|  |
| --- |
| **The form should be completed in consultation with University Procurement services (UPS) where required.**  **Please complete sections 1 & 2 and return the form to:**[procurement.enquiries@strath.ac.uk](mailto:procurement.enquiries@strath.ac.uk) |

|  |  |
| --- | --- |
| **Section 1 – Customer Details & Budget Details** | |
| **Customer Name** |  |
| **Job Title** |  |
| **Department/Faculty** |  |
| **Is the Budget available?** | Yes  No  If No, when will the budget be available? |
| **Contact Number** |  |
| **Contact email address** |  |
| **Is the stakeholder(s) aware of any potential conflict of interest between any UoS staff and potential suppliers?** | Yes  No  If Yes please provide details: |
| **Digital Sub-Committee (DSC): Will this project require approval from the DSC prior to commencing procurement?** | Yes  No  If Yes please provide details: |
| **Please confirm that the project has undergone data protection screening and whether this requires a Data Protection Impact Assessment (DPIA)** | Data Protection Screening undertaken: Yes  No  DPIA required: Yes  No |

|  |  |
| --- | --- |
| **Section 2 – Project Information** | |
| **Project Title** |  |
| **Type of Requirement** | Goods  Services  Works |
| **Estimated Contract Value**  **(if this is a service requirement please advise the number of years the service is required and estimated cost per annum)** |  |
| **Required contract start date** |  |
| **Specification** |  |

**University of Strathclyde – Procurement Guidance**

|  |  |
| --- | --- |
|  |  |
| **Section 4 – Procurement Thresholds** | |
| **Goods & Services Procurement Value** | **Process** |
| **Not exceeding £24,999** | Minimum of 3 recorded quotations (If less than £3,000 then 2 verbal quotes are permitted) |
| **£25,000 to £50,000** | Quotation in consultation with UPS via Public Contracts Scotland |
| **Over £50,000** | UPS carry out tender (note any tenders above £179,087 9 will be subject to the GPA regulations) |
|  |  |
| **Works – (Estates) Procurement Value** | **Process** |
| **Not exceeding £99,999** | Minimum of 3 written quotations |
| **Above £100,000** | Tender in consultation with UPS (Above £4.4M GPA regulations apply) |

If you have any further questions regarding the above please contact Procurement Enquiries [procurement.enquiries@strath.ac.uk](mailto:procurement.enquiries@strath.ac.uk)

**For UPS use only**

|  |  |
| --- | --- |
| **Section 5 – Contract Strategy** | |
| **Above GPA thresholds** | Yes  No |
| **Type of Agreement** | Framework  Contract |
| **Route to Market** | F/work Mini Comp  F/work Direct Award  Quick Quote  Tender  GPA Tender |
| **Tendering Procedure (if applicable)** | Open  Restricted |
| **Level of Contract Management Activity** | Low  Medium  High |
| **Standstill** | N/A  Voluntary  Mandatory |

|  |
| --- |
| **Date received by UPS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Transferred to UPS staff member \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date project transferred to designated UPS staff\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date customer advised of designated UPS staff \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Comments: supporting strategy rationale provided as follows:** |