**Procurement – Summary Guidance Note**

A guidance note and reminder to explain the key processes and controls to be considered when undertaking any procurement.

**Definitions**

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| Customer - | STFC staff member or manager responsible for purchasing an item/service  |
| GPC - | Government Procurement Card |
| OJEU - | Official Journal of the European Union – shorthand for a regulated tender  |
| Oracle - | The Oracle i-Procurement suite of programs |
| PO - | Purchase Order |
| Procurement Officer-  | Currently a member of the UK SBS procurement group acting on behalf of the Customer  |
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**Overview of STFC procurement policy**

STFC procurement policy is set out to obtain value for money and this should be achieved through competition, unless there are compelling reasons to the contrary.

As a public body STFC are obliged to follow the UK Government Public Contract Regulations 2015, <http://www.legislation.gov.uk/uksi/2015/102/contents/made> and support the principles set out in these regulations:

* equality of treatment
* transparency
* mutual recognition
* proportionality

**Commencing a procurement**

Before commencing any procurements action staff should always check that sufficient budget is available and that any department, organisational or third party approval is in place. See procurement Guidance Note on Approvals.

All procurement requirements should be carried out via Oracle. Key options on the system are:

* Stores – includes Science Warehouse and various Smart Forms
* Shopping Lists – historical procurement details
* Non-Catalog Request – for the creation of new unique sourcing actions

Training in the use of Oracle is available at ……

For all procurement values, before creating a Non-Catalog Request, staff should first check whether the item is available on Science Warehouse or on an existing Framework Agreement or on a Smart Form. See Procurement Guidance Note on Framework Agreements.

**Very low value procurements**

STFC promotes the most efficient method of procurement for low value and commodity purchases. Some commodity goods are available on the Science Warehouse system which may be accessed by Oracle. For very low value goods and services which are not available on Science Warehouse STFC supports the use of the GPC, see Guidance Note on GPC.

**Procurements under £10,000 excluding VAT**

For unique procurements at this value two options are available:

1. STFC staff member may obtain at least one competitive quotation and attach it to the requisition created on Oracle indicating the name of the supplier in the necessary field. If, when the procurement officer receives the requisition, he/she believes that it may be channelled via a framework or Science Warehouse or by way of a Smart Form they will return the requisition with that advice. Otherwise the PO will be created and sent to the supplier.
2. STFC staff may raise a requisition on Oracle and add in the Note to Buyer field “please source this requirement” or similar. The buyer will obtain quotations themselves, based on the specification set out in the Customers specification, analyse the offer and create a PO and send it to the supplier.

**Procurements from £10,000 to £24,999 excluding VAT**

At this value competition must be sort by way of obtaining a minimum of three quotations; procedure is otherwise the same as under £10,000 (two options). The Procurement Officer may take additional quotations, based on the specification set out in the Customer’s specification, to those attached to the requisition if they feel this will provide better value. An option is available, at the discretions of the Customer and with the advice of the Procurement Officer, to run a non-OJEU tender in the same way as the <£25k procedure.

**Procurements from £25,000 to £159,999 (or OJEU threshold) excluding VAT**

At this value STFC policy determines that, unless a genuine SSA (see details below) is approved a non-OJEU tender must be undertaken. STFC staff should raise a requisition on Oracle and add in the Note to Buyer field “please tender” or similar. The buyer will contact the Customer to co-ordinate the tendering process with them. See details in later section.

**Procurements over £160,000 excluding VAT**

At this value PCR (2015) determines that one of the OJEU procedures must be followed to open up the opportunity to competition. If a genuine SSA (see later section) is approved then a specific OJEU procedure will be used by the Procurement Officer. STFC staff should raise a requisition on Oracle and add in the Note to Buyer field “please tender” or similar. The buyer will contact the Customer to co-ordinate the OJEU process with them. See details in later section.

**Other useful information and tips**

Note to buyer section – this is to include any details you think would be useful for the buyer to know. The buyer has no other information other than what you provide, so include an explanation or justification if need be

Justification field – do NOT use to justify why you have only chosen one supplier, or attached 2 quotes and not 3, unless you are telling the next person in the STFC approval chain. UKSBS cannot see this field!

Note to supplier – anything that is included in this field will be printed on the purchase order, so if you want the supplier to have your contact details, for example, include them here

Receipting – very important, without it the supplier won’t get paid and your budget won’t be debited BUT only receipt when you have received the goods or services (suppliers who are ‘isuppliers’ have limited access to Oracle and can see receipts, will raise invoices to match the receipts)

Requisitions – raise a requisition as soon as you can. This means the requirement is logged with UKSBS and the time starts ticking for them to meet their SLAs

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