

Procurement threshold process – European Commission (i.e. FP7, H2020) funded expenditure

Spend threshold (excl. VAT) <sup>(1)</sup>	Procedure	Indicative Timescale <sup>(2)</sup>
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

**EU Grant holders should note that all EU grant funded travel should now be booked through Key Travel.**

**through Key Travel.** Staff who book their own travel ['self-booker'], or who book their own travel & travel for colleagues ['booker'] &, or have travel arrangements booked for them by others ['traveller'] should complete the attached travel profile template & send it to [procurement@exeter.ac.uk](mailto:procurement@exeter.ac.uk) for profiles to be set up with Key Travel. You will receive a 'welcome' email from Key Travel with your unique login once your profile has been created. Please note: your profile must be completed with your full name & title [e.g. Dr., Prof., Mr/Mrs/Ms/Miss etc.] as it appears on your passport as this is the information that will appear on all flight tickets. Any discrepancy between this information as held on the Key Travel online booking software & your passport may lead to you being refused permission to board flights by airlines.

Once your profile is set up, you are recommended to access your profile & complete all information regarding contact telephone numbers [to allow you to receive alerts re train/flight cancellations/delays etc. & assistance from Key Travel staff to rebook travel arrangements if necessary] & your advanced passenger information [data issued automatically by Key Travel to airlines for all booked flights – saves you having to input for every booked flight]. If you wish to receive automated alerts about passports & visas that need renewing, you may input this information into your profile too.

### **Purchase of IT Devices**

Due to changes in the contract with HP for the provision of desktops and notebooks a procurement guidance note has been prepared: [PURCHASE OF IT DEVICES](#)

This process has been designed for **ALL purchases of IT devices against EU funded research grants**, including desktops, notebooks, tablets, workstations, thin clients and associated accessories (e.g. monitors, keyboards, mice etc.).

The guidance outlines a temporary procurement process whilst a new tender process for the supply of IT Devices is run. The guidance states that purchases will continue to be made through the National Desktop and Notebook Agreement (NDNA); however quotations from HP direct as well as their three nominated resellers, Academia, DTP and XMA should be sought before purchase orders are placed to ensure best terms are achieved. [A sample quotation document is included within the guidance document.](#)

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#### 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].