

The Peterborough Procurement Cycle Pre Tender Stage

All forms can be obtained from the Strategic Procurement Intranet Site

LOW VALUE PROCUREMENT Under £50,000

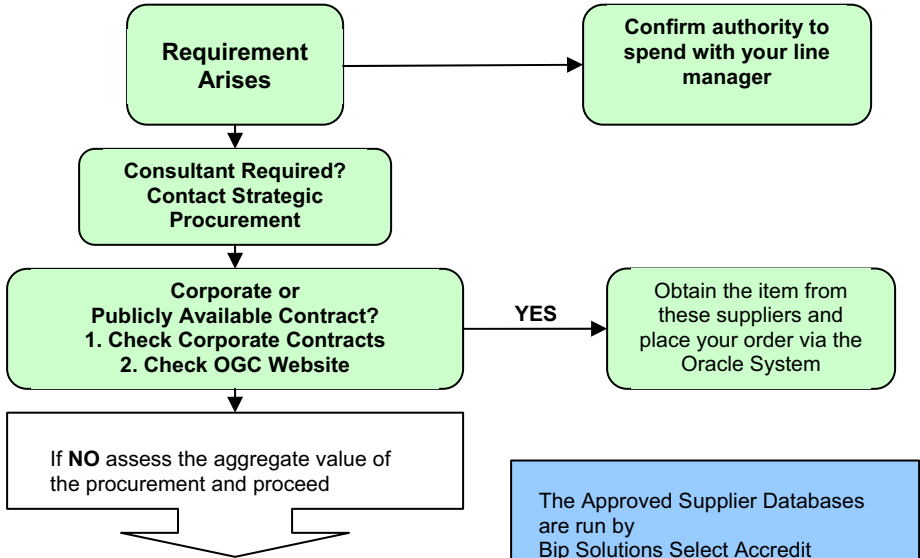
Seek quotes from approved suppliers where possible

£0 to £5K One Oral Quote plus in-house
£5K to £50K Three Quotes plus in-house

Select Supplier that offers Best Value. Document all information

Gain approval to purchase according to Scheme of Delegation and Complete Departmental Approval and Contract Award Forms

Set up supplier on Oracle System, raise PO or pay using P-Card. Process order and retain all documentation



The Approved Supplier Databases are run by Bip Solutions Select Accredited <https://www.delta-ets.com/> or Constructionline www.constructionline.co.uk/

HIGH VALUE PROCUREMENT Over £50,000

Complete Purchasing Activity Schedule Approval Form, Dept Procurement Approval Form and submit to PB

Approval gained from PB or SPU, if Yes proceed

What is the total value of the contract? The aggregate value is the 'WHOLE VALUE' i.e the annual value times the number of years duration.

Procurement value from £50K to £139,893 (Goods and Services)
£50K to £3,497,313 (Works)

Procurement value at £139,893 + (Goods and Services)
FORMAL TENDERING UNDER EU DIRECTIVES

Procurement value at £3,497,313 + (Works)
FORMAL TENDERING UNDER EU DIRECTIVES

FORMAL TENDERING
Develop specification and terms and conditions of contract. Seek Legal Sign off

SEEK ADVICE FROM SPU

If the procurement value is £500K + then the details must be entered on the Forward Plan

Seek Advice from SPU on correct EU Tendering Procedure. Develop Specification and Terms and Conditions of Contract. Seek Legal sign off of both

Shortlist from Approved List such as Constructionline or Select Accredited or Advertise Externally

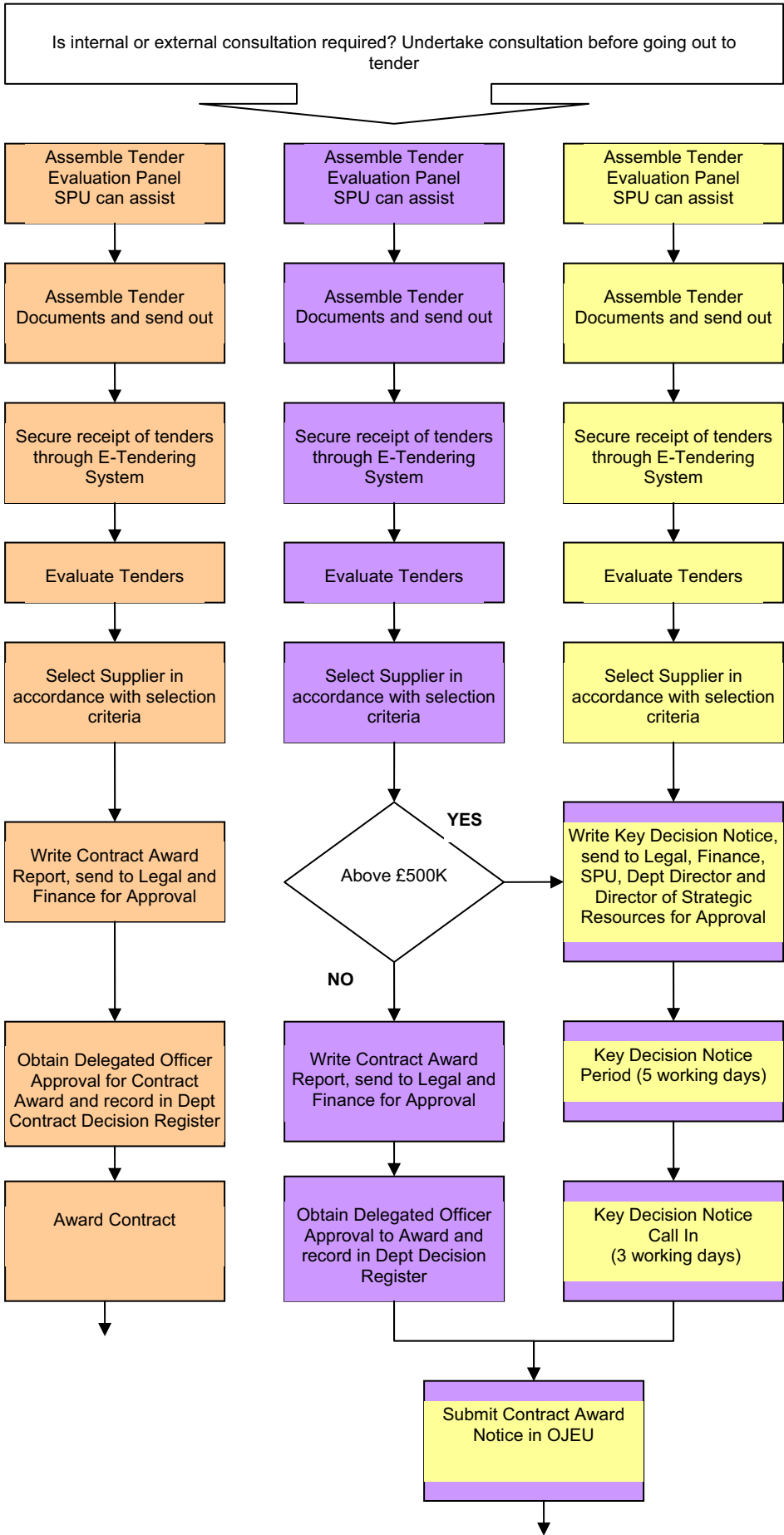
The Peterborough Procurement Cycle Tender and Award Stage

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More complex Tender Exercises can benefit from a Tender Evaluation Panel. Contact SPU for advice.

EU Procurement Exercises can take 3 to 6 months to complete so plan ahead!

Each Department has a 'Procurement Champion' who is responsible for maintaining their respective dept contract decision registers and the Purchasing Activity Schedule

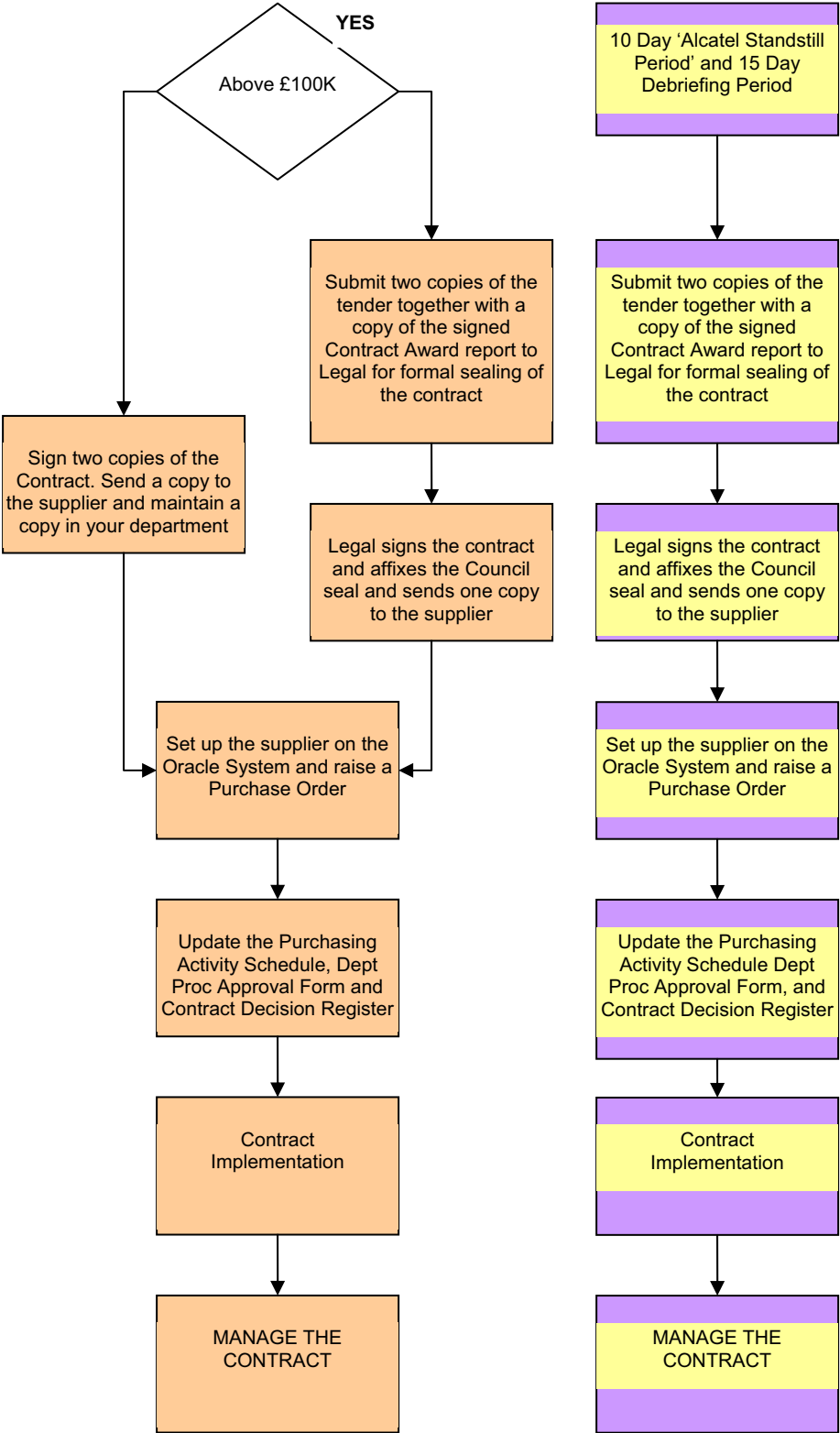


The Peterborough Procurement Cycle Post Tender Stage

All forms can be obtained from the Strategic Procurement Intranet Site

Each Department has a 'Procurement Champion' who is responsible for maintaining their respective dept contract decision registers and the Purchasing Activity Schedule

Notify all Tenderer's of Tender Results. Send Award Letter to the successful tenderer and debrief unsuccessful tenderers



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