU Procurement Directives, The Public Supply Contracts Regulations 1995, The Public Contracts Regulations 2006 and the Remedies Directive 2009.

Prompt Payment

Suppliers will be paid on time in accordance with the Commissions' prompt payment policy. We aim to release payment within 5 working days after receipt of invoice, subject to

- the return of a duly signed UK Commission contract for the goods or services required
- the invoice matching the output and value, as agreed in Schedule 1

Ethical Standards

Procurement must be undertaken to the highest ethical standards, stand up to scrutiny and be fair to suppliers.

Legal Aspects

All contracts must be in writing and the basis of such contracts will be the UK Commission Standard Terms and Conditions as published on our website, unless otherwise agreed in writing prior to issuance of a contract.

Environmental Impact

Wherever possible, consideration will be given to environmental issues and to minimise environmental impacts.

Other Government Initiatives

Full account must be taken of other Government initiatives.

Separation of Duties

The role of Budget Holder/Customer, Purchaser and Payment Authoriser will be kept separate. The purchaser who is empowered to make the binding contractual commitment must have written delegated authority.