

Soirbheas Procurement Policy & Guide to Suppliers

Background

Soirbheas is a registered charity whose objectives are to strengthen and support the communities of Glen Urquhart and Strathglass, through investment and community benefit payments from local renewable energy schemes. The funds received from these schemes will be distributed to local community projects in the form of grants to help protect our environment and provide a more sustainable future for the next generation.

Our Vision...

A more vibrant, growing and greener community

Our Values...

Communicative - We aim to be open and transparent with our members and the community

Caring - We use our resources to take care of our community and the environment in which we live

Collaborative - We work with the community and co-operate with other grant funders and organisations to deliver against Soirbheas' objectives

Committed - We are dedicated to delivering the vision of a more vibrant, growing and greener community

Credible - We act fairly and with integrity.

Q. How do we identify potential suppliers?

We do not maintain approved supplier lists.

In most instances purchases and contracts will be made where possible by using local suppliers (Highland based) to encourage sustainability (while value for money and environmental impact are also key considerations when selecting suppliers).

We will use our knowledge of the marketplace and research suppliers as and when required.

We will actively seek services from suppliers that have the relevant skills and experience.

Q. How do we choose a supplier?

For each quotation, proposal or formal tender received from an interested supplier Soirbheas seek to get the best value for money, evaluate and compare:

- quality of what is offered, including date of delivery
- the skills of the contractor's staff, their approach
- the whole-life cost over the life of the contract or asset (including, for example, the cost of consumables, training, licences, disposal).
- the environmental approach of the supplier

We will set out clearly in our tender brief how the proposal will be evaluated (by the Soirbheas directors and staff)

Revised - March 2021

Q. What are our thresholds?

Details of the current thresholds are given below. Thresholds include VAT and are fixed for 2 year.

| Value of purchase £ | Action required |
|---------------------|---------------------------------|
| £300 - £500 | One quote |
| £501 - £1,000 | Minimum of two quotes |
| £1,001 - £10,000 | Minimum of three written quotes |
| £10,000 above | Formal tender required |

The next revision will be in March 2022.

Q. How do I obtain further information on the Soirbheas tenders?

Tenders (of an item of a value of over £10,000) will be made available on our website (when appropriate) - www.soirbheas.org. Alternatively, if you wish to make Soirbheas aware of your services please email: info@soirbheas.org.

Diversity policy statement

Soirbheas encourage a wide variety of suppliers to participate in our procurement exercises.

While Soirbheas recognises the role that the Gaelic language plays in our local culture and sense of place, it will not require bilingualism when marketing its services unless specified in a specific tender brief.

In accordance with UK legislation and best practice our procurement process will be transparent, objective, and non-discriminatory in the selection of its suppliers.

<https://www.procurementjourney.scot/what-procurement-route-should-i-choose>

Environmental Impact policy statement

In line with our Values - We use our resources to take care of our community and the environment in which we live. Soirbheas is committed to promoting the conservation and improvement of the environment.

Our policy is:

- To comply with environmental legislation and regulatory requirements
- To promote environmental awareness amongst suppliers and contractors
- Not to buy any products or services that create disproportionate damage or harm to the environment
- To consider environmental factors when making procurement decisions and

Revised - March 2021

- To develop awareness of environmental issues within the organisation and wider community.