

Caledonian Maritime Assets Ltd Procurement Policy

CMAL is a small company of multi skilled professionals. It employs a Procurement Manager to take a strategic role in setting the procurement strategy and in providing guidance and assistance in procurement matters. CMAL aims to ensure it uses good practice processes throughout when buying goods, services and works to achieve value for money and follow the Scottish Government Procurement Journey process.

A copy of all the documents referred to below for use through the procurement process is at <http://www.cmassets.co.uk> under 'Publications'.

Code of conduct

Caledonian Maritime Assets Ltd has signed up to and fully supports the [Scottish Government's Charter](#) with regard to how we treat our suppliers in our tender processes. In keeping with that, we aim to simplify and shorten tender documentation and process as far as possible while meeting the obligations placed upon us when procuring in the public sector. Criteria set will be proportionate and directly relevant to our requirements to ensure smaller suppliers are not disadvantaged through the process. Please see Procurement Procedure on Tendering for Goods, Services and Works on how we will evaluate tenders available under the 'Procurement' section of 'Our Work' on the CMAL website.

Tendering for contracts

Contract opportunities will be published on [Public Contracts Scotland](#). In addition to CMAL contracts, you will also find details of opportunities for most other Scottish public sector organisations on this site. Advice on tendering is also available from [Scottish Government Procurement](#). Please read the [Business Gateway guide to tendering for public contracts](#), or join the [Supplier Development Programme](#). The Scottish Government provides a step by step guide to the procurement process to help suppliers. You can [view the 'Supplier Journey' on the Scottish Government website](#).

Procurement Thresholds

We will use the Scottish Government Procurement Journey for procurements over £15k. The Route used will depend on the value and nature of what is being purchased. CMAL has adopted a threshold approach to its procurement process to be applied as follows:

Thresholds

Within the context set by these various legal and policy frameworks CMAL has adopted a threshold approach to its procurement process. This enables a sensible, devolved approach to procurement across the company, ensuring suitable and sufficient flexibility to obtain the range and value of goods, services and works required by CMAL while maintaining adequate and appropriate efficiency and effectiveness in the procurement process.

Thresholds to be applied as follows:

1. **Between £0 and £10,000.00** exclusive of VAT a best value supplier will be identified based on clearly defined product and/or services and /or works required and a minimum of one telephone quote sought
2. **Between £10,000.00 and £15,000.00** exclusive of VAT a minimum of 2 telephone quotes will be required based on clearly defined products and/or services and /or works required and recorded accordingly

3. **Between £15,000.00 and £50,000.00** exclusive of VAT a minimum of 3 written quotes will be required based on clearly defined products and/or services and /or works required. These will be conducted as far as possible using the Route 1 Quick Quote process of the Scottish Government Procurement Journey. All purchases over the £15,000.00 limit will be issued with the PCS (Public Contracts award numbers) number before any procurement requisition is processed.
4. **Above £50,000.00 and EU threshold** (currently £181,302.00 or €221,000.00 for Supplies and Services for public bodies, £363,424.00 or €443,000.00) for utilities and £4,551,413.00 or €5,548,413.00 for works) exclusive of VAT will be advertised by way of an Invitation to Tender and full competitive tendering exercise carried out via the Public Contracts Scotland website using the Route 2 process of the Scottish Government Procurement Journey.
5. **Over the EU threshold** (Currently £181,302.00 or €221,000.00 for Supplies and Services for public bodies, £363,424.00 or €443,000.00) for utilities and £4,551,413.00 or €5,548,413.00 for works) exclusive of VAT, a full competitive European tendering exercise will be carried out using the appropriate procedure on the Public Contracts Scotland website.

Abbreviated tender documentation will be used for all non-complex buys between £50k and £100k to ease the burden of completion and evaluation. (Note: the European Directives apply to all high value purchases over the thresholds outlined above. We have a statutory requirement to comply with the Directives). Please see CALEDONIAN MARITIME ASSETS LTD PROCUREMENT PROCESS FOR PROCUREMENT ACTIVITIES ABOVE £50K in the Procurement Procedure on Tendering for Goods, Services and Works available under the 'Procurement' section of 'Our Work' on the CMAL website.

Interested suppliers must formally apply for these opportunities as they appear, and applicants will be considered in terms of their capacity and capability to supply our requirements. You can also apply to receive automatic notifications of any opportunities that may be of interest to you on this site.

For those exceptional instances where it is not possible to expose a requirement to competition, for example because it is not available from more than one source of supply or there are other exceptional circumstances, the CMAL Procurement Policy Exception Procedure will apply.

Use of Collaborative Framework Agreements

There are collaborative framework agreements placed by Scottish Government, the Government Procurement Service and other public sector collaborations. Please see [Scottish Procurement and Commercial Directorate Contracts and Strategy Directory](#) and [Government Procurement Service](#). These frameworks offer value for money through economies of scale. We will use these collaborative frameworks if they can directly meet our needs and we will abide by the competition rules placed upon us for the use of each framework.

Local Agreements

We may competitively tender and use local framework agreements for consistent requirements for a period of time to allow us to realise better value for money through aggregation of demand, simplifying the commissioning process for goods, services and works where we have repetitive/frequent requirements, and ensure that we engage with a manageable number of suppliers for the purpose of monitoring of supplier performance. We

will always seek to ensure that, as far as is possible, the frameworks we set up do not discriminate against Small and Medium Sized Enterprises (SME's).

Where there is no collaborative or local framework in place or where we have a one-off buy to make, we will always seek competitive quotations or tenders using the Route 1 or 2 procurement processes, unless there are overriding business reasons for not doing so.

Publication of Awards and Feedback

We publish our contract and framework awards with named successful suppliers on [Public Contracts Scotland](#). We will provide feedback/debrief information as a matter of course.

Policies and Documentation

Please see <http://www.cmassets.co.uk> under 'Publications' for all our Policies. Please also see our Freedom of Information Policy and Environmental Policy including sustainable procurement.

Order Process and Delegation of Financial Authority

Only those staff with purchasing authority approved by the Board will be able to commit the company to new contractual relationships and approve orders. Invoices received where there is no corresponding purchase order may not be paid.