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How we procure goods and services    On this page Our procurement process How we select suppliers What suppliers need to show us First published: 30 May 2019 Last updated: 19 February 2020 Our procurement process The value of a contracts determines if we need to: ask suppliers for written quotes carry out a full competitive tender exercise follow a procurement process in line with European Union (EU) procurement directives We will make the procurement process we're following clear when we advertise the contract. If a contract has a lot of interested from suppliers, we will carry out a pre-qualification process. Some of our work is specialist and demanding, and takes place at short notice. In these circumstances, we find suitable suppliers from existing framework agreements. How we advertise contracts We advertise our live tenders and add them to Contracts Finder . If a contract is over the EU financial thresholds, we will advertise it in the supplement of the Official Journal of the European Union (OJEU). How we select suppliers We select supplies based on the best overall demonstration of value for money. When deciding on value for money, we also consider: quality reliability experience timely delivery price What suppliers need to show us In a tender submission, potential suppliers need to show us their financial, commercial and technical capability to fully meet the requirements of the contract. We will also take into account the supplier's past performance with similar contracts, both with us and other organisations. We may request references from previous or existing customers, bankers and business information companies. We may also arrange a site reference visit. Additionally, we will be looking for a clear demonstration of commitment to: equal opportunities in employment the environment safe systems of working Current Purchase Order Terms and Conditions Download the current Purchase Order Terms and Conditions Related content Find our press releases, resources, and media contacts Find out about accessibility and our website Freedom of Information Search our previous FOI responses, and find out how to make a request.