

Procurement threshold process – Research Council UK funded expenditure

Spend threshold (excl. VAT) ⁽¹⁾	Procedure	Indicative Timescale ⁽²⁾
Up to £2,499	Spot purchase: Minimum 1 quotation, but you should be confident that you are getting good value.	Less than 1 week
£2,500 - £5,000	Request for Quotation [verbal]: Minimum of 3 oral quotations is required. (Record the supplier names, values and dates for audit.)	Less than 1 week
£5,001 - £49,999	Request for Quotation [written]: Minimum of 3 written competitive quotations are needed. (Keep the quotations for audit.)	Less than 1 week
£50,000 – £181,302	Invitation to Tender: Invite tenders from interested suppliers. Advertise nationally (but consider advertising in the EU if for an EU-funded project). Aim for at least 3 competitive tenders.	2 months
Equal to, or above £181,302	EU Invitation to Tender: Sufficient number of invitations to tender must be issued to ensure a minimum of 3 written competitive bids are received. (Keep the tenders for audit). It is important that the guidance stated above is complied with. Contact Procurement Services for advice & support.	4 months

Notes:

(1) The “spend threshold” is the maximum estimated (or known) cost of the goods or service to be bought, or leased etc. Calculate this cost as either a one-off transaction, or the total value of all transactions you expect during the period of the contract (up to a 4 year period).

(2) The indicative timetable is minimum period that should be allowed for the procurement process from start to finish i.e. from identifying need for goods/services/works to settlement of supplier's final invoice [unless a payment retention is included within the UoE's contract with the supplier].