



Guidance for Purchases below £10,000

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4	09/02/2024	Bahar Shahin MCIPS (Chartered) – Director of Procurement	Previous Version Updated

Guidance for Purchases below £10,000

For purchases less than £10,000 (excluding VAT) the requirement is to obtain 1 quote. It is advisable to obtain 2 quotes for comparison and in order to ensure value for money. This may be especially useful when purchasing bespoke goods or services.

Queen Mary expects that all purchases demonstrate value for money, compliance and follows best practice.

Procurement provides the below guidance:

Contracted Suppliers:

For many commodity areas used widely across Queen Mary, Procurement has negotiated agreements/ contracts in place with suppliers, who have been through robust tendering exercises to ensure value for money.

A few of the criteria's assessed include:

- Capability to deliver the goods/ services.
- Financial Stability
- Compliance to legislations (Equality and Diversity, Modern Slavery Act etc)
- Sustainability
- Cost

In such cases favourable pricing and quality of goods/service have been obtained for access by Queen Mary. Procurement therefore encourages and expects that such suppliers will be used.

Further information, including supplier's details can be found via the link below:

<https://www.qmul.ac.uk/finance/intranet/purchasing/suppliers/>

E - marketplace Suppliers

To expand the availability of competitively priced goods via a fast and efficient ordering process, Queen Mary has in place an e-marketplace facility that is linked to Agresso. Currently this facility is predominantly for scientific and medical consumable items, however the scope of commodities provided are being reviewed to try and maximise the use.

To obtain access to the e- marketplace contact the Finance Systems team and to find out more about the benefits contact Procurement.

Should it not be possible to source the requirement via either of the above methods and therefore you need to use the services of a supplier please ensure Queen Mary are receiving value for money on the arrangement made. This can be achieved using the following approaches:

Ask for a breakdown of costs (particularly on service work) to establish the cost of individual elements such as parts and labour (including a breakdown of hourly rates)

Insist that the supplier abides by Queen Mary terms and conditions of purchase.

Should you require any further information or guidance please contact Procurement team via email at Finance-procurement@qmul.ac.uk or a member of the procurement team directly. The Procurement team member's details can be found at <http://qm-web.finance.qmul.ac.uk/purchasing/team/index.html>