

CONTRACT PROCEDURES – SUPPLIES, SERVICES AND DISPOSALS CONTRACTS AND PURCHASE OF HEALTHCARE SERVICES
(To be read in conjunction with Prime Financial Policies and Detailed Financial Policies)



Portsmouth
Clinical Commissioning Group

*** ALL EU 'PART A' GOODS & SERVICES MUST MEET EU REQUIREMENTS, (currently full tender for whole life costs over £113,057). In some cases a pre tendered framework agreement or other collaborative procurement arrangement may apply. PLEASE SEE ADVICE FROM SUPPLIES OR CHIEF FINANCE OFFICER**

CONTRACT VALUE	METHOD OF TENDERING	FORM OF CONTRACT (as appropriate)	MINIMUM NUMBER INVITED TO TENDER	AUTHORITY TO LET CONTRACT
£10,000 or less	No tendering required, quotations required	Official Order or Authorisation letter	No minimum	Budget Holder
£10,001 to £30,000	Quotations to be in writing	Official Order or Authorisation letter	At least three	Budget Holder
£30,001 to £111,676	Tendering process	Official Order, Contract or Service Variation Order	At least three	Budget Holder (up to 100k) or Chief Operating Officer, Chief Strategic Officer or Chief Finance Officer
£111,676 to £500,000*	Quotations to be in writing (*See note above)	Official Order, Contract or Service Variation Order	At least three	Chief Clinical Officer or Chair (up to £250k), Clinical Executive (£250k and over)
£500,001 to £999,999*	By sealed tender (*See note above)	As specified in tender, Contract or Service Variation Order	Limited Competition At least four	Clinical Executive
£1,000,000 or more*	By sealed tender (*See note above)	As specified in tender, Contract or Service Variation Order	Open competition Full Tender	Clinical Strategic Committee (up to £2,500k) Governing Board (above £2,501k)