**Dubai Procurement Procedures**

**These notes assume that you have identified the need, finalised the specification, have sufficient funding available, and have authorisation to commit the expenditure.**

***Competitive Thresholds:***

Most purchases will either be:

* **Call off contract from an approved framework supplier**.
	+ Where there is only one Approved Supplier available on the Framework Agreement for the products and services concerned no further competition is required and a Purchase Order can be placed.
	+ Where there is more than one Supplier available on the Framework Agreement the value of the proposed purchase determines the competitive requirements as follows:

|  |  |
| --- | --- |
| Up to £10,000 exc. VAT | No competition required. Select approved supplier from those available. |
| £10,001 to £25,000 exc. VAT | RFQ process mini competition involving all suppliers. |
| Over £25,001 exc. VAT | Formal mini competition involving all suppliers. **Consult Procurement**. |

* **As a result of a competitive tender/quotation exercise.**
	+ You should consider the full value of the purchase, i.e. include the number of years, any support or maintenance required, etc.
	+ Consider weighting of pricing/quality. You should have a clear rationale if you do not select the cheapest option.
	+ Please see below for the thresholds:

|  |  |
| --- | --- |
| Up to £500 exc. VAT | Estimated price. |
| £501 to £5,000 exc. VAT | Written quotation. |
| £5,001 to £25,000 exc. VAT | At least three competitive written quotations. |
| £25,001 to £181,302 exc. VAT | At least three competitive written quotations/tenders against a formal RFQ/Tender Process. Express written contract required. **Consult Procurement**. |
| Above £181,302 exc. VAT | Competitive tender process in compliance with Public Contract Regulations 2015. **Consult Procurement**. Please note; the EU Works Threshold is £4,551,413 exc. VAT |

* **Single Source Approval.** Information on the Single Source Approvals process is available at: <https://intranet.birmingham.ac.uk/finance/procurement/Single-Source-Approval.aspx>

|  |  |
| --- | --- |
| Up to £5,000 exc. VAT | Single Source Approval not required. |
| £5,001 to £10,000 exc. VAT | Single Source Approval can be granted by the college finance team/University Buying Team |
| £10,001 to £25,000 exc. VAT | Single Source Approval required from Procurement. |
| £25,001 to £181,302 exc. VAT | Single Source Approval required from Procurement. Express written contract required. **Consult Procurement**. |
| Above £181,302 exc. VAT | Single Source Approval cannot be granted. **Consult Procurement**. |

**Requisition and Supplier Setup**

The procedure for the addition of new suppliers within Oracle has changed. Any request for a supplier to be created will now form part of the requisition process, and the requisitioner will no longer be required to approach the supplier.

*Process:*

1. The requisitioner will now be required to create a standard requisition within Oracle, as opposed to the previous procedure where the requisition would complete Purchase Order Request Document.
2. When entering the supplier you wish to use, if it does not appear, it means that the supplier is not in the Oracle database, and will need to be created. The requisitioner can type the information directly into the system, adding as much information as they have, and ticking the box that says “New Supplier” on the front screen.
3. Complete your requisition line details. If a Single Source Agreement or any other documentation is required, such as quotations, then you must also attach them at this stage.
4. Once the requisition has been submitted to the system, it will feed through to the University Buying Team where they will assess the request for a new supplier. If the goods cannot be purchased from an alternative supplier (contracted supplier, for example), then a member of the Buying Team will approach the supplier to complete the New Supplier Form, attach their bank details, VAT Certification, and any other pertinent documentation.
5. Upon receiving that information, it will be checked over by the Buying Team, where if everything has been sent in correctly, they will then reassign the requisition to:
	1. A Procurement Category Manager to approve the Single Source Agreement. If the SSA is approved, the requisition will then be reassigned to the Procurement Operations Team to create the supplier within Oracle, and add that supplier to the requisition. Bank details are then sent to Accounts Payable for independent verification, and addition to Oracle.

Or

* 1. The Procurement Operations Team, where they will create the supplier in Oracle, and add it to the requisition. Bank details are sent to Accounts Payable for independent verification, and addition to Oracle.
1. The requisition will then be reassigned back to the Buying Team, who will convert the requisition into a purchase order, and email that purchase order to the supplier, unless the requisition is over £25,000 where the Category Manager will need to put an express contract in place, and send it with the purchase order to the supplier.

If an existing supplier in Oracle requires amending, please complete this amendment form (to be completed) and send it to: NewSupplierRequest@contacts.bham.ac.uk accompanied by proof of the changes by the supplier.

**Delivery Notes and Invoices**

Invoices should be sent to: AccountsPayable@contacts.bham.ac.uk