

Procurement Code thresholds

Table 1 – Procurement thresholds

Type of Procurement	Goods & Services	Works	Guidance
Operational Purchasing	Up to £100,000	Up to £100,000	Officers may seek quotations directly from suppliers in accordance with the process outlined in Part 2. Once a quotation has been obtained, a requisition must be created on iProcurement and submitted to the Commercial Service who will issue a Purchase Order to the selected supplier. Where a Corporate Contract exists, it must be used.
One-off Purchasing	-	More than £100,000 but less than £400,000	Request for Quotation must be undertaken by the Commercial Service through the eTendering portal. A minimum of three firms to be invited to submit written quotations one of which should be a local firm, SME, or a Social Enterprise.
Strategic Purchasing	More than £100,000	£400,000 or more	Options Appraisal must be undertaken by the Commercial Service. Any resulting procurement must go through the tendering portal.

Table 2 – contract letting thresholds

Value	Approval Process
£100,000 and below	Options appraisal – Chief Officer Contract Award - Relevant Chief Officer/or an Officer with Delegated Authority from the Chief Officer.
>£100,000 - less than £2,000,000	Options appraisal - Relevant Category Board Contract Award - Relevant Category Board

Appendix 1 - Thresholds

<p>£2,000,000 or More - less than £4,000,000</p>	<p>Options (Stage 1): Report for Relevant Category Board and Projects and Procurement sub-Committee, or Bridge House Estates Board for Bridge House Estates Procurement, for approval to proceed with a procurement and for the procurement strategy.</p> <p>Contract Award (Stage 2): Report for Relevant Category Board and Projects and Procurement Sub Committee, or Bridge House Estates Board for Bridge House Estates Procurement, which receives final recommendation on contract award.</p>
<p>£4,000,000 and above</p>	<p>Options (Stage 1): Report for Relevant Category Board, Operational Projects and Procurement Sub Committee and Finance Committee, or Bridge House Estates Board for Bridge House Estates Procurement, for approval to proceed with a procurement and for the procurement strategy.</p> <p>Contract Award (Stage 2): Report for Relevant Category Board, Projects and Procurement Sub Committee and Finance Committee, or Bridge House Estates Board for Bridge House Estates Procurement, and Court of Common Council which receives final recommendation on contract award.</p>