

Edinburgh Napier University Procurement Thresholds

Supplies and Services

Band	Process		Responsibility
£0 - £5K	quotes desirable but not essential		Devolved
£5K - £12.5K	minimum 2 Quotes - e.g. email, screenshot, etc.		Devolved
£12.5K - £25K	minimum 2 Quotes using standard low value template	PRF ¹	Devolved
£25K - £50K ⁴	minimum 3 Quotes via Quick Quote ³	↓	Devolved ² (or Procurement)
£50K ⁴ – EU Threshold ⁵	Tender via PCS ⁶ / PCS-T ⁷		Procurement
EU Threshold ⁵ +	Tender via PCS-T ⁷		Procurement

Works⁸

Band	Process		Responsibility
£0 - £5K	quotes desirable but not essential		Devolved
£5K - £12.5K	minimum 2 Quotes - e.g. email, screenshot, etc.		Devolved
£12.5K - £25K	minimum 2 Quotes using standard low value template	PRF ¹	Devolved
£25K - £50K	minimum 3 Quotes via Quick Quote ³	↓	Devolved ² (or Procurement)
£50K - £100K	Tender via PCS		Procurement
£100K - £2M ⁴	Tender via PCS ⁶ / PCS-T ⁷		Procurement
£2M ⁴ - EU Threshold ⁵	Tender via PCS-T ⁷		Procurement
EU Threshold ⁵ +	Tender via PCS-T ⁷		Procurement

¹ A PRF (Procurement Request Form) is required for all proposed expenditure over £12.5K.

² Responsibility for undertaking the process at this level is devolved to departments/service areas subject to staff receiving appropriate systems training.

³ Quick Quote - Online portal for distribution of quotes to selected suppliers.

⁴ The Procurement Reform (Scotland) Act 2014 Thresholds
 - Supplies & Services: £50,000
 - Works: £2,000,000

<https://www.legislation.gov.uk/asp/2014/12/contents>

⁵ The EU thresholds as at 01/01/2020 are as follows;
 - Supplies & Services: £189,330
 - Works: £4,733,252

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/670666/PPN_0417_New_Thresholds_2018_1_.pdf

⁶ Public Contracts Scotland - Online portal for advertising public contract opportunities.

www.publiccontractsscotland.gov.uk

⁷ Public ContractsScotland Tender - Web based electronic tendering portal

www.publictendersscotland.publiccontractsscotland.gov.uk

⁸ "the creation of a new building or structure, including all associated site works or the alteration, refurbishment, maintenance, extension or demolition of an existing building or structure" (as defined in the Scottish Government Construction Procurement Manual).

▶ Please note that the above does not affect the current Delegated Authority Limits which remain in force.

<http://staff.napier.ac.uk/services/secretary/governance/govman/court/Pages/DelegatedAuthority.aspx>

▶ Further competitions (Mini Comps) conducted under existing Framework Agreements are subject to separate governance arrangements. Should you require to undertake a further competition please contact Procurement.

Procurement@napier.ac.uk

▶ All Bands/Thresholds relate to contract value. If the requirement is ongoing/recurring, the estimated contract value is calculated by multiplying the annual value by 4, or monthly value by 48.