

Procurement Thresholds

A summary of SGUL's procurement thresholds are as follows:

- £2,000 and under 1 verbal or written quote must be obtained from the market
- £2,001-£10,000 At least 2 quotations must be obtained from the market
- £10,001-£50,000 An Invitation to Quote (ITQ) must be sent to at least 3 suppliers
- £50,000+ The Corporate Procurement Unit (CPU) must be consulted before preliminary discussions are entered into with suppliers for high value tenders. CPU manage all tenders valued over £50k.

Equipment Whole Life Cost and Other Considerations

- Finance Asset register (check with Finance as applicable)
- Compliance with PUWER Regulations (Health Safety & Safety)
- Consider alternative options e.g. leasing, equipment sharing, etc.
- Whole life costs/total cost of ownership to take into consideration:

Acquisition costs:

- Purchase price
- Delivery cost
- Installation
- Commissioning
- Insurance
- Taxes
- Location space

Operating costs:

- Servicing and inspection
- Repair and maintenance
- Replacement
- Energy supply and consumption
- Consumables and materials
- Training and ongoing support
- Spare/replacement parts
- Downtime

End of Life Disposal costs:

- Safe disposal
- Resale
- Removal for sale or scrap
- Decommissioning

Important Note: *By signing this document you are confirming that the whole life costs listed above, as applicable to the equipment purchase, have been fully considered.*

Agreed & Signed by Project Sponsor and/or Budget Holder

Name

Signature:

Date:
