UNIVERSITY OF BATH



HOW TO DO BUSINESS WITH THE UNIVERSITY OF BATH

Introduction

The purpose of this guide is to assist suppliers who wish to provide goods, services or works to the University.

The guide explains the following:

- How suppliers can be alerted to the opportunities to supply the University.
- Procurement rules and regulations that the University must adhere to when procuring goods, services and works.

The University of Bath encourages competition and welcomes bids from new and established suppliers, both large and small. Contracts are awarded on a value for money basis and whilst the University cannot discriminate in favour of local suppliers, we are committed to supporting the growth and development of local small and medium sized enterprises (SMEs) and local voluntary and community organisations through the University's procurement activity.

This guide is for advice and guidance purposes only. As there is a high demand for University business suppliers must appreciate that this guide will not guarantee them the success of being awarded a contract.

About Us

The University spends approximately £100m per annum on supplies, services and works, using in the region of 4,000 suppliers. Our requirements are varied, ranging from low value – high volume purchases such as stationery and office supplies, through to high value capital works schemes and equipment purchases.

Procurement Procedures and Regulations

The University strives to carry out its commercial dealings in a professional manner delivering quality goods, services and works for the best combination of price and quality.

The University achieves this, through its policies and procedures which recommend that all transactions are routed correctly through the right channels and are dealt with by professional procurement personnel.

The University's policies and procedures ensure that the right process is adopted to meet our needs depending on the cost of the requirement, which market it will be sourced from, and whether an existing contract can be utilised. The table below shows the procurement thresholds for the purchase of goods, services and works:

Value Threshold	Procedure Method of procurement
Up to £2,000	Obtain a single quotation
£2,000 - £39,999	Obtain a minimum of three written quotations
£40,000 – Public Contracts Regulations thresholds	Tender process where the requirement for goods and/or services is advertised
>£207,720 for goods and services	Public Contracts Regulations tender process where the requirement for goods and/or services is advertised
>£5,193,000 for works	Public Contracts Regulations tender process where the works contract is advertised
Any value	Mini competition from an existing consortia or University framework agreement

How to find contract opportunities

The University advertises forthcoming opportunities for contracts with an estimated value greater than £40,000 on the Contracts Finder website. This information can be viewed at:
www.gov.uk/contracts-finder

Goods and service contracts valued in excess of £207,720 and works in excess of £5,193,000 are advertised in Find a Tender. Please see a selection of links below and other sites that advertise public sector opportunities:

www.gov.uk/find-tender
https://www.gov.uk/contracts-finder

In certain cases, it is also possible that the University may advertise opportunities in local newspapers and/or specialist trade publications.

Purchasing consortia

A purchasing consortium is a buying organisation that develops and manages framework agreements so that members and/or public sector organisations have access to professionally tendered, Public Contract Regulation compliant agreements. By using those framework agreements, buying organisations can purchase competitively priced goods and services across a wide range of commodity areas.

The University may utilise Framework Agreements let by a number of purchasing consortia and whilst their structure and specialties may differ they all have the same goal of delivering greater value for money and reducing the level of administration on buying organisations. The main consortia used by the University are as follows:

Southern Universities Purchasing Consortium (SUPC)

The SUPC are one of several UK higher education purchasing consortia, who provide Framework Agreements such as stationery, postal, IT, audio visual and furniture. Further information is available from: www.supc.ac.uk

Crown Commercial Service

The Crown Commercial Service (CCS) is an executive agency of the Cabinet Office. The primary role of the CCS is to maximise the value for money obtained by Government departments and other public bodies through the procurement and supply of goods and services. Whilst the Cabinet Office sets procurement policy and best practice to help the UK public sector to achieve value from its spending, the CCS delivers procurement solutions for nationally sourced commodity goods and services. Customers include non-departmental public bodies, executive agencies and organisations across the whole of the UK public sector including health, local government, education, devolved administrations, emergency services and not for profit organisations. Further information is available from:
www.gov.uk/government/organisations/cabinet-office

Invitation to tender process

The invitation to tender process may be carried out when a requirement with an expenditure of over £40,000 is received and a full tender document is sent.

Typically, the following commercial and non-commercial information will be requested from suppliers when bidding for any particular requirement.

Economic and financial standing

The University may request that suppliers provide copies of audited accounts for the most recent two years. This is to ensure that the supplier has the required level of financial capacity to carry out the particular requirement.

Technical and professional ability

The University may ask for references and evidence of past performance that are relevant to the current requirement and demonstrate that the supplier has the necessary experience to perform the contract.

Legal Information

Suppliers will be requested to answer a number of questions that relate to any current convictions or court judgements which relate to their organisation and will have a bearing on the ability to trade with the University.

Modern Slavery Act

Since 1 October 2015, commercial organisations that carry on a business or part of business in the UK, supply goods or services and have an annual turnover of £36 million or more have been required under Section 54 of the Act to prepare a slavery and human trafficking statement as defined by section 54 of the Act. The University may require evidence of suppliers' compliance with the Act.

Quality Assurance

For certain contracts including works, suppliers may be required to demonstrate that they have the suitable quality assurances and accreditations in place. Suppliers will be asked to provide evidence of any certification they have.

Health and Safety

The University needs to ensure that the suppliers they use comply with health and safety legislation. Depending on the contract, suppliers may need to answer additional questions relating to working on the University's premises.

Insurance details

The University needs to be assured that it trades with suppliers who have the correct insurance policies and levels of indemnity in place. Suppliers are requested to provide details of their insurance cover. We request that copies of their policies or Broker / Insurance company confirmation letters are submitted and also to confirm that their sub-contractors have the correct level of insurance (where applicable). The levels and type of these insurances required may vary depending on the University's requirement.

Sustainability

Responsible procurement is the act of procuring goods, services, or works in a manner that is considerate of the impact that the University may have on the environment, the economy, and society in general. Contracted suppliers will be required to adopt the principles of having a positive impact and minimising any negative impact they may have in the delivery of any contract to the University. The University will be seeking to work with suppliers who can support the current objectives related to carbon reduction, which are to be net zero carbon in our Scope 1, 2 and 3 emissions by 2040.

Pricing, service and product delivery

Suppliers will be asked provide pricing and product/service delivery information in accordance with a format specified by the University to ensure that each supplier proposal can be evaluated on a like for like basis.

E-procurement

The University, like many large public and private sector organisations, is keen to obtain the benefits of trading electronically with its suppliers, termed 'electronic procurement' (E-procurement). In any organisation procurement can be expensive and the need to audit and control this activity can be time-consuming and bureaucratic. E-procurement automates and simplifies this process which reduces costs. For large organisations, major cost savings and administrative efficiencies can be realised. E-procurement helps suppliers just as much as buyers, as it removes the majority of the paper-based activities relating to processing an order and getting paid, releasing valuable time for sales and other activities. Without pieces of paper to get lost in the post or mislaid, supplier invoices are turned around and settled quickly. The University currently uses a number of E–procurement Tools:

E–tendering - All tendering is carried out via the University's Delta E–tendering system. This system enables buyers to issue tenders, receive tenders from suppliers, evaluate submissions and award contracts in a secure on-line environment.

E–purchase to pay - This enables the University to deal with setting up suppliers, requisitioning, issuing purchase orders, confirming receipt, invoicing and payments in an electronic manner.

E–marketplace - The University has arrangements with certain key suppliers to set up on-line catalogues of goods and services which staff can access on-line. This enables the buying to be carried out in a secure environment and also allows for electronic billing.

Contacting Procurement at the University

Category.management@bath.ac.uk