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| ***The form should be completed in consultation with procurement where required. Please complete sections 1 & 2 and return the form to:****procurement.enquiries@strath.ac.uk* |

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| ***Section 1 – Customer Details & Budget Details*** |
| **Customer Name**  |  |
| **Job Title:** |  |
| **Department/Faculty** |  |
| **Is the Budget available?** | Yes [ ]  No [ ]  If No, when will the budget be available? |
| **Contact Number** |  |
| **Contact email address** |  |
| **Is the stakeholder(s) aware of any potential conflict of interest between any UoS staff and potential suppliers?** | Yes [ ]  No [ ]  If Yes please provide details: |
| **Digital Sub-Committee (DSC): Will this project require approval from the DSC prior to commencing procurement?** | Yes [ ]  No [ ]  If Yes please provide details: |
| **Please confirm that the project has undergone data protection screening and whether this requires a Data Protection Impact Assessment (DPIA)** | Data Protection Screening undertaken: Yes [ ]  No [ ]  DPIA required: Yes [ ]  No [ ]   |

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| ***Section 2 – Project Information*** |
| **Project Title** |  |
| **Type of Requirement** | Goods [ ]  Services [ ]  Works [ ]   |
| **Estimated Contract Value** **(if this is a service requirement please advise no of years service required and estimated cost per annum** |  |
| **Required contract start date** |  |
| **Specification**  |  |

**University of Strathclyde – Procurement Guidance**

**(effective from 1st August 2014)**

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| ***Section 4 –* *Procurement Thresholds*** |
| **Goods & Services Procurement Value**  | **Process** |
| **Not exceeding £24,999** | Minimum of 3 recorded quotations (If less than £3,000 then 2 verbal quotes are permitted) |
| **£25,000 to £50,000** | Quotation in consultation with UPS via Public Contracts Scotland |
| **Over £50,000** | UPS carry out tender (note any tenders above £164,176 will be subject to the EU regulations) |
|  |   |
| **Works – (Estates) Procurement Value**   | **Process**  |
| **Not exceeding £99,999** | Minimum of 3 written quotations |
| **Above £100,000** | Tender in consultation with UPS (Above £4.1M EU regulations apply) |

If you have any further questions regarding the above please do not hesitate to contact the Procurement team at procurement.enquiries@strath.ac.uk

**For UPS use only**

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| ***Section 5 – Contract Strategy***  |
| **Above EU thresholds** | Yes [ ]  No [ ]  |
| **Type of Agreement** | Framework [ ]  Contract[ ]  |
| **Route to Market** | F/work Mini Comp [ ]  F/work Direct Award [ ] Quick Quote [ ]  Tender [ ]  OJEU [ ]   |
| **Tendering Procedure (if applicable)** | Open [ ]  Restricted [ ]  |
| **Level of Contract Management Activity** | Low [ ]  Medium [ ]  High [ ]  |
| **Standstill**  | N/A [ ]  Voluntary [ ]  Mandatory [ ]  |

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| **Date received by UPS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Transferred to UPS staff member \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Date project transferred to designated UPS staff\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Date customer advised of designated UPS staff \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Comments: supporting strategy rationale provided as follows:** |