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| **Procurement Request Form**For details of completion refer to Procurement Request Form Process Instruction.Once completed please submit original, signed, hard copy to Procurement. |  |

**Part 1 – Procurement Request and Financial Authorisation**

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| --- |
| 1 a. General Information and Business Case |
| School/Service/Institute Name Department |  |
| Requestor First Name  |  |
| Requestor Surname |  |
| Telephone |  |
| Email |  |
| Folder/Budget Number/Cost Centre |  |
| Capital or Revenue spend | [ ]  Capital [ ]  Revenue |
| Financial year of spend | 2017/18 | 2018/19 | 2019/20 | 2020/21 | 2021/22 |
| Estimated Budget ex. VAT |  |  |  |  |  |
| Estimated VAT |  |  |  |  |  |
| Estimated Gross Budget |  |  |  |  |  |
| Brief description of and justification for requirements  |  |

| 1 b. Finance Authorisation (for completion by relevant person in Finance) |
| --- |
| Finance approval for estimated spend? | [ ]  Yes [ ]  No |
| Comments |  |
| Signature |  |
| Print Name |  | Date |  |

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| 1 c. Your declaration |
| I certify the accuracy of the information contained within this form.  |
| Please tick | [ ]  Yes [ ]  No |
| Signature |  |
| Print Name |  | Date |  |

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| 1 d. Delegated Financial Authorities |
| Note: Signatures are required at all levels up to the total contract value required. |
| DFA Level 4 Assistant Director/Institute Director/Head of Service | Signature |  |
| Print Name |  | Date |  |
| Over £12.5K - DFA Level 3 Dean/Director of Service/Assistant Principal | Signature |  |
| Print Name |  | Date |  |
| Over £20K - DFA Level 2Vice Principal/University Secretary/Director of Finance | Signature |  |
| Print Name |  | Date |  |
| Over £100K - DFA Level 1University Principal | Signature |  |
| Print Name |  | Date |  |
| Over £500K – Finance & Property Committee | Committee Date |  | [ ]  Approved | [ ]  Rejected |

**Part 2 – Procurement Request**

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| 2 a. Procurement information |
| Is this a Goods, Services or Works requirement | [ ]  Goods [ ]  Services [ ]  Works |
| Is this a one-off or on-going requirement? | [ ]  One-off [ ]  On-going |
| Have you had any discussions with potential suppliers regarding this requirement? | [ ]  Yes [ ]  No |
| Current supply arrangements in place (if applicable) |  |
| Current spend on existing arrangements (if applicable) |  |
| Anticipated value of requirement |  |
| Anticipated volume |  |
| Estimated timeframe for requirement to be in place |  |
| Procurement Lead |  |

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| 2 b. Data Protection |
| Procurement exercises for IT Systems or data processing services which will process personal data require a [Privacy Impact Assessment](http://staff.napier.ac.uk/services/secretary/governance/DataProtection/CodeofPractice/Pages/PrivacyImpactAssessments.aspx) under the EU General Data Protection Regulation (GDPR). If this is the case please provide Project Lead details for Governance Services to contact. |
| Personal data will be processed by the system/service | [ ]  Yes [ ]  No |
| Project Lead |  |

| 2 c. Procurement Plan/Strategy (for completion with Procurement) |
| --- |
| Process | [ ]  2 Quotes using Low Value Template [ ]  3 Quotes via Quick Quote [ ]  Regulated £50K +[ ]  Regulated EU Threshold +[ ]  Further Competition under existing framework[ ]  Direct award under existing framework[ ]  Non-competitive action (NCA) |
| Stakeholder Group (UIG) |  |
| Framework Agreement |  |
| Direct award/NCA justification |  |
| General Data Protection Regulations (GDPR) requirements |  |
| Community Benefits |  |
| Fair Work Practices |  |
| Equality Issues |  |
| TUPE |  |
| Sustainability opportunities (Circular Economy, Environmental, etc.) |  |
| Modern Slavery Risks |  |
| Life-cycle Costing |  |
| Other |  |

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| 2 d. Timetable (for completion by Procurement) |
| Start |  |
| Prepare documents |  |
| Issue documents |  |
| Evaluation |  |
| Award |  |
| End |  |

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| 2 e. Procurement Authorisation |
| Head of Procurement | Signature: |  |
| Print Name: | **ANDREW FOULNER** | Date: |  |

**Part 3 – Award Summary / Recommendation (For completion by Procurement)**

| 3 a. Contract Record |
| --- |
| Institution | [ ]  ENU [ ]  EC [ ]  WLC |
| Tender / Contract Reference |  |
| Tender / Contract Title |  |
| Proc-HE L1 |  | Proc-HE L2 |  |
| Award Notes |  |
| Tender Notes |  |
| Project Start Date |  | Actual Award Date |  |
| Contract Period (months) |  | Max Extension (months) |  |
| Contract Start Date |  | Contract End Date(initial term) |  |
| Winning Bidder |  | Winning Bidders Score |  |
| Annual Expenditure Forecast | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
|  |  |  |  |  |
| Final Contract Value(initial term) |  | Budget |  |
| Savings | BT | [ ]  BT1  | [ ]  BT2  | [ ]  BT3  | [ ]  BT4  | [ ]  BT5  | [ ]  BT6  | [ ]  BT7 |
| Value |  |  |  |  |  |  |  |
| BT | [ ]  BT8 | [ ]  BT9 | [ ]  BT10 | [ ]  BT11 | [ ]  BT12 | [ ]  BT13  | [ ]  BT14 |
| Value |  |  |  |  |  |  |  |
| e-Tendering | [ ]  PCS | [ ]  PCS-T | [ ]  OJEU/Other |
| System/Notice References |  |  |  |
| Re-Let | [ ]  YES[ ]  NO | Previous Contract Reference |  |
| Use of Existing Agreement | [ ]  YES[ ]  NO | Framework Reference |  |
| UIG / TEP |  |

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| 3 b. Evaluation Summary |
| BPQR | Price | X% | Quality | X% |
| Insert Award Criteria Table |
| No. of expressions of interest |  |
| No. of bids received |  |
| Bid Range |  |
| Score Range |  |

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| 3 c. Housekeeping |
| Checklist | [ ]  Hunter (current and scheduled record created)[ ]  Procurement Programme (inc. BT Savings)[ ]  Contract Award Notice[ ]  Award Letter[ ]  New Supplier Form[ ]  Contract pack for customer[ ]  Buyers Guide[ ]  Additional documentation received (i.e. Insurance docs) |
| Document Location/File Path |  |

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| 3 d. Award Authorisation |
| Head of Procurement | Signature: |  |
| Print Name: | **ANDREW FOULNER** | Date: |  |