



Guidance on Tendering for Purchases over £50,000

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Guidance on Tendering for Purchases over £50,000

1. Purpose

Queen Mary financial regulations require all purchases greater than £50,000 (whole life cost and excluding VAT) to be in the first instance discussed with Procurement, in order to consider the route to market, compliance to legislation, best practice and ensure value for money is achieved.

This document provides an overview of how such exercises will be undertaken.

2. Definitions

Term	Definition
Queen Mary	Queen Mary University of London
Aggregated contract value	The total whole life value of the contractual commitment being made by Queen Mary. The monetary values quoted in this document are net of vat.
Procurement	Queen Mary's strategic Procurement team that is a section within the Finance Directorate https://www.qmul.ac.uk/finance/intranet/purchasing/meet-the-team/
Client	The Department, School, Institute or individual has the requirement

3. Guidelines

1. All purchasing activity where the aggregated contract value is greater than £50,000 must be discussed with Procurement in the first instance and prior to any commitment being made with suppliers.
2. Upon receiving a requirement from a client, Procurement will consider all routes to market and identify the best value option in collaboration with the client. This will be appraised on the basis of value for money, practicality and the existence of suitable pre-tendered frameworks that are endorsed by Procurement.
3. The possibilities would be to:

- Access a competitively tendered framework
 - Carry out a Tender exercise
4. Some of the criteria's considered include:
- Capability and capacity to deliver the service
 - Business probity
 - Financial health
 - Health and Safety
 - Sustainability
 - Equality
5. All activity that includes a competitive exercise will be carried out using the e-tendering system, Bravo Solution, which is administered by Procurement. This is to ensure transparency, fairness, and a fully auditable process is carried out in line with legislation and best practice.
6. Procurement's client will be responsible for the production of a suitable set of requirements/ specification that can be appropriately tested in the market. Procurement will support and advise as required to ensure the end objective is met.
7. The following will be agreed between Procurement and its client before the competitive process takes place:
- The evaluation scoring mechanism for the Tender
 - The evaluation team
 - The method by which suppliers will be selected to participate
 - Authority to sign off award
 - Timelines for process
8. Suppliers considered for the competitive process will be pre-checked by procurement to ensure technical and financial suitability.
9. All communications with tenderers during the competitive process will be managed by Procurement via the e-tendering portal. Procurement will liaise with the client to ensure accurate responses are provided to all tenderers.
10. Procurement will provide detailed information required for the evaluation and will carry out moderation to ensure compliance, transparency and fairness.
11. Suitable feedback will be offered to unsuccessful bidders. This process will be managed by Procurement with the involvement of the client as appropriate.
12. All competitive exercises will be undertaken using Queen Mary terms and

conditions unless Procurement consider them to be inappropriate for the exercise.

13. Procurement will be responsible for ensuring a suitable contract of engagement is in place.

14. Should you have any specific queries/ question or require further guidance please contact the 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 <https://www.qmul.ac.uk/finance/intranet/purchasing/meet-the-team/>