

JOHN TAYLOR MULTI ACADEMY TRUST

Appendix B – Tendering Regulations

All purchases ordered with a value over £50,000(excluding VAT) must be subject to formal tendering procedures.

Procurements Above Procurement Act 2023 Thresholds

Procurements above the prevailing Procurement Act 2023 and the associated Procurement Regulations 2024 (hereafter PA2023) thresholds for the supply of goods, services or works are subject to the Procurement Act 2023 and these procurements must be undertaken in compliance with this legislation including advertising in the new enhanced Central Digital Platform “Find a Tender” service. www.find-tender.service.gov.uk or facilitated through compliant Framework agreements. At the time of the publication of this document, the respective procurement value thresholds are:

Supplies and Services	£173,100 excluding VAT / £207,720 including VAT
Works:	£4,327,500 excluding VAT / 5,193,000 including VAT

Whereby:

Supplies are the tangible goods (products, materials, equipment) purchased by the School/Trust for its operations or public service.

Services are generally everything that the School/Trust requires, that isn't a physical good or works, i.e. activities, expertise, or labour (not goods or works) provided for payment, often detailed by specific categories like legal, catering, or IT, and defined by regulations.

Works refers to construction, building, and civil engineering projects, encompassing the execution or design and execution of physical constructions or related activities.

When conducting procurements above these thresholds staff must seek advice and guidance from the Trust Chief Operating Officer (COO) before engaging in any such procurement.

Procurements above £50,000(excluding of VAT) but below PA 2023 Thresholds

Ordering supplies, services or works which may potentially be over £50,000 (exclusive of VAT) must be discussed with the Senior Finance Officer in the School prior to the commencement of any procurement exercise and communication with suppliers. This is to ensure correct procedures are followed from the outset.

Forms of Tenders:

There are three forms of tender procedure: open, restricted and negotiated. The circumstances in which each procedure should be used are described below:

- **Open Tender:** This is where all potential suppliers are invited to tender. The budget holder must discuss and agree with the Senior Finance Officer how best to advertise for suppliers, e.g. general press, trade journals or to identify all

potential suppliers and contact directly if practical. This is the preferred method of tendering, as it is most conducive to competition and the propriety of public funds

- **Restricted Tender:** This is where suppliers are specifically invited to tender. Restricted tenders are appropriate where:
 - there is a need to maintain a balance between the contract value and administrative costs
 - a large number of suppliers would come forward or because of the nature of the supplies/services are such that only specific suppliers can be expected to supply the school's requirements
 - the costs of publicity and advertising are likely to outweigh the potential benefits of open tendering

- **Negotiated Tender:** The terms of the contract may be negotiated with one or more chosen suppliers. This is appropriate in specific circumstances:
 - the above methods have resulted in either no or unacceptable tenders
 - only one or very few suppliers are available
 - extreme urgency exists
 - additional deliveries by the existing supplier are justified.

No negotiated tender procurements should be undertaken without the express approval of the Trust Chief Operating Officer.

Details of suppliers engaged via the negotiated tender route must be reported to JTMAT board at the earliest possible opportunity.

Schools should refer to the Trust's Procurement Policy wef 1 April 2026 for full details of undertaking a tender process.