

**NEC4**

## **Term Maintenance Contract**

**Scope S 1400 Acceptance or procurement procedure**

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# S 1400 Acceptance or Procurement Procedure

## S 1405 – Procurement Procedure

All procurements must be carried out in accordance with UK procurement law to achieve best value and be based on whole life costs.

All procurements shall follow the following principles:

- a. mutual recognition
- b. non-discrimination
- c. openness and transparency
- d. equal treatment
- e. proportionality

Appropriate mitigation(s) are to be put in place to ensure that such conflicts do not compromise the outcome of a procurement exercise.

The table below sets out the competition requirements:

Contract	Total contract value	Requirement	Procurement process
Goods, services or works	Up to £25,000	Light specification or statement of requirement.	Recommended three quotes, minimum one quote with process ensuring best value.
Goods and services	Over £25,000 up to £100,000	Specification or statement of requirement.	Three quotations sought.
Works	Over £25,000 up to £250,000	Specification or statement of requirement.	Three quotations sought.
Good and Services	Over £100,000 and up to the Public Procurement thresholds	Tender documentation, specification, evaluation criteria, terms and conditions	Formal tender process
Works	Over £250,000 up to the Public Contract Regulations thresholds	Tender documentation, specification, evaluation criteria, terms and conditions	Formal tender process
Goods and Services	Over the Public Procurement Contract Regulations thresholds	Instructions to candidates, terms and conditions, specification, pricing	In accordance with Public Contract Regulations

		schedule, ordering procedures, completion requirements, selection questionnaire, award criteria, submission requirements, named contract manager.	
Works	Over the Public Procurement Contract Regulations thresholds	Instructions to candidates, terms and conditions, specification, pricing schedule, ordering procedures, completion requirements, selection questionnaire, award criteria, submission requirements, named contract manager.	In accordance with Public Contract Regulations

## S1410 – Submission and acceptance procedure

All submissions received for Contracts above the total contract value of £100,000 goods and services or £250,000 works, shall be evaluated in accordance with the pre-determined selection and award criteria, as set out in the procurement documents.

Subject-matter experts or appropriately experienced people shall evaluate all submissions in accordance with the predetermined Selection and Award criteria.

Contracts with a value over the Public Procurement Contract Regulations thresholds shall be advertised, tendered, evaluated and awarded in accordance with these regulations.

In selecting a preferred supplier, the Contractor must comply with the general principles of proportionality, mutual recognition, transparency, non-discrimination, and equal treatment. In doing so all contract awards must be based on the Most Economically Advantageous Tender.

Those awarding contract must ensure all necessary permissions are in place before the contract is entered and those signing contracts must have the authority to do so.