



Procurement thresholds, typical timescales and actions

3 simple steps
to buying stuff



1. Obtain from an internal department or buy from a contracted supplier *¹

2. Obtain quotes (below £50,000)

3. Do a plan / tender (above £50,000)

Value	Process	Procurement activity	Typical timescales	Professional advice required
Limited by your delegated approval level <small>Delegated Authority Schedule</small>	Select a supplier * ²	Place a Purchase Order * ³ using PECOS, SciQuest or e-financials	Approval by appropriate authorised signatory	No * ²
	Mini tender	Obtain FORMAL quotes from all framework suppliers	2-4 weeks	Yes
Under £1000	Procurement Journey * ⁴ Route 1	Retain evidence of value for money (i.e. price comparison)	N/A	No (but training and help available if required)
Between £1000 and £5000		Obtain written or verbal quotes from at least three different suppliers	1-10 days	
Between £5000 and £50,000		Obtain FORMAL quotes from at least three suppliers	1-4 weeks	
Over £50,000	Route 2	FULL TENDER (Sealed Competitive Bids)	1-3 months	YES
Over £164,176 (goods / services)	Procurement Journey	Requires the APPROVAL of a plan by Director of Procurement before commencing	3-6 months	YES
Over £4,104,394 (works)	Route 3		(minimum timescale of 3 months applies)	

*¹ Contracted suppliers: <http://www.ed.ac.uk/schools-departments/procurement/buying>

*² If buying from a framework agreement, a “mini tender” may be required. Check the contract details for info or speak with procurement

*³ A Purchase Order should be placed no matter what process is undertaken

*⁴ Procurement Journey: <https://www.procurementjourney.scot/node>

Notes: Timescales may need to be increased, depending on complexity of the requirement

To estimate the value, take account of all expenditure likely to be incurred over the lifetime of the requirement (e.g. acquisition cost, ongoing costs, support costs, disposal costs, etc.). If unsure, estimate this over 48 months – see “valuing the requirement” in this link for further guidance:

<https://www.procurementjourney.scot/eu-guidance>