

# SGUL Invitation to Quote (ITQ) Flowchart For Spend between £10K – £50K

**START/FINISH**

## Procurement thresholds

Less than £2,000: 1 written/verbal quotation  
£2,001 - £10,000: at least 2-3 e- quotations  
£10,001 - £50,000: at least 2-3 written quotations

New requirement identified OR Contract/Purchase Order is due to expire

Budget approval confirmed by Budget Holder before tender process begins

The scope of requirement is developed after consulting all potential stakeholders. If appropriate, End User provides an outline of the requirement to Procurement for review and comment.

Yes

**\*\* Any potential suppliers preferred suppliers available on Agresso?**

No

Search for suitable suppliers from relevant directories, websites, e-Marketplace, Procurement's or your Division's recommendations etc.

Issue outline of scope to preferred supplier and request quotation and accept/decline quotation submitted

Attach outline of requirements to ITQ template and complete appropriate sections (evaluation criteria, timescales etc.)

Issue ITQ to suppliers, with SGUL's Short Form Standard Terms and Conditions for the provision of goods and services, obtaining the \*appropriate number of quotations.  
Maintain a soft and hard copy audit trail of the end to end process including correspondence

Evaluate quotations to select a supplier that provides best value for money.  
Formally appoint the successful Supplier

Raise Purchase Order. Issue to Supplier and file a copy for audit purposes.

**\*\* PLEASE CHECK**  
A) If a similar requirement has been supplied previously by an existing supplier;  
B) If there is no history for a similar requirement but existing suppliers can supply them.  
C) If there is a Framework Agreement in place (LUPC, Government Procurement Services)  
If so please see the framework flow chart for guidance.

