

## Procurement Thresholds, Typical Timescales and Actions

3 simple steps to buying stuff

1. Obtain from a contracted supplier  
\*1



2. Obtain quotes (below £50,000)



3. Tender (above £50,000)

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

\*1 Contracted suppliers:

- I-Flair
- Procurement for Housing (pfh) - <http://www.procurementforhousing.co.uk> ,
- Scottish Procurement Agency (SPA) - <https://www.scottishprocurement.scot/>
- Scotland Excel - <http://www.scotland-excel.org.uk/>
- Wheatley Group – [https://www.wheatley-group.com/\\_data/assets/pdf\\_file/0023/68414/Procurement-strategy-2019-2021.pdf](https://www.wheatley-group.com/_data/assets/pdf_file/0023/68414/Procurement-strategy-2019-2021.pdf)

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

\*3 A Purchase Order / Call-Off should be placed no matter what process is undertaken.

\*4 Procurement Journey: <https://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>