



How to do Business with
The University of Bath



UNIVERSITY OF
BATH

TABLE OF CONTENTS

<u>Introduction</u>	<u>3</u>
<u>About Us</u>	<u>3</u>
<u>Procurement Procedures & Regulations</u>	<u>4</u>
<u>How to Find New Contract Opportunities</u>	<u>5</u>
<u>Purchasing Consortia</u>	<u>6</u>
Invitation to Tender Process (ITT)	<u>7</u>
<u>Related Documentation</u>	<u>8</u>
<u>E-Procurement</u>	<u>9</u>
<u>Contacts for Further Information & Advice</u>	<u>10</u>

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 around £67m 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 stationary and office supplies, through to high value capital works schemes.

Procurement Procedures & 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, where 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	Procedure
Up to £2,000	Obtain a verbal quotation from a suppliers
£2,000 - £24,999	Obtain written quotations from 3 suppliers
£25,000 – EU thresholds	Tender process where the goods and/or services are advertised
>£164,175 for goods and services	EU tender process where the goods and/or services are advertised
>£4,104,394 for works	EU tender process where the works contract is advertised
Any value	Mini competition from an existing consortia or University framework agreement

How to Find New Contract Opportunities

The University advertises forthcoming opportunities for contracts valued over £25,000 on the Contracts Finder website. This information can be viewed at: www.gov.uk/contracts-finder

Goods and service contracts valued in excess of £164,175.00 and works in excess of £4,104,394.00 are advertised in the Official Journal of the European Union (OJEU). Please see a selection of links below to the OJEU and other sites that advertise public sector opportunities:

- www.direct.gov.uk
- www.ted.europa.eu
- www.euroguide.org

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 can be defined as two or more independent organisations that join together, either formally or informally, or through an independent third party, for the purpose of combining their individual requirements for purchasing goods and services to leverage more value-added pricing, service, and technology from their external suppliers than could not be obtained if each organisation purchased goods and services alone.

The University may utilise Contracts or Framework Agreements let by 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 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

Formerly the Government Procurement 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: <https://ccs.cabinetoffice.gov.uk>

Invitation to Tender Process (ITT)

The invitation to tender process may be carried out when a requirement with an expenditure of over £25,000 is received and a full tender document is sent using the e-procurement system.

Where a requirement has a large number of prospective suppliers in the marketplace a two stage process is used.

Firstly, the Pre-Qualification Questionnaire (PQQ) stage requests commercial and non-commercial information from suppliers and any supplementary information required for that particular requirement.

The following areas are typically found within the University's standard PQQ:-

Financial Information

The University will 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.

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.

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.

Equality and Diversity

The University strongly supports equal opportunity, equal access and positive outcomes for all sections of the community. The University seek to encourage all organisations to meet all the requirements of the current legislation in this area.

Once suppliers have completed and returned the PQQs, these will be evaluated using published criteria. Those suppliers who meet the criteria will be short listed for the next stage, which is the issue of an Invitation To Tender document (ITT). The ITT will include a detailed specification of the University requirement and suppliers will be invited to submit a proposal in accordance with the instructions contained within the ITT.

Related Documentation

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.

Waste Electrical and Electronic Equipment (WEEE)

Where relevant, suppliers are requested to complete this section so that the University can assess whether suppliers comply with the WEEE Directive. The Directive aims to both reduce the amount of electrical and electronic equipment being produced and to encourage reuse and recycling.

Sustainability

The University prides itself on the work that it undertakes in minimising its damage to and where possible enhancing the environment. The University works in accordance with their Sustainable Procurement Policy which sets out the principles, policies and procedures on which sustainable procurement activity within the University will be based.

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.

Contacts for Further Information and Advice

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