PROCUREMENT MANUAL

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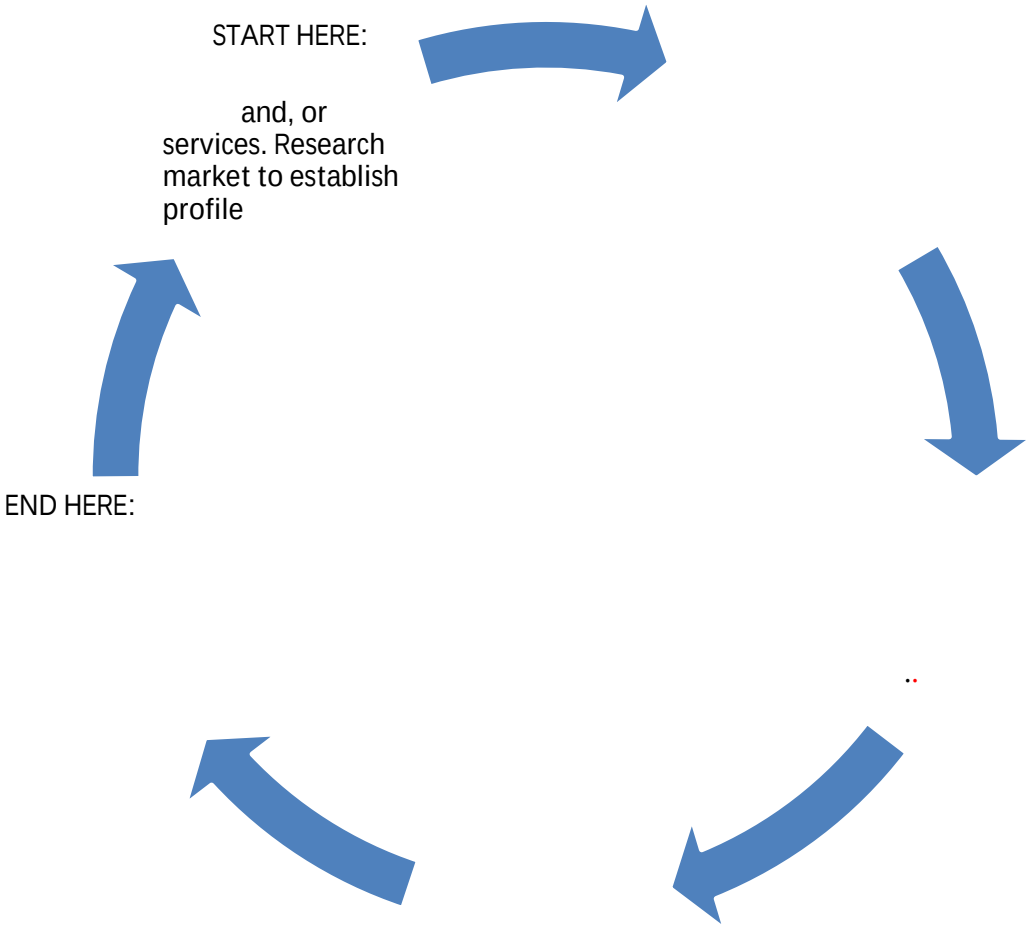
Section Five: Procurement within the Public Contract Regulations(PCR)

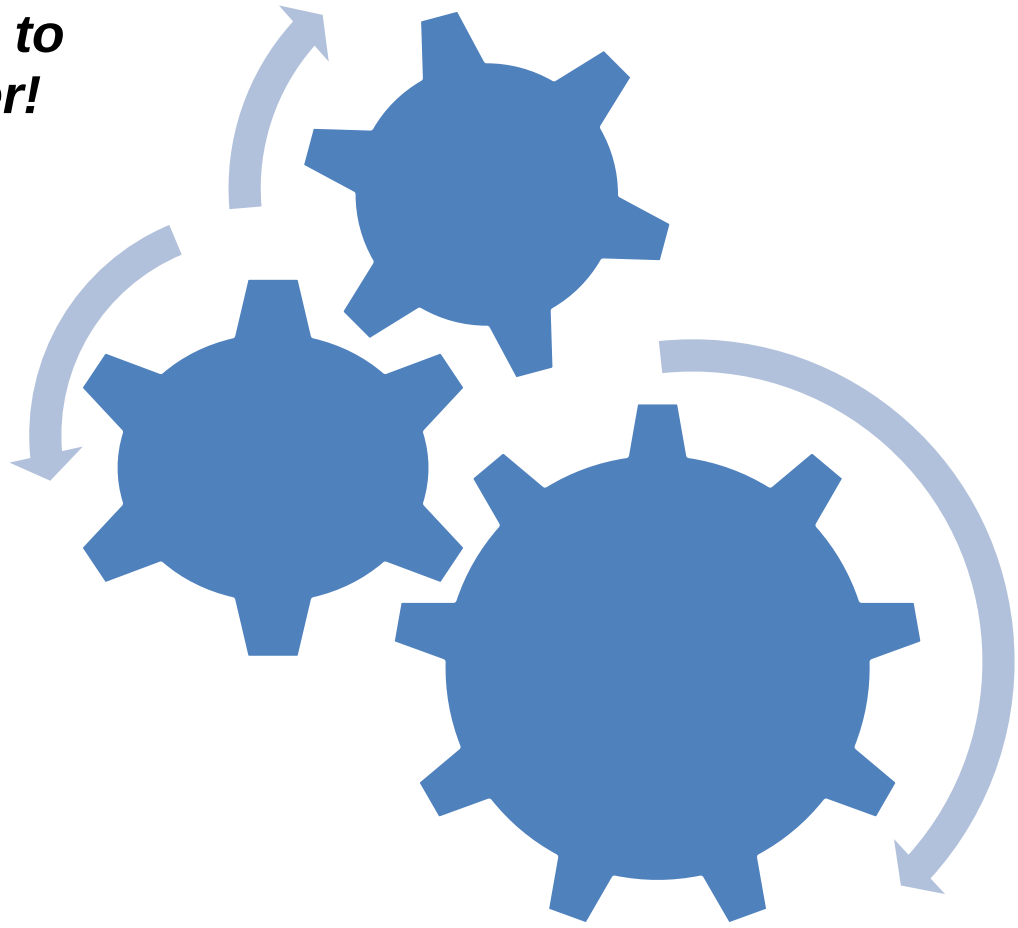
Section Six: Setting Evaluation Criteria and Evaluating Tenders

Section One: Introduction

whole life cycle

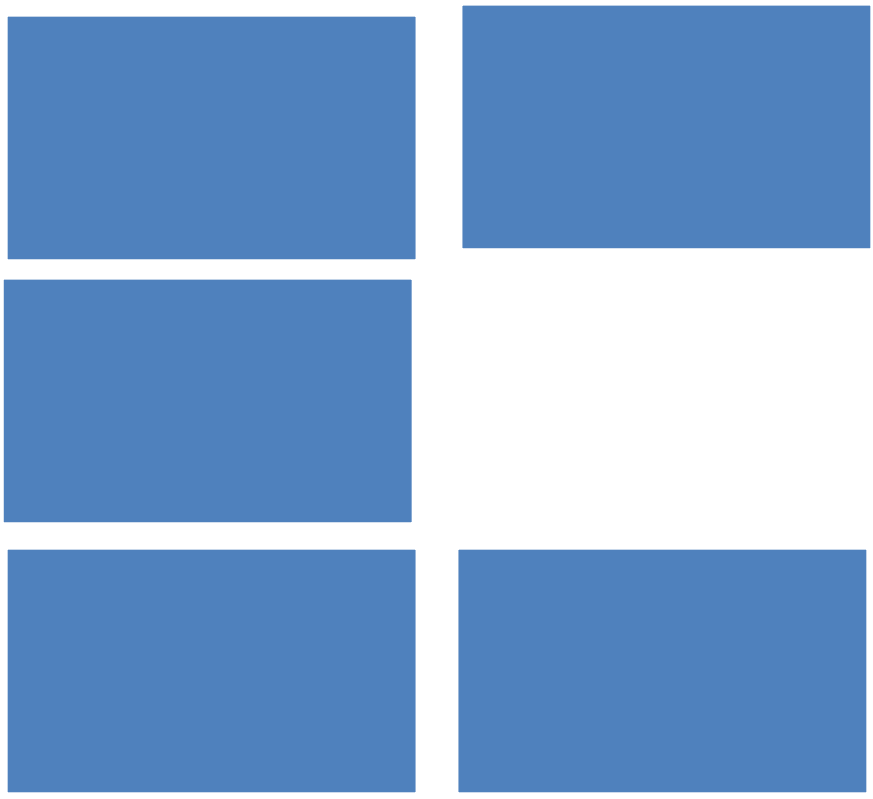


Key Points to Remember!



Section Two: Defining What You Want

Aims: To establish the pre-planning stages/ processes to enable a robust and thorough procurement:

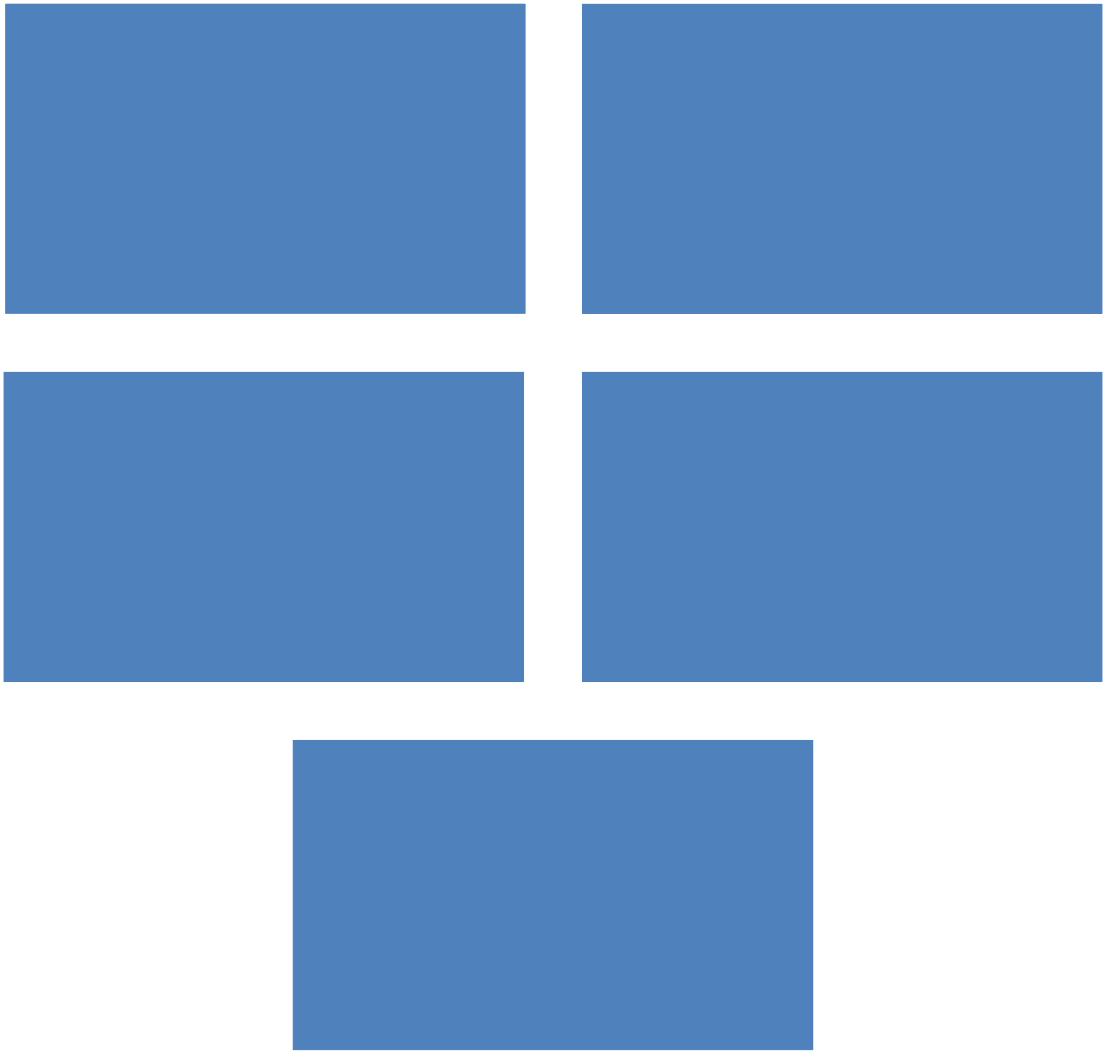


Section Two: Defining What You Want

In keeping with Section 1.7 Deciding How to Proceed, o

Key Whole Life Costs –

Section Three: Procuring Goods, Services & Works



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Section Four: Placing Your Order

To provide practical advice on purchasing goods/supplies/works and offer options for purchasing

NB:

NB:

catalogue

Punch out

Section Five: Procurement within the Public Contract (PCR)

Failure to comply can lead to legal challenge

NB:

Negotiated procedure without prior publication –

5.2.3 Prior Information Notices (PIN)

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5.2.4 Expressions of Interest

5.2.5 Framework Agreements

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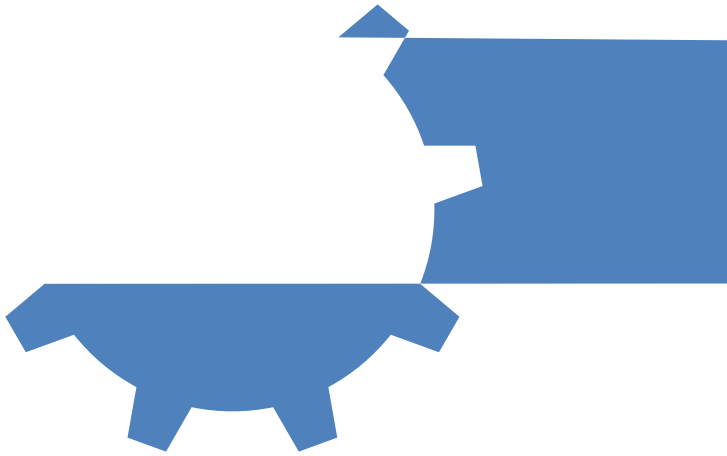
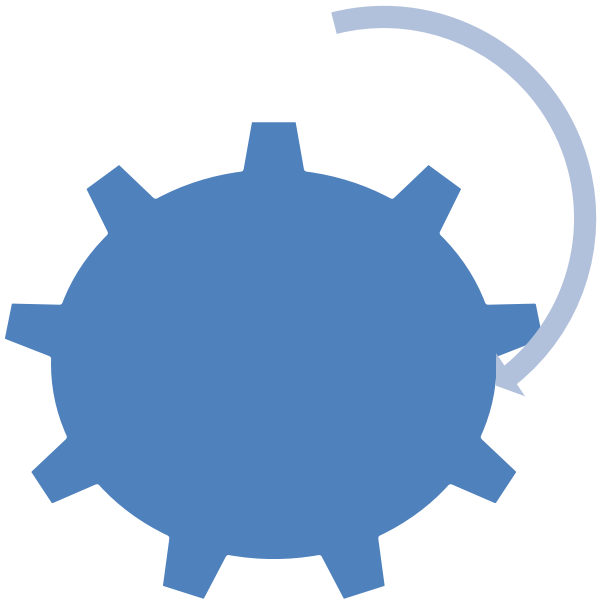
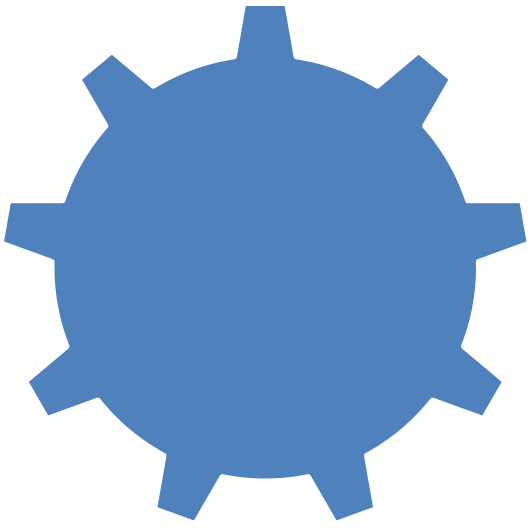


Section Six: Evaluating Your Tender

Selection Criteria	Award Criteria
Business probity	Price
Technical and professional qualifications, capability including experience	Quality

6.3.1 Evaluating Cost





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Section Seven: Awarding the Contract

To support the procurement process with advice on award of contract

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Section Seven: Awarding the Contract

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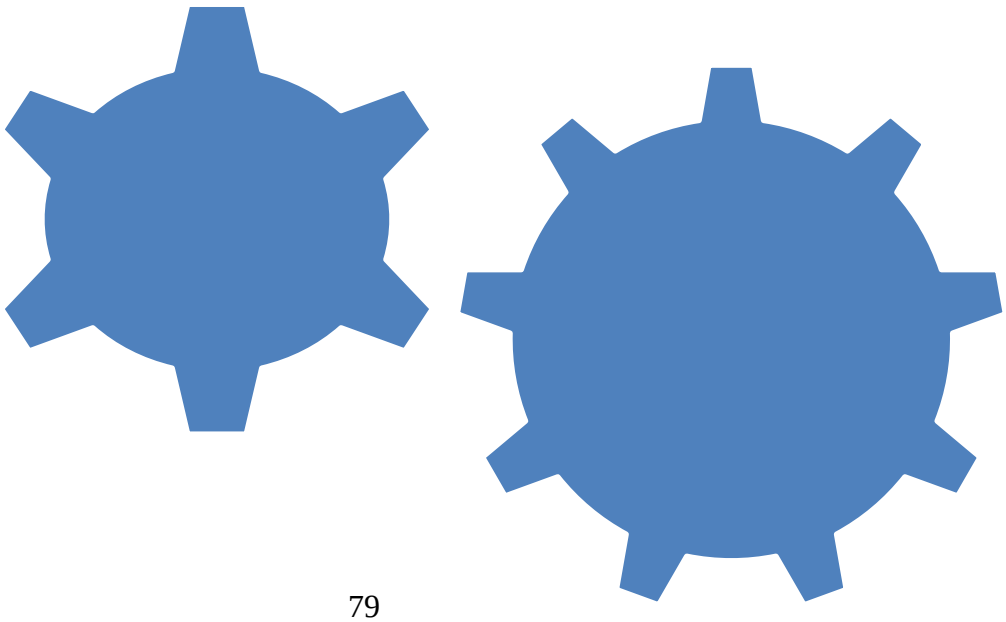

Section Eight: Project Management

To provide advice and guidance on Contract management at post-Tender award stage

Section Eight: Project Management

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	Appendix 1: PROCUREMENT CHECKLIST
	Actions to be undertaken

6.5 Will references, presentations, demonstrations and/or site visits be required?

10.4	Shortlist bidders (according to scoring criteria)		
11. SUPPLIER SELECTION			
11.1	Invite Tenders (Send the ITT) from shortlisted bidders.		
11.2	Answer questions (replies96 Tf1 0 0 1 147.5 621.8 0 0 1		

Appendix 2: BUSINESS CASE CHECKLIST

		x
STRATEGIC FIT		
Demonstrate a clear understanding of the business goals and how the project will deliver these.		
[redacted] University and wider initiatives.		
[redacted]ical success factors for the project clearly.		
Identify all stakeholders and understand their needs.		

Appendix 3: Steps Prior To Purchasing

Where Should You Start?

Many factors must be taken into consideration before purchasing or contracting any goods, services or works. The detail required to address the issues will vary depending on the nature, complexity and value of the purchase. It is your responsibility to ensure that you have identified and considered all of the relevant issues.

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The following is not a comprehensive list. Some or all of the steps may need to be followed (and certainly considered) - there may be other issues that are not listed which will need to be well thought-out before beginning to let a contract.

Step 1

A Project Plan should be drawn up at the beginning of each procurement exercise, setting out all the strands of work, how they will be undertaken and the times for their completion.

Step 2

You must have authority to let contracts (including satisfying need to be

Step54

identifying how the service is provided now and whether there are any workforce considerations in relation to the specification of the service or staff transfer or consultation issues which need to be reflected in the purchasing documentation.

Step 6

What are the main default risks? Are there clear rights to Terminate? What loss might the University suffer if the contractor defaulted or caused damages? Are the insurance levels, limitations of liability and liquidated damages provisions in the contract adequate?
Should the contract be made subject to a bond or parent company guarantee?

Alternatively, if the major need is to secure a high-quality and compatible partner

Your purchasing strategy should also identify sufficient resources, the correct doc-

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