

Selection of Suppliers Procedure

March 2009

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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 You are required to use the suppliers sourced by the College Procurement team a list of which can be found on Sharepoint.
- 5.2 If you wish to purchase ICT hardware, software and related product you must follow the Technical Concurrence guidelines. Only ICT authorised staff are permitted to place an order for ICT equipment.
- 5.3 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.
- 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.

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

It is anticipated that the College will move to the Procurement Scotland Portal over the next 6 months. This completely satisfies the requirement to advertise adequately and is the preferred vehicle for tendering.

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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