

**DONCASTER CHAMBER OF COMMERCE  
AND ENTERPRISE (“Doncaster Chamber”)**

**PROCUREMENT POLICY**

1. Doncaster Chamber will only source products and services from its members, unless no member offers the product or service required at the right quality or value.
2. Where the value of an individual contract for goods or services has a value (or annual value) in excess of £1,000, procurement will be by submission of competitive tenders (see Appendix 1 for exceptions)
3. All members will be given an opportunity to submit tenders to provide goods and services in their field of operation. There may be a requirement for the successful bidder to have or achieve a minimum standard of legal or technical qualification.
4. Where Doncaster Chamber wishes to procure goods and services, it will post a description of the goods and services required on its website. The description will be proportionate to the goods or services required. It will be the responsibility of the member to check the website regularly.
5. This policy will be published on Doncaster Chamber’s website and will operate in a transparent manner.
6. Invitations to tender for the provision of goods and services will have a cut off date. Any tenders submitted after the cut off date will not be considered.
7. Information supplied by businesses tendering to supply Doncaster Chamber will remain confidential.
8. Doncaster Chamber expects our suppliers deliver their services in a fair and inclusive manner.
9. A decision to place an order for goods or services will be made on criteria such as:
  - Price/value for money;
  - Environmental impact;
  - Quality of product and/or service; and,
  - Speed of delivery,as specified in each invitation to tender.
10. Wherever possible verbal feedback to unsuccessful tenders will be given. Any feedback will not disclose commercially sensitive information about Doncaster Chamber, the successful bidder or the unsuccessful bidder. There is no appeal process.
11. This policy may be amended from time to time. It will be reviewed annually. Any variations will be published on Doncaster Chamber’s website.

## Appendix 1: Legal Advice Services

Due to the range of services provided by the Chamber we need to obtain legal advice on a number of different topics from time to time to ensure that the Chamber complies with all legal requirements and takes appropriate steps to protect the interests of its members. On occasions this advice is required within timescales that could not be met within normal procurement timetables.

Our procurement policy applies equally to the sourcing of legal advice but with the proviso that it will apply to all individually charged pieces of advice with a value in excess of £2,500 or annual contracts in excess of that amount per annum.

This will ensure that we can:

- source advice from solicitors with appropriate expertise
- ensure that a range of qualified members are able to offer services to the Chamber
- Commission work within appropriate timescales.