

Table A – Goods & Services Thresholds (Please note that all the thresholds are ex VAT)

Procurement Procedure No	Level of Expenditure	Procurement Procedure Description
1	£0-£999	<p>Low Value Quote - The budget holder shall have the discretion to decide whether or not to obtain quotations, but value for money must always be obtained.</p> <p>Approved by Depute Head of Service/ Curriculum Quality Manager Authorised by the Head of Department/ Depute Head of Curriculum</p>
2	£1,000 - £9,999	<p>3 Price Comparison or 3 Written Quotation</p> <p>Approved by Head of Department Authorised by the Head of Curriculum for Lecturing Staff Authorised by the Head of Finance for Professional Services</p> <p><i>* On the occasion the order is approved by the Head of Finance – it will be authorised by the Vice Principal of Finance, Resources and Sustainability*</i></p>
3	£10,000 - £19,999	<p>3 Written Quotation – / or use of a Framework Agreement</p> <p><i>PECOS orders of the value of 10k + reviewed by Head of Finance.</i></p> <p>Approved by Head of Service Authorised by the Vice Principal for Student Experience and Innovation – Curriculum Authorised by the Vice Principal for Finance, Resources and Sustainability- Professional Services</p>
4	£20,000 - £49,999	<p>PCS- Quick Quote. 3 or more quotes advertised on Quick Quotes to named suppliers./ or use of a Framework Agreement</p> <p><i>PECOS orders of the value of 10k+ reviewed by Head of Finance.</i></p> <p>Approved by Head of Service Authorised by the Vice Principal for Student Experience and Innovation – Curriculum Authorised by the Vice Principal for Finance, Resources and Sustainability- Professional Services</p>
5	£50,000 – £173,100	<p>Regulated Tender via PCS – Public Contracts Scotland Open Tender Advert</p> <p><i>Procurement Initiation Form Required</i> <i>PECOS orders of the value of 10k+ reviewed by Head of Finance.</i></p> <p>£50,000 - £99,999 – Approved by the Head of Service Authorised by the Vice Principal for Student Experience and Innovation – Curriculum Authorised by the Vice Principal for Finance, Resources and Sustainability- Professional Services</p> <p>£100,000 - £124,999– Approved by the Vice Principal Authorised by the Principal £125,000 and over requires approval from the Board of Management. Once Approved, authorisation to sign is given to the principal.</p>
6	£173,100>	<p>High Value Regulated Tender via PCS/Find a Tender</p> <p><i>Procurement Initiation Form Required</i> <i>PECOS orders of the value of 10k+ reviewed by Head of Finance.</i></p> <p>Approval is required from the Finance and Resources Committee</p> <p>Once Approved Authorisation to sign the Contract is given to the Principal.</p>

Table B – Works Thresholds

(Please note that all the thresholds are ex VAT)

Procurement Procedure No.	Level of Expenditure	Procurement Procedure Description
7	£0-£999	<p>Low Value Quote - The budget holder shall have the discretion to decide whether or not to obtain quotations, but value for money must always be obtained.</p> <p>Approved by the Depute Head of Service/ Curriculum Quality Manager Authorised by the Head of Service/Depute Head of Curriculum</p>
8	£1,000 - £9,999	<p>3 Price Comparison or Written Quotation</p> <p>Approved by the Head of Service Authorised by the Head of Curriculum for Lecturing Staff Authorised by the Head of Finance for Professional Services</p>
9	£10,000 - £49,999	<p>3 Written Quotation – / or use of a Framework Agreement</p> <p>Approved by the Head of Service Authorised by the Vice Principal for Student Experience and Innovation – Curriculum Authorised by the Vice Principal for Finance, Resources and Sustainability- Professional</p>
10	£50,000 – £1,999,999	<p>Quick Quote via PCS – 5 or more Quotes advertised to named suppliers/ Contractors. / or use of a Framework Agreement</p> <p>£50,000 - £99,999 – Approved by the Head of Service Authorised by the Vice Principal for Student Experience and Innovation – Curriculum Authorised by the Vice Principal for Finance, Resources and Sustainability- Professional Services</p> <p>£100,000 - £124,999 – Approved by the Vice Principal Authorised by the Principal</p> <p>£125,000 and over requires approval from the Board of Management. Once Approved, authorisation to sign is given to the principal.</p>
11	£2m – £4,327,500	<p>Regulated –Tender via PCS – Public Contracts Scotland Open Tender Advert</p> <p><i>Procurement Initiation Form Required</i></p> <p>Requires approval from the Board of Management Once Approved Authorisation to sign the Contract is given to the principal.</p>
12	£4,327,500>	<p>High Value Regulated Tender via PCS/Find a Tender - Will advertise in the Find a Tender (FTS) portal following the most appropriate process.</p> <p><i>Procurement Initiation Form Required</i></p> <p>Requires approval from the Board of Management Once Approved Authorisation to sign the Contract is given to the principal.</p>