

Version		1	
Date approved by SMT		2025	
Review Period		Annual	
Last Review Date			
Next Review Date		April 2026	
Sources of guidance used			
Document History			
Revision	Date	Editor	Changes made
Original	11 th March 2025	Paul Smith	

1. Introduction

YMCA Manchester is committed to ensuring that all procurement activities achieve best value for money while upholding principles of transparency, fairness, and sustainability. This applies to the procurement of all goods, services and capital expenditure.

2. Principles

- Ensure value for money through fair and competitive processes.
- Maintain transparency and accountability in procurement decisions.
- Support local businesses where possible.
- Consider the environmental impact of purchases, including suppliers' carbon reduction policies and activities.

3. Procurement Thresholds and Requirements

Value of Purchase	Procurement Requirement
--------------------------	--------------------------------

Under £1,000	At least one quote required. Best value should still be considered.
--------------	---

£1,000 - £5,000	Minimum of three written quotes from different suppliers.
-----------------	---

£5,000+	Formal tendering process, with a minimum of three competitive bids, responding to a clear technical specification.
---------	--

The above does not need to be completed for repeat orders where we are happy with a supplier and their products or services. However, we should always consider if a review of the market is appropriate – i.e. because significant time has lapsed since a previous order or we are aware of changes to the market or the quote from our current provider is excessive.

4. Selection Criteria

When selecting suppliers, the following factors will be considered:

- Cost-effectiveness and value for money – this applies to the initial purchase and to the costs and resources required to maintain, service and subsequently operate the product or space.
- Quality and suitability of goods/services – in particular that the quality is appropriate. This means that the quality aligns with our brand and/or how we will use the product, space or service.
- Environmental impact – this includes the supplier’s carbon reduction policies and activities, any use of sustainable/recycled materials in products or construction, distance travelled. We actively look to support for businesses within Greater Manchester.

5. Sustainable and Local Procurement

Manchester YMCA encourages procurement from suppliers who demonstrate:

- Active carbon reduction measures (e.g. energy efficiency, sustainable sourcing, waste reduction).
- Ethical business practices and social responsibility, including being a Real Living Wage employer.

6. Conflict of Interest

All procurement decisions must be free from personal interest. Any potential conflicts of interest must be declared and managed appropriately.

7. Record Keeping and Compliance

All procurement activities must be documented, including quotes, evaluations, and decisions, to ensure transparency and accountability.