

Procurement Procedures

Authority Limits

Item	Employee	Limit
Engineering – stock items	Stores Controller	£500
	Engineering Manager	£5,000
	Director	Over £5,000
Engineering – non-stock items	Mechanical Maintenance Engineer	£2,000
	Electrical Maintenance Engineer	
	Planning Engineer	
	Engineering Manager	£20,000
	Director	Over £20,000
Other consumables – stock items	Stores Controller	£500
	Engineering Manager	£5,000
	Director	Over £5,000
Operations – goods and services	Shift Team Managers	£2,000
	Plant Operations Manager	£20,000
	Director	Over £20,000
HWRCC – goods and services	HWRCC Supervisors	£1,000
	Compliance & Performance Manager	£20,000
	Director	Over £20,000
Compliance & Performance – goods and services	Planning Engineers, SH&E Advisor	£2,000
	Compliance & Performance Manager	£20,000
	Director	Over £20,000
Other goods and services not otherwise identified	Senior Manager	£5,000
	Director	Over £5,000
General Office Supplies	HR Office Administrator	£1,000
	Financial Controller	£5,000
	Financial Controller	Over £5,000
Training	Directors' Secretary	£1,000
	Company Secretary	£5,000
	Director	Over £5,000

Computer Equipment/IT Consultancy	Management Accountant	£1,000
	Financial Controller	£5,000
	Director	Over £5,000
Travel	HR Office Administrator	£1,000
	Financial Controller	£2,000
	Financial Controller	Over £2,000
Consultancy/Legal Fees/Patent Costs	Financial Controller	£5,000
	Director	Over £5,000
Agency Labour	HWRRC Site Supervisor	£500
	Senior Manager	£5,000
	Director	Over £5,000
Recruitment Fees	Senior Manager	£5,000
	Director	Over £5,000
Subscriptions	Senior Manager	£1,000
	Director	Over £1,000
Corporate Entertaining	Director	All amounts
Charitable Donations/Sponsorship	Director	All amounts
PR/Advertising/Exhibitions	Director	All amounts

Credit Notes or Free Issues of Goods or Services

Item	Employee	Limit
Credit Note or Free Issue of Goods or Services	Financial Controller	£5,000
	Director	Over £5,000

Tenders

The Tendering Procedures shown below are to be adopted for all contracts and purchase and supply of goods and services.

1. General

The procedure will be adopted for the tendering of contracts, except where this is covered by EC Directives or other legislation, in which case the latter requirements will apply.

The Company will only use suppliers and contractors who meet good standards of technical, commercial and financial management and provide quality work at competitive prices, complying with Health and Safety Policy Standards.

2. Contracts Subject to EC Directives

Public advertisement in the European Journals and local press will be adopted for all of these contracts. A pre-qualification process will be followed to establish a select list of companies who will be invited to submit a tender against a design brief. Where practical, the select list will include four companies to be invited to tender. Formal contract documentation will be prepared by solicitors and agreed with the successful tenderer.

3. Single Contracts valued over £150,000 and not subject to EC Directives

On each occasion a contract is to be let, if practical up to four companies will be invited to tender. The tender will be quoted against a design brief prepared by the Company and a standard set of tender documentation which will form the contract with the successful bidder, together with a purchase order.

4. Single Contracts valued below £150,000

Quotations will be sought from up to three suitable companies where benefits can be seen to be derived for the Company, but single tender action with individual companies may be adopted for work valued below this level and contract prices negotiated if appropriate. The contract will take the form of a purchase order and a standard set of terms and conditions.

5. Opening of Tenders

For contracts valued over £150,000, a timetable for preparation and delivery of quotations will be sent out with each set of tender documents. All tenders will be required to be delivered to the Company premises for the attention of the Company Secretary on a defined date. The opening of tenders will be witnessed by the Company Secretary in the presence of an Executive Director.

6. Negotiated Contracts

There may be occasions when single tender action is required to be adopted due to the specialist nature of work, work associated with on site plant or where there are time constraints and emergencies. On such occasions, approval for the work to proceed will require a decision of the Managing Director.

7. Appraisal Process

Before adding the name of any company onto the list of suppliers, an appraisal will be carried out to check their financial, technical and commercial status by the Executive Directors and Company Secretary. Prospective contractors tendering for site work will also be required to demonstrate that they have adequate policies and procedures in place to ensure good standards of health, safety and environmental performance.

8. Selection Process

Tender submissions will be subjected to technical, financial and commercial evaluation. Selection of the successful tenderer will be passed upon value for money, quality and compliance with specification. Other factors will be taken into account such as delivery, reliability and other services.

Where the lowest priced tender is not recommended, the person responsible for the tendering process will need to satisfy the Managing Director in writing, and await written approval, before proceeding to let any contract.

All tenderers will be advised of the results of the evaluation process.

Capital Expenditure

Capital expenditure up to the value approved by the Shareholder Panel as part of the Corporate Plan does not require further approval (with the exception of any required internal approval – see below) except where a scheme's capital expenditure exceeds £1,000,000, in which case specific approval must be obtained from the Shareholder Panel prior to any expenditure being committed.

The Directors may require such documentation and justifications for capital schemes as they see fit from time to time.