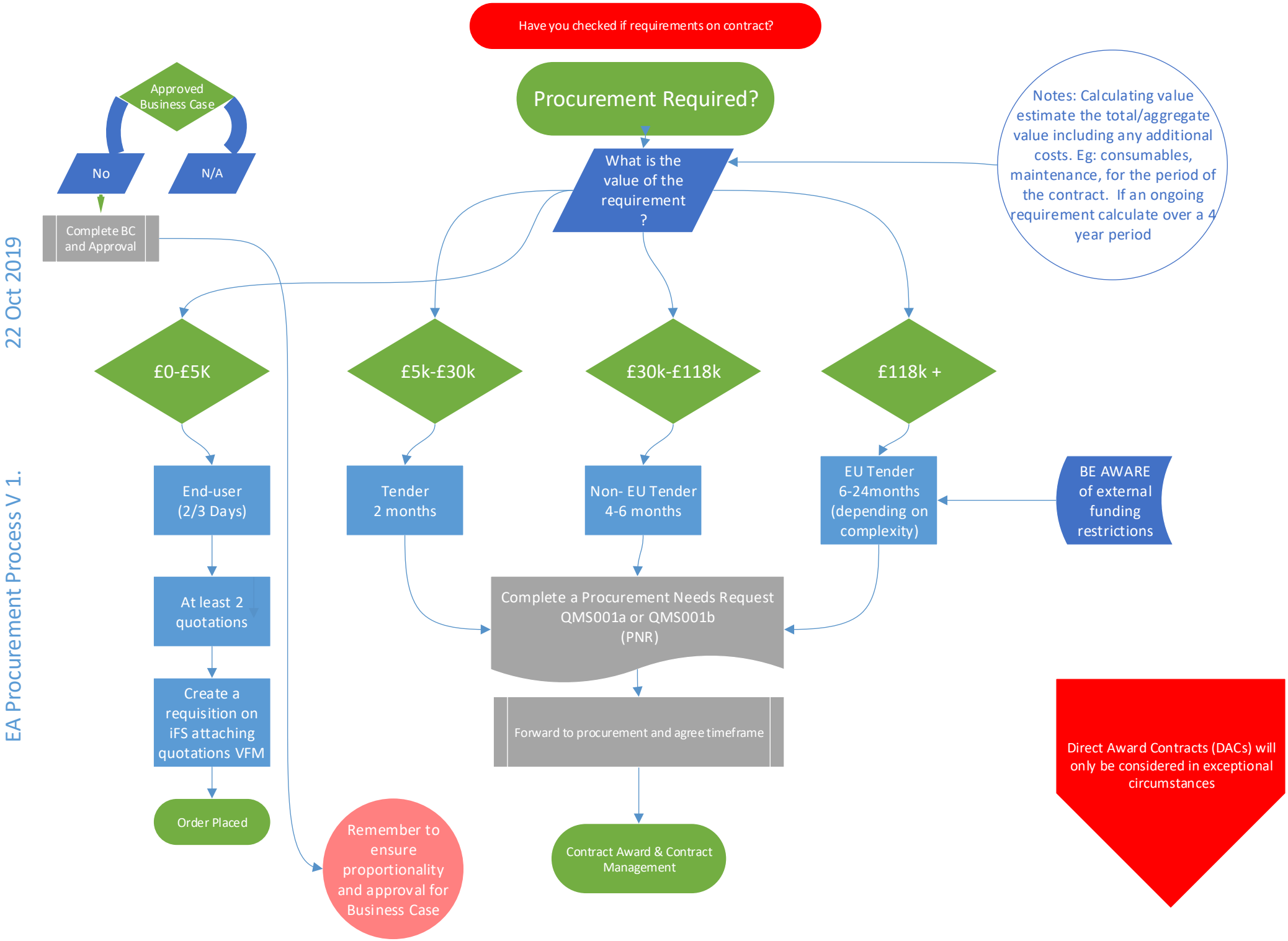
Have you checked if requirements on contract?
Procurement Required?
Approved Business Case
No
N/A
Complete BC and Approval
What is the value of the requirement ?
Notes: Calculating value estimate the total/aggregate value including any additional costs. Eg: consumables, maintenance, for the period of the contract. If an ongoing requirement calculate over a 4 year period
£0-£5K
£5k-£30k
£30k-£118k
£118k +
End-user (2/3 Days)
Tender 2 months
Non- EU Tender 4-6 months
EU Tender 6-24months (depending on complexity)
BE AWARE of external funding restrictions
At least 2 quotations
Create a requisition on iFS attaching quotations VFM
Order Placed
Complete a Procurement Needs Request QMS001a or QMS001b (PNR)
Forward to procurement and agree timeframe
Contract Award & Contract Management
Remember to ensure proportionality and approval for Business Case
Direct Award Contracts (DACs) will only be considered in exceptional circumstances
22 Oct 2019
EA Procurement Process V 1.