

## **Procurement Chart and Threshold Limits**

This chart has been designed to be used electronically and as such, there are links to other procurement forms and documents which will contain more information regarding the Procurement Procedures. Please select the Procurement Routes for a further breakdown of the procedures.

Please also see the New Public Procurement Thresholds.

Public Procurement Thresholds From 1st January 2022 until 31st December 2023

## **Supplies**

Corporate and operational expenditure (the supply of goods and commodities)

£213,477 inclusive of VAT

## Services

People and teams to plan, guide, advise, design, consult, care, operate and provide services to our Authority and it's partners.

£213,477 inclusive of VAT

## Works

Construction and commissioning of facilities, buildings, infrastructure and major capitals assets.

£5,336,937 inclusive of VAT

1
Need to
Purchase?
Yes or No
If Yes, go to
step 2

2
Check the Existing
Contracts Database.

Need to know more,  $\underline{\text{click}}$   $\underline{\text{here}}$ 

Calculate the
Estimated/Aggregated
value.

Click here for more information

>

Follow one of the routes below, depending on your answer to 3.

Route 1 Below £10,000 inclusive of VAT

For procurements valued below £10,000 inclusive of VAT you need to obtain a minimum of one written quote.

If the aggregated value exceeds £10,000 inclusive of VAT please use Route 2.

If the aggregated value is more than £10,000 inclusive of VAT, or you are procuring like for like products year on year, you will need to have a discussion with the Procurement Category Lead before progressing.

Signed Contract and/or Purchase Order.

The Signed Contract, including any supporting documents, must be sent to the Procurement Team (if applicable).

Route 2 £10,000 to £49,999 inclusive of VAT

Advice and Support from the Procurement Category Lead.

You need to invite a minimum of three quotes using the Bluelight e-Tendering Portal.

If the aggregated value is more than £45,000 inclusive of VAT, or you are procuring like for like products year on year, you will need to have a discussion with the Procurement Category Lead before progressing.

You must then select the Most Economically Advantageous and Sustainable Quote.

Any Contracts to be Awarded above £30,000 inclusive of VAT only. Please Contact the Procurement Category Lead at the Contract Award Stage.

Signed Contract and/or Purchase Order.

The Signed Contract, including any supporting documents, must be sent to the Procurement Team (if applicable).

Route 3 £50,000 to £99,999 inclusive of VAT

Advice and Support from the Procurement Category Lead. **Authorisation needed from** 

Head of Department.

Please Complete and Submit

Form FM017

You need to invite a minimum of six suppliers via the Bluelight e-Tendering Portal.

If the aggregated value is more than £90,000 inclusive of VAT, or you are procuring like for like products year on year, you will need to have a discussion Lead before progressing.

You will need to select the Most Economically Advantageous and Sustainable Quote.

Procurement Category Lead at the Contract Award Stage.
Signed Contract (Please refer to the Authorised Signatory List) and/or Purchase Order.

Please Contact the

The Signed Contract, including any supporting documents, must be sent to the Procurement Team (if applicable).

Route 4 £100,000 to Public Procurement Threshold inclusive of VAT

> Contact the Procurement Category Lead and Legal Advisor before you progress any further.

Authorisation needed from Service Director.

Please Complete and Submit Form FM035

A Formal Tender Procedure will be carried out.

If the aggregate value is within 10% of the Public Procurment Threshold Limits, then Route 5 will be selected for your Procurement Process.

You will need to select the Most Economically Advantageous and Select Supplier.

Signed Contract (Please refer to the Authorised Signatory List) and/or Purchase Order.

The Signed Contract, including any supporting documents, must be sent to the Procurement Team (if applicable).

Route 5
Over the Public
Procurement
Threshold inclusive

of VAT

Contact the Procurement Category Lead and Legal Advisor before you progress any further.

Authorisation needed from Service Director.

Please Complete and Submit Form FM035

A Formal Tender Procedure will be carried out in accordance to the Public Procurement Tendering Procedures

You will need to select the Most Economically Advatageous and select Supplier.

Signed Contract (Please refer to the Authorised Signatory List) and/or Purchase Order.

The Signed Contract, including any supporting documents, must be sent to the Procurement Team (if applicable).

Retain all the documents and send these, along with any contracts and send these to <a href="mailto:DWProcurement@dwfire.org.uk">DWProcurement@dwfire.org.uk</a> so that the details can be added to the Bluelight e-Procurement Hub Contracts Database. Any contracts awarded above £30,000 inclusive of VAT will be published on the Government's Contracts Finder Site.