

# BELFAST MUSIC SOCIETY

## PROCUREMENT POLICY

1. Belfast Music Society's objects are to promote, by charitable means only, the knowledge and appreciation of chamber music through the organisation and presentation of recitals and any other appropriate musical events that the Board of Management may determine.
2. Belfast Music Society's promotions include, but are not limited to, the International Festival of Chamber Music, masterclasses, workshops, and individual concerts. Any of these promotions may require professional supplies and services provided by companies and individuals other than Belfast Music Society.
3. Belfast Music Society is committed to principles of accountability, transparency and value for money in pursuit of its objects. These principles apply to its procurement of professional supplies and services. All members of the Board of Management are aware of the Society's Procurement Policy and endorse it.
4. Professional supplies and services required by Belfast Music Society include, but are not limited to, design and production of print and marketing materials, stage and lighting provision, instrument hire and transportation, piano tuning, accommodation, and catering. The Society's Procurement policy applies to all these supplies and services and any others that may be required for its promotions.
5. Belfast Music Society will seek two quotations for supplies and services up to £1,500 in value, 4 selected tenders for supplies and services between £1,500 and £10,000 in value, and 5 selected tenders for supplies and services between 10,000 and 30,000 in value. Belfast Music Society will undertake a publicly advertised tender competition for supplies and services between £30000 and less than EU thresholds.
6. Quotations and tenders for services that are required annually will be sought every three years. This will preserve the Society's ability to develop relationships with key suppliers while ensuring that prices are reviewed regularly. In the event that particular services or supplies are deemed to be unsatisfactory, a replacement quotation or tender will be sought the following year.
7. If supplies and services are provided as part of sponsorship arrangements, or are a requirement of specific contracts (such as in-house catering supplies in Queen's University venues), Belfast Music Society will not seek alternative quotations or tenders for these supplies and services.
8. Belfast Music Society undertakes to review this Policy against current guidelines and best practice every 5 years.

Signed .....  
On behalf of Belfast Music Society

Date of adoption .....