

Selection of Suppliers Procedure

December 2011

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Selection of Suppliers Procedure

1 Purpose

- 1.1 The purpose of this procedure is to ensure that the staff have clear and concise guidance and steps to follow.

2 Scope

- 2.1 The procedure applies to all Perth College staff.

3 Definitions

There are none.

4 Responsibilities

- 4.1 College managers are responsible for ensuring that all staff are aware of the procedure and authorised purchases are for approved suppliers.

5 Procedure

- 5.1 Where the College has committed to a national framework agreement it is a legal requirement to select from the suppliers listed under that agreement. This may require use of a mini-competition process to determine final supplier selection.
- 5.2 Where no framework exists you are required to use suppliers approved by the College Procurement team. All suppliers on PECOS are deemed to be approved.
- 5.2.1 Where no approved supplier exists you must seek approval from Procurement team to use a new supplier. All new suppliers must be registered on PECOS.
- 5.3 If there is a requirement to purchase ICT hardware, software and related product the Technical Concurrence guidelines must be followed. Only ICT authorised staff are permitted to place an order for ICT equipment.
- 5.4 All intended purchases that may exceed £15,000 must be subject to competitive tendering. For all other purchasing transactions, the following thresholds are applicable.
- Up to £5000 – budget holder has discretion but previous rules re preferred suppliers, consortia and value for money must always be met.
 - £5000-£15000 – budget holder must obtain 3 quotations.

* in all cases figures are ex VAT.

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- 5.4 A copy/record of supplier quotations should be retained for one year following the end of the financial year. If the cheapest quotation is not selected you should prepare a proforma explaining the decision.

The Procurement Scotland Portal is the preferred vehicle for tendering and obtaining quotations.

- 5.5 Information relating to competitive tenders must be retained for 6 years following the end of the contractual period.

6 **Linked Policies/Related Documents**

- 6.1 Procurement Strategy.
- 6.2 Procurement Policy.
- 6.3 Procedure for Tendering.
- 6.3 Technical Concurrence Guidelines.

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