



A Supplier's Guide - Supplying the University with Goods & Services



Version 1.0 November 2011 – Edinburgh Napier University Procurement Team

CONTENTS



- 1 Introduction**
- 2 Background to the University**
- 3 Public Procurement**
- 4 Role of the University Procurement Team.**
- 5 Purchasing Consortia**
- 6 Edinburgh Napier University supply opportunities**
- 7 The University's Procurement Process**
- 8 Further advice for suppliers**
- 9 Contract Management**
- 10 Contacts, Queries & Complaints**

1 Introduction

The University is a signatory to the Scottish Government endorsed [Supplier Charter](#) which is a joint statement between the Public Sector Procurement and Businesses to facilitate access to public sector procurement opportunities.

This guide is intended to give suppliers, a better understanding of the University's procurement processes and how they can do business with the University to our mutual advantage.

The University recognises and welcomes the diverse nature of the supplier community and is committed to working with suppliers to deliver the infrastructure and services to sustainably support our students and staff.

The University does not maintain an approved supplier list as such, but will carry out a compliant procurement process when required more of which is in the guide below.

Please also see the Scottish Government's [Supplier Journey](#) which covers a wealth of information about doing business with the wider Scottish public sector which in large part overlaps with this guidance.

The University welcomes your feedback, on this guide and our procurement activities in general, which you can send to procurement@napier.ac.uk

2 Background to Edinburgh Napier University

On 25th February 2009 Napier University officially re-launched itself as Edinburgh Napier University. The University began life as Napier Technical College in 1964 on the now Merchiston Campus in Edinburgh built around the Merchiston Tower, the birthplace in 1550 of our namesake, mathematician [John Napier](#).

Edinburgh Napier University is a dynamic, innovative and forward-looking institution dedicated to supplying educational services which are relevant to the needs of today's students and employers.

The University has nearly 18,000 enrolled students and has a turnover of over £105M and spends in excess of £34M per year on goods and services.

The University has 3 faculties based largely on a single campus each:
Faculty of Engineering, Computing & Creative Industries @ Merchiston Campus
The Business School @ Craiglockhart Campus
The Faculty of Health, Life & Social Sciences @ Sighthill Campus
More information can be found on the University's website at www.napier.ac.uk

3 Public Procurement

The University is not strictly speaking, part of the Public Sector, however because it is majority funded by the public purse it does have to comply with public procurement regulations.

All public sector procurement must comply with European and Scottish procurement law. Procurement law does not allow contracts to be awarded on the basis of the location or size of a supplier.

The Treaty on the Functioning of the European Union includes the following Principles with regards to public procurement:

- **Transparency** - contract procedures must be open and contracts should generally be publicised;
- **Equal treatment and non-discrimination** - all potential suppliers must be treated equally;
- **Proportionality** - procurement procedures and decisions must be appropriate for the contract in question;
- **Mutual recognition** - qualifications and standards from other Member States should be accepted.

These principles form the basis for the European Procurement Directives which set out detailed rules for the purchase of goods, services and works by public bodies. In addition the University has its own Code of Ethics: Purchasing which requires all staff involved in purchasing to uphold the highest standards of integrity.

As part of EU and Scottish law you are entitled to feedback so if you feel we have not explained our decisions you are entitled to request further explanations. The higher the value the more detailed the feedback should be.

4 Role of the University Procurement Team

The University Procurement Team advises all the University's schools, and services as to how to go about purchasing the appropriate quality goods and services for their needs at a competitive price and ensure compliance with Scottish and European Union law.

The Procurement Team are adopting in principle the Scottish Government's [Procurement Journey](#) methodology which "facilitates best practice and consistency across the public sector".

The Procurement Team advises staff on available contracts and where necessary advises staff on carrying out an Invitation to Quote or Invitation to Tender depending on the size and complexity of the requirement.

5 Purchasing Consortia

There are a range of organisations in the higher education and wider public sector that let contracts on behalf of institutions such as the University. The rationale behind these arrangements is that by pooling requirements of a group of organisations we can achieve better value for money.

In the case of the University the collaborative purchasing organisations and contracts that we might have access to include, Scottish Procurement, [Government Procurement Service](#) (formerly Buying Solutions), [APUC](#) and other UK Higher Education purchasing consortia: [SUPC](#), [LUPC](#), [NWUPC](#), [HEPCW](#), [NEUPC](#) and [TUCO](#).

The University as a member of APUC aims to utilise the contracts and frameworks let by APUC and usually only uses other consortia contracts or frameworks when there is no appropriate APUC contract available.

APUC (Advanced Procurement for Universities and Colleges) Limited is the procurement centre of expertise for Scotland's 60 universities and colleges. It is a private limited company, owned by its client institutions and established in response to the McClelland Report: '[Review of Public Procurement in Scotland](#)', which made wide ranging recommendations for public procurement reform.

6 Edinburgh Napier University supply opportunities

The University in addition to the above will issue its own requirements to the supplier market and depending on the value of these requirements these will be subject of an Invitation to Quote (ITQ) or an Invitation to Tender (ITT).

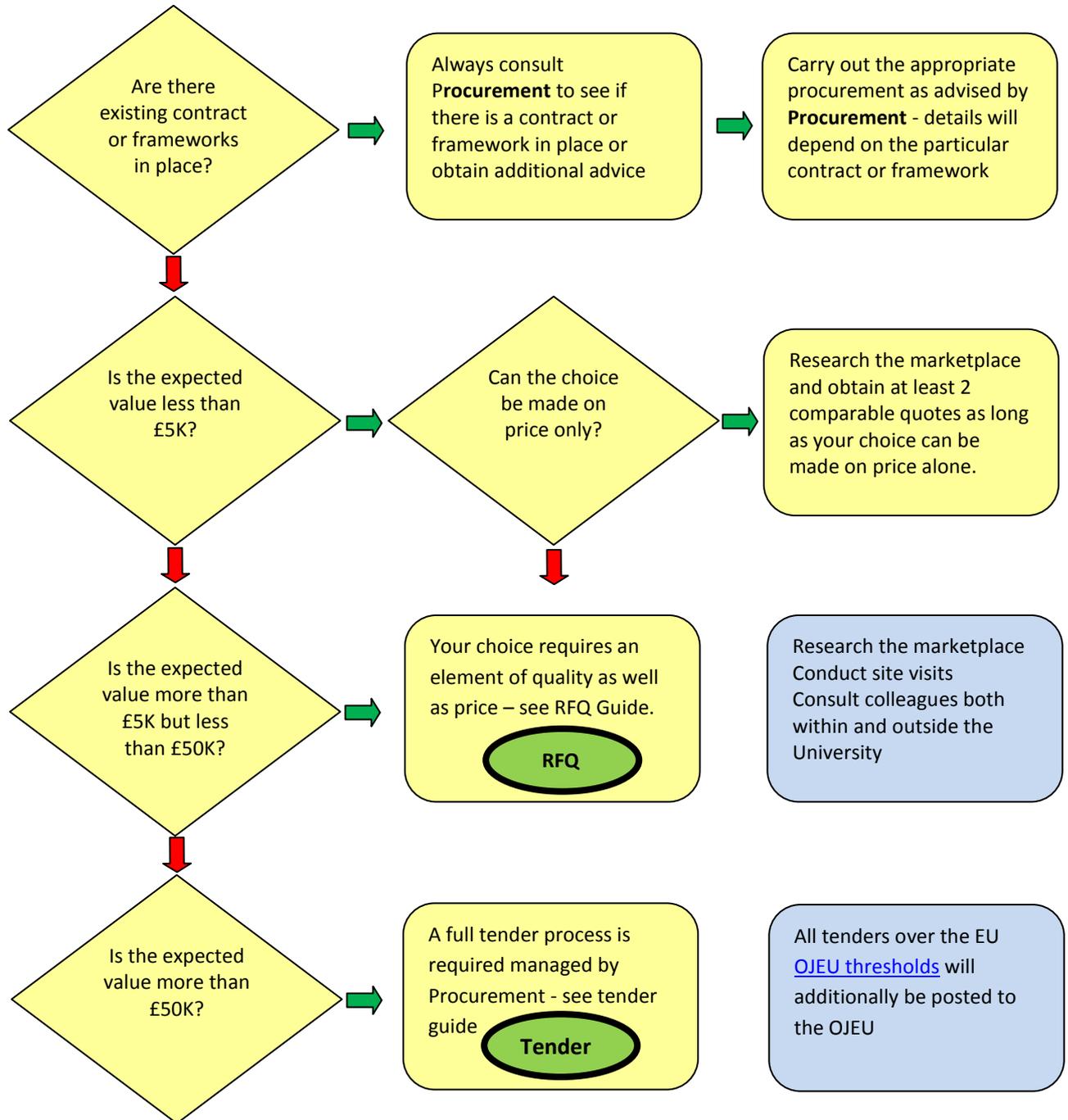
The thresholds as to when the University will request quotes or a tender will vary over time but there are two "fixed" thresholds which are the Scottish Government's requirement to post all tender requirements over £50K (ex VAT) on the [Public Contracts Scotland](#) procurement portal and the further need to advertise an [OJEU notice](#) depending on the value.

We highly recommend that suppliers register with [Public Contracts Scotland](#) since supplier registration is free and allows suppliers to search for high and low value contracts. There are optional features such the facility to download attached documents, send in responses and view the notices that you have expressed an interest in.

When the University posts a relevant tender on Public Contracts Scotland (PCS) registered suppliers will be alerted by PCS by email.

For smaller value requirements we would carry out an ITQ having sourced an adequate number of suppliers by us researching the market place for the particular need.

7 The University's Procurement Process



Key to the above – Red Arrow indicates “No” and Green Arrow indicates “Yes”

8 Further advice for suppliers

Be assured that it is our policy to score bids fairly and on the basis of what was described in the Invitation to Quote (ITQ) document or Invitation to (ITT) document. The University decides on most tenders and many quotes processes via the use of MEAT (most economically advantageous tender). Thus factors other than or in addition to price, like quality, technical merit and running costs can be taken into account. Thus depending on the size and complexity of the requirement ITQ's and ITT will to a lesser or greater extent, require quality and price criteria that will allow us to objectively score supplier bids.

Price Scoring

The University awards the maximum price score to the lowest priced tender and other bids are awarded scores relative to the lowest price bid. The formula used is as follows:

$$\frac{\text{Maximum score available} \times \text{Lowest Price}}{\text{Tenders Price}}$$

For example 3 bids are submitted, £20,000 (Bid 1), £30,000 (Bid 2) and £40,000 (Bid 3) where price has a maximum score of 40:

Bid 1 scores 40 Bid 2 scores 26.67 Bid 3 scores 20

Quality Scoring

Remember we can only award a score on the basis of what you provide us, read the ITQ or ITT document carefully, ask us questions where necessary * and above all make sure you fully answer the question and provide us with sufficient detail and evidence for us to award you the best possible score.

* Public Contracts Scotland has a Question & Answer facility for bidders to ask clarifying questions on tenders. All bidders, who have noted and interest on a particular tender, will be alerted to a question being posted. All such bidders will then also be able to access the answer given in due by the University.

We aim to write our tender qualitative questions in a clear way which is specific about the particular aspects of an individual requirement and also often includes words such as "detail" or "demonstrate", to allow a bidder to fully explain how their bid meets the requirements.

Tenders – additional information

An ITT additionally includes another section which precedes the requirement which the University entitles "Capacity – background, technical, financial and policies" which more commonly is called a Pre-Qualification Questionnaire (PQQ).

A PQQ requests information on the capacity of a potential supplier which is described as "**selection criteria**" and only those bidders meeting such criteria will be selected by us to then consider their response to the actual Requirement.

It is the requirement that we score against price and quality as explained above and these criteria are described as "**award criteria**"

The scores for the two types of criteria are never added together since these are two distinct elements of a tender – if a bid passes the PQQ element then the actual response to the Requirement can be evaluated and scored against the qualitative and price criteria.

The University can issue what are described as a “one stage” tender commonly known as an “open procedure” where bidders are asked to submit in one stage both the PQQ and Requirement which are looked at in turn. Again the University may also issue what is described as “two stage” tender where we issue the PQQ as a separate document which we score and invite a selected short list of bidders to complete a tender requirement document, this is commonly known as a “restricted procedure”.

OJEU Tenders

As referred to elsewhere in this guide the University is subject to European Procurement law which requires additional advertising in the EU wide portal called the Official Journal of the European Union (OJEU).

The public procurement rules vary depending on the type and value of the contract advertised. When contracts are above a certain value (known as "above-threshold" contracts) more detailed rules apply. Above-threshold contracts must be advertised in the OJEU - although they are also advertised on Public Contracts Scotland.

The current thresholds that apply to the University are as follows (all net of VAT):
Goods £156,442 Services £156,442 Works £3,927,260

And remember it is the cumulative value of a potential contract that applies to the threshold, thus a 3 year contract for maintenance with an estimate of spend of £60,000 per year would mean a estimated total spend of £180,000 and would therefore require advertising in the OJEU as well as Public Contracts Scotland. The [EU threshold values](#) are updated every two years.

Success – what next

If you are successful the next steps will depend on the particular circumstances but will almost always involve the University issuing an order.

Please note you must wait until you are in receipt of **an order** before you begin to fulfil any requirement for the University. An order is the simplest form of contract and may be complemented by additional contract terms depending on the complexity or value of a particular requirement.

For more complex requirements we would arrange a contract setup meeting to ensure a contract is smoothly introduced.

Suppliers should note that all invoices issued against University orders must state the order number on the invoice. Failure to do so may result in delay or non-payment of invoices. Please note the University operates a strict '**No Order**' - '**No Payment**' policy. Invoices received where no order has been raised will be returned to the Supplier

9 Contract Management

When the University lets a contract or makes use of a contract or framework let on our behalf depending on the value or criticality of the contract we may setup regular contract management meetings.

We would typically agree to the frequency and duration of contract review meetings and agree at an early stage some performance indicators to provide some objective measurement of the contract performance.

Contract review meetings also allow sharing of ideas and provide an impetus for improved use of a contract.

Over the term of a contract such meetings can be mutually beneficial and helps ensure that the University is well informed and prepared for the renewal tender when it arises.

10 Contacts, Queries & Complaints

We aim to treat all suppliers fairly in the spirit of the [Supplier Charter](#). If at any time you have a query or a complaint or feedback, please contact us as detailed below and we will do our best to help.

Team Contacts

Email: procurement@napier.ac.uk

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Head of Procurement

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