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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**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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 |  |

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 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 2  Vice Principal/University Secretary/Director of Finance | Signature |  | | | | |
| Print Name |  | | Date | |  |
| Over £100K - DFA Level 1  University 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 |  |

|  |  |
| --- | --- |
| 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: |  |