

BID for Galashiels – Procurement Policy

Ensuring Fair, Transparent and Local Investment

Purpose

This policy sets out a simple, practical approach to buying goods and services on behalf of BID for Galashiels. It ensures spending is fair, transparent and delivers maximum local benefit from BID Levy funds.

A core aim of this policy is to keep as much of the BID Levy investment as possible within Galashiels and the surrounding area. Wherever practical and lawful, BID for Galashiels will actively seek to use local suppliers, particularly BID Levy Payers, to strengthen the town centre economy, retain local jobs and skills, and encourage sustainable local supply chains.

Key Principles

- Fair and transparent: All procurement will be handled openly and without bias.
- Value for money: Every purchase should provide clear benefits and make the most efficient use of resources.
- Proportionate to the size of the purchase: Requirements will be balanced with the size and complexity of what's being bought.
- Focused on supporting the local economy wherever possible

Supplier Priority Order

Where quality, service and price are comparable, preference will be given in the following order:

1. BID Levy Payers within the BID for Galashiels boundary
2. Non-levy paying businesses within Galashiels
3. Businesses based elsewhere in the Scottish Borders
4. Scottish-based businesses

5. UK-wide suppliers

This approach will be applied lawfully and without distorting fair competition.

Procedures and Requirements

No matter the scale or value, every procurement must follow these principles. This means:

- Writing clear specifications so local suppliers have a fair chance to compete.
- Running selection processes that are fair and transparent, and keeping records for auditing purposes.
- Making sure requirements are easy to meet for small or routine purchases and not overly complicated.
- Reviewing supplier performance and sharing feedback to improve future purchases.

Practical Procurement Rules

- **Up to £2,500**
 - One verbal or written quote
 - Use a local supplier where possible
- **£2,501 – £30,000**
 - At least three written quotes
 - At least one must be from a Galashiels-based supplier where available
- **Over £30,000**
 - Formal tender process
 - Opportunities shared locally first before wider advertising
 - The Board of BID for Galashiels oversees all procurement and ensures the policy is followed.
 - Any staff or volunteers involved in buying should understand these principles and put them into practice in every purchase.

What we buy

What We Buy (Included Categories)

This policy applies to all types of spend, including:

- Marketing, design and print
- Events and town centre activity
- Goods and supplies

- Maintenance and minor works
- Consultancy and professional services
- Training and development
- IT, websites and digital services
- Research and data services

Social and Community Value

BID for Galashiels will consider:

- Local employment and training
- Use of local supply chains
- Environmental performance
- Community impact

This policy will be reviewed regularly to make sure it stays relevant, effective, and meets the needs of Galashiels and its business community.

With this clear structure and consistent formatting, every section of the Procurement Policy will show BID's dedication to fairness, transparency, and supporting the local area.

Conflicts of Interest

Anyone involved in buying must declare any real or perceived conflict of interest and not be involved in related decisions.

Responsibility

- Day-to-day purchasing: BID Manager, BID Chair, BID Vice-Chair
- Oversight and approvals: BID Board

Review

This policy will be reviewed every two years or sooner if required.