

# Appendix 1

Jan-20

## Supplies and Services

### Minimum Requirements

✓ = Mandatory

		Up to £5K	>£5K to £35K	>£35K to £189K**	>£189K** to £400K	>£400K to £1m	>£1m
Strategic Procurement Plan	Director* to approve				✓	✓	✓
	Executive Member to approve					✓	✓
	Executive to approve						✓
Format	Request for Quotation (RFQ)	✓ oral	✓	✓			
	Invitation to Tender (ITT)			Optional	✓	✓	✓
Specification		✓ oral	✓ outline	✓	✓	✓	✓
Terms	BFC terms and conditions	Preferred	Preferred	✓			
	Special terms - contact Legal Services			Optional	✓	✓	✓
Competition	Seek a minimum of 3 quotes	Preferred.	✓	✓			
	Formal Tender - seek a minimum of 5 tenders				✓	✓	✓
	Order under a Framework Agreement	Mini competition of all suppliers able to meet the requirement - or otherwise as defined in the Framework Agreement					
Advertising	SE Business Portal (or equivalent) and Contracts Finder (except schools)			Preferred.	✓	✓	✓
	European website (TED)				✓	✓	✓
Approval of Contract Award	Director*	✓	✓	✓			
	Where a procurement has been the subject of an approved procurement plan, further approval at contract award stage is only required where cost and scope as stated in the procurement plan are not met or where the procurement plan states that such approval is required.						
	Report to Director*				✓		
	Report to Director and Exec Member					✓	✓
Contract Award Notice	SE Business Portal and Contracts Finder			Where advertised.	✓	✓	✓
	European website (TED)	Where advertised on TED.					
Form of Contract	Purchase Order	✓ oral	✓	✓			
	Contract signed by Director*				✓	✓	✓
	Deed signed under seal by Borough Solicitor	Where required to give the contract legal efficacy or if requested, for example to comply with industry practice.					
Waivers and extensions beyond those written into the contract. Based on total resulting contract value.	Director* to approve	✓	✓	✓			
	Specific action to be agreed with Borough Solicitor.				✓	✓	✓

\* Or as delegated

\*\* Threshold is £189,330 as of 1st January 2020.

# Appendix 2

Jan-20