

Selection of Suppliers Procedure

November 2016

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Version Control History

Version Number	Date of Change	Summary of Revisions Made
8		To match QUAL005 V7. Threshold increases and job titles.
8.1	July 2016	Footer updated to reflect new template model. Role titles changed: Vice Principal, Finance and Estates; International and Corporate Services Director, Head of Learning Resources. Correction to linked policy named: Perth College Tendering Procedure.
9	November 2016	Scheduled Review identified the following minor changes: Update to Job Titles, Financial Thresholds as agreed by Audit Committee to reflect new legislative requirements and Step by Step document to replace flow chart to make it clearer about decision making process.
9.1	December 2018	Change of role to Quality Manager. Updated footer.

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

PECOS – electronic ordering system.

Perth College Step by Step Guide – a guide to ensuring compliance with procurement regulations (See Appendix 1).

4 Responsibilities

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

- 4.2 The Procurement Team comprises:

Chief Operating Officer
Head of Learning and Teaching Enhancement
Head of Finance
Procurement Assistant

- 4.3 Quality approval check of the procedure is the responsibility of the Quality Manager who will arrange for the procedure to be posted on the web.

5 Procedure

- 5.1 All staff must follow the Procurement Step by Step Guide published on PerthNet and here at Appendix 1.

- 5.2 Where the College has committed to a national framework agreement it is a requirement to select from the suppliers listed under that agreement. This may require use of a mini-competition process to determine final supplier selection.

- 5.3 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.

- 5.3.1 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.

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- 5.4 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.
- 5.5 All intended purchases that may exceed £25,000 must be subject to competitive tendering (See Procedure for Tendering). For all other purchasing transactions, the following thresholds are applicable. When calculating the contract value, for a one-off purchase, the total costs of the good(s) or service(s) will provide the contract value. If the purchase is a recurring spend, the College will calculate the value over 4 years to establish the total contract value.
- Up to £2000 – budget holder has discretion but previous rules re preferred suppliers, consortia and value for money must always be met. Three informal quotes should be obtained and noted on PECOS.
 - £2000-£50000 – budget holder must obtain 3 written quotations. Brief details of quotations must be entered on PECOS. Written quotations to be held by budget holder for audit purposes.
 - £50000-£250000 – budget holder must obtain 3 competitive quotations via the Public Contracts Scotland portal. If the spend is recurring, advice should be sought through the Procurement Office.

In all cases figures are ex VAT.

- 5.6 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. If it has not been possible to obtain the requisite number of quotes then this should be highlighted to the Procurement Team and noted on PECOS.
- 5.7 Where a single supplier exists then this should be brought to the attention of the Procurement Team and noted on PECOS.

The [Public Contracts Scotland Portal](#) is the preferred vehicle for tendering and obtaining quotations.

- 5.8 Information relating to competitive tenders must be retained for 6 years following the end of the contractual period.
- 5.9 In all cases the general equality duty requires staff to have due regard to the need to:
- Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010.
 - Advance equality of opportunity between people who share a relevant protected characteristic and those who do not.
 - Foster good relations between people who share a protected characteristic and those who do not.

6 Linked Policies/Related Documents

- 6.1 Procurement Strategy
- 6.2 Procurement Policy
- 6.3 Procedure for Tendering
- 6.3 ICT Technical Concurrence Guidelines
- 6.4 Perth College Financial Regulations
- 6.5 Perth College Step by Step Guide

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Appendix 1

Procurement Step by Step

A quick guide to help you understand how to go about buying something and when to seek advice to ensure that your purchase complies with the new much tighter government procurement rules.



Step 1	Identify purchase requirement and check budget availability. Ask yourself the following questions: <ul style="list-style-type: none"> Do you need to buy this? What is the business case? Have you prepared a specification? Has a budget been approved for this? 				
Step 2	<ul style="list-style-type: none"> Do you know if there is an existing contract or national framework agreement which could be used? If there is, use it! If not, seek advice from the Procurement Team. 				If in doubt ask!
Step 3	Determine contract value. Ask yourself the following questions: <ul style="list-style-type: none"> Is this a one-off spend? If so, follow the route below depending on the contract value. If not, multiply the annual spend by 4 to determine the total contract value and then follow the appropriate route below. 				
Route 1 Up to £2K	Route 2 >£2K and <£5K	Route 3 >£5K and <£25K	Route 4 >£25K	Route 5 >£50K	
<ul style="list-style-type: none"> The guiding principle is always best value. 3 informal quotes Noted on PECOS. 	<ul style="list-style-type: none"> 3 written quotes Noted on PECOS Evidence retained by budget holder 	<ul style="list-style-type: none"> 5 competitive quotes on PCS using Quick Quote Seek support from Procurement Team 	<ul style="list-style-type: none"> Competitive tender on PCS. Seek support from Procurement Team. 	<ul style="list-style-type: none"> Large projects over £50K must be referred to Perth College Procurement Team. 	
For help, advice or guidance, contact Rhona Munro , ext. 77462 or Tracy Robertson , ext. 77881					
All successful suppliers should be set up in PECOS to allow orders to be placed.					

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