**CHECKLIST FOR ALL PURCHASE ORDERS OVER £50,000 (inc VAT)**

**Financial Regulation 163 states**: Where, after due consideration of Financial Regulations 101-107, the cost of the external purchase of goods, services or equipment is to exceed £50,000 (inc VAT), at least three competitive tenders shall be obtained. The purpose of this form is to provide supporting evidence to ensure compliance with the key requirements of UCL’s [Financial Regulations.](https://www.ucl.ac.uk/finance/policies-corporate-info/financial-regulations/fin-regs-7-non-pay-expenditure)

**Instructions**:

* This form is required to be completed prior to any order that totals over £50,000 (inc VAT) being issued.
* This form is to be completed after the evaluation process has been concluded and funding approved.
* If this is non UCL funding you may need to include additional supporting evidence, please contact procurement.
* When all sections of this form have been completed, the form along with the successful quote and contract should be attached to the requisition on MyFinance before submission, so that approvers can check paperwork prior to approval.
* If you have any queries relating to this form, please contact [procurement@ucl.ac.uk](mailto:procurement@ucl.ac.uk)

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| **Requestor Name** | |  | **Department** | |  | |
| **Email** | |  | **Tel No** | |  | |
| **Brief description of item/service being purchased** | | ***If this has been tendered, please also state ref tender number?*** | | | | |
| **Please confirm source of funding?** | | **Departmental / Grant / Other** | **Please confirm compliance to the Supply Chain and Selection Policy?** | |  | |
| **Has this purchase been open to competition?** | | **Yes/No** | **If not, please state reasons?** | |  | |
| **Have you checked the** [**framework suppliers**](https://www.ucl.ac.uk/procurement/contracted-suppliers)**?** | | **Yes/No** | **Have you checked the** [**catalogue**](https://www.sci-ware-customer.com/sword/login.do#iso/UK)**?** | | **Yes/No** | |
| **Did the Central Procurement Team manage the procurement process?** | | **Yes/No** | **If not, were the Central Procurement Team engaged?** | | **Yes/No** | |
| **How many suppliers were invited to bid and how many received?** | |  | **What were the evaluation criteria?** | | ***Price – \*% Technical - \*%*** | |
| **Please outline the three highest scoring bids received including cost**  ***\*Please attach successful quote and contract*** | | ***Supplier 1–evaluation score i.e. Price Score/Technical Score–Cost-Saving*** | | | | |
| ***Supplier 2–evaluation score i.e. Price Score/Technical Score–Cost-Saving*** | | | | |
| ***Supplier 3–evaluation score i.e. Price Score/Technical Score–Cost-Saving*** | | | | |
| **Proposed Supplier** | |  | **Total Cost (ex VAT)** | |  | |
| **VAT (If applicable)** | |  | |
| **Total Cost (inc VAT)** | |
| **Is the proposed supplier a new supplier to UCL?** | | **Yes/No** | **Payment Terms (i.e. UCL Standard, Advanced)** | |  | |
| **Is the contract under UCL Terms and Conditions?** | | **Yes/No (If not, please confirm whether these have been approved by Legal?)** | | | | |
| **Contract dates** | **Contract Start** |  | **Contract End** |  | **Extension period** |  |
| **Procurement Type** | | **One-Off / Set Period / Ongoing Requirement** | | | | |
| **Is the total cost split equally through the duration of the contract period? If not please detail** | |  | | | | |