Literature Wales’ Preferred Supplier List

[**Literature Wales**](https://www.literaturewales.org/about-us/) works with many individuals and companies who provide specialist services both on a regular basis and as one-off occurrences. We always aim to ensure that the way these services are sought follows best practice. To this end, we are refreshing our **Preferred Supplier List (PSL)**, and are inviting freelance individuals or companies who provide services in the following disciplines and trades, to request to be included in the list**:**

* **Photographers** – *Wales wide*
* **Videographers** – *Wales wide*
* **Translators** (text/simultaneous) – *Wales wide*
* **Plumbers** – *near Llanystumdwy, Gwynedd*
* **Electricians** – *near Llanystumdwy, Gwynedd*
* **Gardeners** – *near Llanystumdwy, Gwynedd*
* **Cleaners**– *near Llanystumdwy, Gwynedd*

## Background

Literature Wales is the national company for the development of literature. Our vision is a Wales where literature empowers, improves, and brightens lives. We are a registered charity, and we are funded by the Arts Council of Wales. We work in Welsh, English and bilingually across Wales. Our head office is [Tŷ Newydd Writing Centre](https://tynewydd.wales/) in Llanystumdwy, and we have an office in Cardiff Bay.

We are committed to the proper and effective use of our funding at all times, this includes purchasing and contracting for goods and services. For trades where we have a high volume of work, **we** **have developed a Preferred Supplier List (PSL), which we will be referring to when opportunities arise.**

## Process and timeline

You can request to be added to our PSL at any time. However, we will advertise the opportunity publicly every 18 months in order to refresh the list regularly. To express an interest in joining our PSL please send an email including the following information by **6 November 2023**:

* + Your name, contact number and e-mail,
	+ Location,
	+ Daily fee, set rates or pricing schedule,
	+ Website and any relevant social media,
	+ A link to a portfolio or testimonials/references, or cite previous work completed for Literature Wales.

Should we wish to contract an individual or company for a service, we will consult our PSL and offer the work to those most suitable for the particular task.

For further information about our how our decision-making process is influenced by our **Procurement Principles please see the** [**Literature Wales’ Procurement Principles**](#_Literature_Wales’_Procurement) **section towards the end of this document.**

For further information or for an informal chat with a staff member at Literature Wales before submitting your expression of interest, please contact post@literaturewales.org / 01766 522 811 (Tŷ Newydd) or 029 2047 2266 (Cardiff).

Literature Wales is a registered charity (1146560) that works with the support of the Arts Council of Wales and the Welsh Government.

## Literature Wales’ Procurement Principles

We commit to:

* **Transparency and Non-Discrimination -** all contractors, suppliers, and service providers are treated equally and without discrimination.
* **Probity -** demonstrate that all parties are dealt with on a fair and equitable basis.
* **Accountability -** publicly accountable for our expenditure and the conduct of our business.
* **Value for Money -** Whilst striving to achieve the best possible price for all purchases, LW must also consider other factors including (but not limited to): quality, suitability, availability, reliability of the supplier and the terms offered.

In addition to the best practice presented by the Charity Commission, we commit to the following:

* **Competition -** All LW procurement should be subject to open and transparent competition.However, the principle of competition must be reasonable and appropriate and certain procurement processes may be exempt if there is a need for a specific targeted process or if the requirements of an external funder dictate differently.
* **Fairness to Suppliers -** LW commits to treating its suppliers fairly and paying on time in accordance with [Our Pledge](https://www.literaturewales.org/about-us/careers-and-opportunities-with-literature-wales/our-pledge/).
* **Legality -** All procurement contracts and arrangements should be clear and concise and reflect all relevant legislation.
* **Sustainability -** Procured services and goods must be sourced from sustainable sources consistent with our [Sustainability Action Plan](https://www.literaturewales.org/strategic-plan-homepage/strategic-plan-main/our-goals/our-priorities-climate-emergency/).