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# QUOTATION PROCEDURE

This document is intended for the practical guidance of those wishing to place an order for less than £50k and more than £5k (excluding VAT) with the exception of Estates and Facilities Directorate where the thresholds are less than £50k and more than £10k.

Unless otherwise approved by the Vice Chancellor, orders should be placed in accordance with these procedures.

# Procurement Thresholds

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The following thresholds and actions are applicable from 1st November 2018:

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| **Aggregate Order Value**  **(ex VAT)** | **Action Required** |
| **Schools and Services** | |
| £1 - £5,000 | Budget Holder shall have the discretion to decide whether or not to obtain quotations, but value for money must always be obtained |
| £5,001 - £50,000 | Budget Holder shall be required to obtain at least three written quotations. |
| Over £50,001 | All items will require a minimum of three competitive tenders |
| **Estates & Facilities Only** | |
| £1 - £10,000 | Budget Holder shall have the discretion to decide whether or not to obtain quotations, but value for money must always be obtained |
| £10,001 - £50,000 | Budget Holder shall be required to obtain at least three written quotations |
| Over £50,001 | All items will require a minimum of three competitive tenders |

1. **Request for Quotation (RFQ) Templates**

To assist purchasers, the Procurement team has produced some standard templates for seeking written quotations depending on whether the requirement is for Goods or Services. These RFQ templates are appended to this guidance and can be downloaded from the Procurement website.

The template should be completed by the School or Service with sufficient detail to enable interested suppliers to respond accurately to the request for quotation.

Importantly the RFQ template includes links to the University’s standard terms and conditions for the purchase of Goods or Services. These terms should govern any purchase resulting from this RFQ unless otherwise agreed with the Head of Procurement.

1. **Issuing the RFQ**

The completed RFQ template can be emailed directly to prospective suppliers for completion. A minimum of 3, but preferably 5, suppliers should be approached.

Alternatively, the RFQ can be issued via the University’s e-tendering portal as a ‘Quick Quote’. This is a simple and speedy procedure which provides a full audit trail of the RFQ process. A member of the Procurement team will support and provide assistance to purchasers where required.

1. **RFQ Evaluation**

On receipt of the completed quotation, the RFQ returns must be assessed against the specification of requirement to establish which quotation offers best value for money for the University.

A brief summary of the outcome rationale should be kept on file with the RFQ returns for audit purposes.

1. **Order Placement**

When the most suitable supplier has been identified, a [New Supplier Request](https://staff.hud.ac.uk/finance/forms/newsupplierform/) should be completed if required, prior to raising a requisition on Agresso.

**It is very important that the quote reference is stated in the text of the requisition to ensure that the terms and conditions agreed in the RFQ apply to the resulting order.**

**Appendix 1**

**RFQ Templates**

1. Request for Quotation (Goods)

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1. Request for Quotation (Services)

