



FOUNDED 1900

THE ENGLISH SCHOOL  
A SECOND CENTURY OF EXCELLENCE

## Purchase Policy and Tender Procedure

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### The English School

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Ratified by	The English School Board of Management
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## 1. General

This Policy sets out the principles and procedures for procuring goods and services for the School.

### 1.1 Governance

- The Board of Management is responsible for ensuring that procedures are in place for the purchasing, procurement and tendering functions.
- The Headmaster of the School (HM) and the CFO are responsible for implementing the procedures and guidelines in this policy document. The overall responsibility remains with the Headmaster.

### 1.2 General principles

- Purchases should fall under a category listed in the approved budget, and adequate budget amounts must be available to cover the expected purchase cost.
- Approval authority at the Board level is delegated to the Finance Committee. The Finance Committee may escalate to the Board of Management at its discretion.
- Finance Committee approval is required for non-budgeted purchases.

## 2. Purchase Procedure

### 2.1 Procedure Summary

Step	Description	In-budget purchases		Out-of-budget purchases		All
		Under €2k	€2k - €5k	Under €2k	€2k - €5k	Above €5k
1	Request by department head	✓	✓	✓	✓	✓
2	Review and approval by Accountant	✓	✓	✓	✓	✓
3	Tenders procedure	n/a	Simple process <sup>1</sup>	n/a	Simple process <sup>1</sup>	Normal process <sup>1</sup>
4	Recommendation/approval by CFO	n/a	✓	✓	✓	✓
5	Recommendation/approval by HM	n/a	n/a	✓	✓	✓
6	Approval by Finance Committee	n/a	n/a	✓	✓	✓

<sup>1</sup> see next section for tender processes

<sup>2</sup> Additional to the above controls, all expenditure (irrespective of amount) is approved and signed in the invoice settlement process

## 2.2 Tender processes

### 2.2.1 Minimum tender specifications

- Letter/email of invitation to tender.
- Description of the project.
- Tender admin details (e.g. documentation required for submission, latest submission date and time, method of submission, the process for enquiries, health and safety issues, insurances etc.).
- Form of contract (e.g. contract conditions, any necessary disclaimers, the timeline of contract execution etc.).
- Exact and detailed specifications document.
- Tender pricing document. This is based on the specifications document and sets out how prospective suppliers should break down their overall tender price to ensure clarity and comparability between tender submissions.

Project specificities should be addressed with any additional required specifications.

### 2.2.2 Simple tender process

- Tender invitations are sent to at least three tenderers.
- If only one tender is received, the process is cancelled and must be repeated. The CFO and the HM can only give a justified exception to this rule.
  - Tenders may be submitted to the School in any of the following two ways:
  - Delivered in the School's tender box in a sealed envelope.
  - Sent by email – only to [cfo@englishschool.ac.cy](mailto:cfo@englishschool.ac.cy)
  - It is prohibited for tenders (or parts thereof) to be received formally or informally in any other manner than the above.
- Tenders review is performed by CFO and the department that initiated the request.

### 2.2.3 Normal tender process

- Finance Committee Responsibilities:
  - Appoints a qualified expert in preparing tender specifications
  - Reviews and approves tender specifications.
  - Decides whether tender will be open to the public or sent to selected suppliers.

- Approves tenderers in the case of non-public tenders.
- Tender invitations are sent to at least three tenderers (if not a public tender).
- If only one tender is received, the process is cancelled and must be repeated. The Finance Committee can only give an exception to this rule.
- Tenders may only be submitted in a sealed envelope in the School's tender box. Tenders shall be opened by any 3 of the following persons:
  - Any member of the Board of Management
  - Headmaster
  - CFO
  - Board of Management Secretary
  - Qualified expert assigned to the specific tender
  - Any one member of the Finance department other than the CFO
  - Any one member of the School's admin staff
- If the CFO is available at the School, they must always be present during the tender opening process.
- Appointed expert reviews, submitted tenders, and they need to prepare their recommendation to the Finance Committee.
- Any person (be it a member of staff, Board member or anyone else) who may have a conflict of interest in evaluating specific tenders must declare their conflict and abstain from the evaluation process.
- The Board secretary communicates the decision of the Board to all parties that have submitted a tender.

### 3. Other Notes

- Procurement of goods (e.g. office supplies, IT consumables and sanitary items) to be made after the receipt of three tenders at the beginning of each academic year. The approved prices should apply throughout the academic year.
- Services-related supplies (e.g. cleaning, plumbing, gardening) - Finance Committee decides whether to renew the existing contract or request new tenders at the beginning of the academic year.
- Tenders for service-related supplies must indicate the "rate per hour". The rate should apply to all work performed throughout the academic year.
- The Finance Committee reviews yearly:
  - A list of potential suppliers for monthly recurring and frequent supplies.
  - The value of goods supplied by each supplier for the previous academic year.

- All engagement contracts must be signed by both parties and kept by the Finance department.
- The Finance department must keep an electronic register of all contracts and be available to the Board of Management upon request.