



Procurement and Tendering

Procurement is the purchasing of goods, works and services. It is an essential part of delivering the aims and objectives of Penzance BID.

Rules and regulations

The main purpose of these rules is to ensure that all contracts are entered into lawfully and on the most economically advantageous terms for Penzance BID. The rules exist to demonstrate that the whole procurement process is open, honest and transparent.

All contract opportunities over £10,001 will be advertised within the Penzance BID Website for a minimum of 10 days. As a non-contracting authority, Penzance BID will comply with the National Rules.

Value of Contract	
Up to £1,000	One written or verbal quote must be obtained directly from a supplier by the BID Manager and presented to the Board for approval.
£1,001 to £10,000	Three written quotations must be obtained directly from suppliers by BID Manager and given to board for a majority vote approval from the Board.
Over £10,001	Two Stage Process to be followed: Potential Suppliers to be provide an expression of interest. 5 written quotes to be obtained by BID Manager. Board to decide on 3 suppliers to be called for 2 nd stage. 3 companies to supply further information at the request of the board or attend a meeting with board and present. Board to decide on supplier by majority vote.