

1. Competition Requirements as determined by the Trust’s “Standing Financial Instructions”:

SPEND LIMITS	PROCEDURE
£1 - £5,000	Single Source Direct Award
£5,000 - £25,000	Three Informal Quotes. Evidence of quotation process to be included on requisition document.
£25,000 – EU Threshold	Formal Advertised Call for Competition OR Use of a Framework Agreement
Over the EU Threshold	Formal Invitation to Tender (ITT) taking heed of full EU Procurement Regulations OR Use of a Framework Agreement

2. EU Procurement Thresholds (applicable from 1 January 2014, net of VAT):

SUPPLIES	SERVICES	WORKS
£172,514	£172,514	£4,332,012

Note: thresholds are based on the estimated total value of the contract over the life of the contract.

3. Contract Advertising

Current & recurring contracts advertised by the Trust on the Contracts Finder website- www.gov.uk/contracts-finder

4. Contract Award Evaluation Criteria:

- Most Economically Advantageous Tender (M.E.A.T.). Full example evaluation matrix will be issued with every Invitation to Tender

5. Key Contacts List:

Category	Category Manager	Contact Details
Projects	Clair White	procurement.helpdesk@sfh-tr.nhs.uk 01623 622515
Clinical	Elisa Lamb	
Non-Clinical	Steve Whitehead	
Supplies	Cara Jones	
Buying Team	Karen Vickers	